



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 2nd July, 2014 at 1.30 pm

Members of the Council are invited to attend and transact the following business:

- 1 **Minutes** 1 - 6

To approve the minutes of the Council Meeting held on 9th June 2014.

- 2 **Declarations of Interest**

To receive any declarations of interest from Members

- 3 **Communications**

To receive such communications as the Lord Mayor, the Leader, Members of the Executive Board or the Chief Executive consider appropriate

- 4 **Deputations**

To receive deputations in accordance with Council Procedure Rule 10

- 5 **Report on Appointments** 7 - 10

To consider the report of the City Solicitor on appointments.

- 6 **Report on Scrutiny Annual Report** 11 - 26

That the report of the City Solicitor presenting the Scrutiny Boards' Annual report to Council, prepared in accordance with Article 6 of the Constitution, be approved.

- 7 **Recommendations of the Independent Remuneration Panel
- Members' Allowances** 27 - 42

To consider the report of the City Solicitor advising Council of the receipt of a report from the Independent Remuneration Panel (IRP) on the 18th June 2014,

and asks Council to consider the recommendations of the IRP in relation to the Members' Allowances Scheme.

8 **Questions**

To deal with questions in accordance with Council Procedure Rule 11

9 **Minutes**

To receive the following minutes in accordance with Council Procedure Rule 2.2(i):-

Executive Board	43 - 54
Scrutiny Boards	55 - 116
Plans Panels	117 - 182
Licensing Committee and Sub Committees	183 - 232
Advisory and Procedural Committees	233 - 260
Housing Advisory Board	261 - 268
Health and Wellbeing Board	269 - 280
Community (Area) Committees	281 - 400
Joint Committees	401 - 428
10 Back Bench Community Concerns	429 - 436

To receive Community Concerns in respect of:-

- 1) Councillor Dawson - Poor regulation and supervision of a Bail Hostel in Morley
- 2) Councillor Rafique – Implementation of Universal School Meals in Chapel Allerton.
- 3) Councillor Downes – To raise issues regarding CCTV coverage in Otley & Yeadon and Horsforth Wards.
- 4) Councillor Wilkinson – Traffic issues outside St James' Primary School, Hallfield Lane.

- 11 **White Paper Motion (in the name of Councillor A Carter) - Support for Local Pubs** 437 - 438

This Council notes with concern that local community pubs are closing at an alarming rate as high as 28 per week nationally and further notes the closure of once popular pubs throughout Leeds over recent years.

This Council believes that if additional powers were made available to local authorities much needed community involvement and consultation could be secured when proposals are brought forward to close or demolish community pubs/working men's clubs in Leeds, in line with the recent moves by Government to encourage localism and devolve power to local authorities. This would be especially important when there are proposals to convert them to alternative uses such as betting shops and pay day lenders.

Council recognises that commercial viability should play a part in the process but, subject to that qualification, Leeds City Council resolves to add its support to the CAMRA campaign and use the Sustainable Communities Act to submit a proposal to Government to ensure that planning permission and consultation are required before community pubs are allowed to be converted to a variety of other uses, or are allowed to be demolished.

This Council welcomes the Government support given to the pub industry through measures to crack down on 'beer tie' arrangements, the scrapping of the alcohol duty escalator and a reduction in beer duty in the last two budgets.

- 12 **White Paper Motion (in the name of Councillor J Bentley) - Low Emission Zones** 439 - 440

This Council notes the recent report from Public Health England which shows poor air quality is directly responsible for approximately 350 deaths a year in Leeds and the World Health Organisation's recent report showing Leeds failing to meet European air quality standards.

Low Emission Zones in Sweden showed a 40% decrease in emission levels from heavy vehicles within just four years of the creation of a Low Emission Zone. A similar increase in air quality in Leeds will avoid unnecessary deaths.

With this in mind, Council expresses its concern that the feasibility study asked for by Full Council more than three years ago in April 2011 has yet to be completed. It therefore requests the Executive Board to bring forward proposals to create Low Emission Zones in areas of high air pollution in Leeds in order to save lives no later than the October 2014 Executive Board meeting.

- 13 **White Paper Motion (in the name of Councillor Mulherin) - Health** 441 - 442

This Council supports the founding values and principles of the NHS and its achievements in its 66 years of existence. Members are committed to

universal healthcare, free at the point of need, provided by a publicly funded National Health Service.

Council therefore notes with concern the Government's irresponsible leadership of the NHS since 2010 and the damage done by the biggest top down reorganisation the NHS has ever seen.

Council supports the work taking place locally in Leeds to integrate health and social care and to promote joint working in order to improve health outcomes and meet the significant challenges faced across the system as a result of government funding cuts.

Council commits to build stronger and closer relationships with health and social care providers by inviting them to sit on the Leeds Health and Wellbeing Board, ensuring greater joined up working.

In addition, Council also calls on the government to:

- Repeal the Health and Social Care Act 2012 and bring commissioning back together under local Health and Wellbeing Boards.
- Re-establish the Secretary of State's statutory duty to provide and secure a comprehensive health service.
- Remove the infrastructure which imposes competition on the NHS and which leaves it open to threat from the free market.
- Ensure that decision-making at all levels in the NHS is open and transparent and that patients and the public are involved in designing services for the future.



Tom Riordan
Chief Executive

Civic Hall
Leeds
LS1 1UR

Please note: this meeting may be filmed for live or subsequent broadcast via the City Council's website on the internet - at the start of the meeting the Lord Mayor will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council. Generally the public gallery is not filmed. However, by entering the Council Chamber and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please contact the City Solicitor.

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the clerk.

Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

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Proceedings of the Annual Meeting of the Leeds City Council held at the Civic Hall, Leeds on Monday 9th June 2014.

PRESENT: The Lord Mayor Councillor Thomas Murray in the Chair

WARD

ADEL & WHARFEDALE

Billy Flynn
Barry John Anderson
John Leslie Carter

ALWOODLEY

Dan Cohen
Peter Mervyn Harrand
Neil Alan Buckley

ARDSLEY & ROBIN HOOD

Lisa Mulherin
Karen Renshaw
Jack Dunn

ARMLEY

Alice Smart
Alison Natalie Kay Lowe
James McKenna

BEESTON & HOLBECK

David Congreve
Angela Gabriel
Adam Ogilvie

BRAMLEY & STANNINGLEY

Kevin Ritchie
Caroline Gruen
Ted Hanley

BURMANTOFTS & RICHMOND HILL

Ron Grahame
Maureen Ingham
Asghar Khan

WARD

CALVERLEY & FARSLEY

Joseph William Marjoram

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Mohammed Iqbal
Elizabeth Nash
Patrick Davey

CROSS GATES & WHINMOOR

Peter John Gruen
Debra Coupar
Pauleen Grahame

FARNLEY & WORTLEY

Terry Wilford
David Blackburn
Ann Blackburn

GARFORTH & SWILLINGTON

Stuart McKenna
Andrea McKenna
Mark Dobson

GIPTON & HAREHILLS

Kamila Maqsood
Roger Harington
Arif Hussain

GUISELEY & RAWDON

Pat Latty
Graham Latty
Paul John Spencer Wadsworth

HAREWOOD

Ann Castle
Rachael Procter

HEADINGLEY

Jonathon Pryor
Janette Walker
Neil Walshaw

HORSFORTH

Brian Cleasby
Christopher Townsley
Dawn Collins

HYDE PARK & WOODHOUSE

Javaid Akhtar
Christine Denise Towler
Gerry Harper

KILLINGBECK & SEACROFT

Brian Michael Selby
Graham Hyde
Veronica Morgan

KIPPAX & METHLEY

Keith Ivor Wakefield
Mary Elizabeth Harland
James Lewis

KIRKSTALL

Fiona Venner
Lucinda Joy Yeadon
John Anthony Illingworth

MIDDLETON PARK

Kim Groves
Paul Anthony Truswell
Judith Blake

MOORTOWN

Sharon Hamilton
Alex Sobel
Rebecca Charlwood

MORLEY NORTH

Thomas Leadley
Robert Finnigan
Robert William Gettings

MORLEY SOUTH

Shirley Varley
Judith Elliott
Neil Dawson

OTLEY & YEADON

Ryk Downes
Sandy Edward Charles Lay
Colin Campbell

PUDSEY

Mick Coulson
Josephine Patricia Jarosz
Richard Alwyn Lewis

ROTHWELL

Barry Stewart Golton
David Nagle
Karen Bruce

ROUNDHAY

Ghulam Hussain
Bill Urry
Christine Macniven

TEMPLE NEWSAM

Michael Lyons
Judith Cummins
Katherine Mitchell

WEETWOOD

Judith Mara Chapman
Jonathan Bentley
Susan Bentley

WETHERBY

John Michael Procter
Gerald Wilkinson
Alan James Lamb

1 Issue of Papers for the Meeting

The Lord Mayor indicated that, following the dispatch of the Summons with accompanying reports on Friday, 30th May 2014, further papers originally identified on the Summons as to follow were circulated to Members on Friday 6th June 2014.

2 Opening Remarks

- a) The Lord Mayor reminded all those present that the Annual Meeting was to be webcast.
- b) The Lord Mayor welcomed the newly elected Members to their first meeting of Council.
- c) The Lord Mayor reported the recent death of Councillor Clive Fox , Stan Kenyon a former Director of Planning and Anne Maguire of Corpus Christi Catholic College, and Council stood in silent tribute.

3 Election of Lord Mayor

It was moved by Councillor Ogilvie seconded by Councillor Castle and

RESOLVED UNANIMOUSLY – That Councillor David Congreve be elected Lord Mayor of the City of Leeds to hold Office until the date of the Annual Meeting in 2015.

The meeting was suspended to allow for Councillor Congreve to accept the Chain of Office and to take the Chair.

4 Vote of Thanks to Retiring Lord Mayor

Councillor K Wakefield moved a vote of thanks to the retiring Lord Mayor, Councillor Thomas Murray. This was seconded by Councillor Lamb and supported by Councillors Downes, Elliott and D Blackburn.

RESOLVED UNANIMOUSLY – That a vote of thanks be moved for the retiring Lord Mayor, Councillor Thomas Murray.

5 Election of Vice Chair of Council

It was moved by Councillor Wakefield seconded by Councillor Nash and

RESOLVED UNANIMOUSLY – That Councillor J McKenna be appointed Vice Chairman of Council to hold Office until immediately after the election of the Lord Mayor at the Annual Meeting of Council in 2015.

6 Minutes

It was moved by Councillor Nash, seconded by Councillor G Latty and

RESOLVED – That the minutes of the meeting held on 26th March 2014 be approved.

7 Declarations of Interest

There were no declarations of interest at this meeting.

8 Election of Leader

It was moved by Councillor Nash seconded by Councillor Selby and

RESOLVED – That Councillor K Wakefield be elected Leader of the Council.

9 Recommendations of the General Purposes Committee - Amendments to the Constitution

It was moved by Councillor Wakefield seconded by Councillor Nash and

RESOLVED – That the recommendations of the General Purposes Committee with regard to amendments to the Constitution, as detailed in the report of the City Solicitor, be approved.

10 Establishment of Committees and Appointments

It was moved by Councillor Nash seconded by Councillor Selby and

RESOLVED – That Schedules 9(a)to(c) and Schedules 9(e)and(f) be approved and that the City Solicitor be authorised, in consultation with appropriate Whips, to change appointments made during the period between this meeting and the next ordinary meeting of Council

11 Appointment of Chair - Inner West Community Committee

It was moved by Councillor Nash seconded by Councillor Selby that in accordance with Community Committee Procedure Rule 5.10 that the appointment of the Chair of the Inner West Community Committee be determined by the Council.

The unopposed nomination was Councillor C Gruen

RESOLVED – That Councillor C Gruen be appointed as Chair of the Inner West Community Committee

12 Appointment of Chair - Inner North West Community Committee

It was moved by Councillor Nash seconded by Councillor Selby that in accordance with Community Committee Procedure Rule 5.10 that the appointment of the Chair of the Inner North West Community Committee be determined by the Council.

The unopposed nomination was Councillor Akhtar

RESOLVED – That Councillor Akhtar appointed as Chair of the Inner North West Community Committee.

13 Appointment of Chair - Outer South Community Committee

It was moved by Councillor Nash seconded by Councillor Selby that in accordance with Community Committee Procedure Rule 5.7 that the appointment of the Chair of the Outer South Community Committee be determined by Full Council as an overall majority of votes could not be obtained at the Area Committee meeting on 5th June 2014.

The 2 nominations were;
Councillor Bruce
Councillor Finnigan

RESOLVED – That Councillor Bruce be appointed Chair of the Outer South Area Committee.

14 Appointment of Chairs to Community Committees

It was moved by Councillor Nash seconded by Councillor Selby and

RESOLVED – That the appointment of Chairs of Community Committees as detailed in Schedule 9(d)(i) be noted.

15 Scheme of Delegation (Council (Non-Executive) functions)

It was moved by Councillor Nash seconded by Councillor Selby and

RESOLVED – That the Officer Delegation Scheme (Council (Non Executive) Functions) as detailed in Schedule 10 be approved.

16 Executive Arrangements

It was moved by Councillor Nash seconded by Councillor Selby and

RESOLVED – That the list presented by the Leader setting out the arrangements for the discharge of Executive Functions, as detailed in Schedule 11, be noted.

17 Council Meeting Dates 2014/2015

It was moved by Councillor Nash seconded by Councillor Selby and

RESOLVED – That the dates of the meetings of the Council for the Municipal Year 2014/15, as detailed in Schedule 12 be approved.

Council rose at 19.25

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Report author: Kevin Tomkinson
Tel: 74357

Report of City Solicitor

Report to Council

Date: 2 July 2014

Subject: Appointments

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

To note appointments to Committees, Boards and Panels following consultation with relevant Group Whips.

Recommendations

That Council note the appointments to Committees, Boards and Panels referred to in 1.2 of the report and approve those set out in 1.3 of the report.

1 Purpose of this report

- 1.1 At the Annual Meeting the City Solicitor was authorised in consultation with Group Whips to change appointments made during the period between the Annual Meeting and the next ordinary meeting of Council in accordance with the proportions set out on the schedules, subject to their subsequent reporting to Council.
- 1.2 The City Solicitor in consultation with Group Whips has made appointments as follows:-
- Councillor Cohen to replace 'whips nominee' on the North and East Plans Panel.
 - Councillor Leadley to replace Councillor Gettings on Member Management Committee
 - Councillor J Procter to replace Councillor A Carter on Development Plan Panel
- 1.3 That Councillor Maqsood replace Councillor Truswell on Scrutiny Board (Health and Well-being and Adult Social Care) and Councillor Truswell replace Councillor G. Hussain on Scrutiny Board (Housing and Regeneration)

2 Background information

- 2.1 The Annual meeting of Council on 9th June 2014 authorised the City Solicitor in consultation with Group Whips to make changes to appointments made at the Annual Meeting up to the date of the next ordinary meeting of Council on 2nd July 2014, in order that appropriate representation is secured on the various Committees, Boards and Panels.

3 Main issues

- 3.1 The Annual meeting appointed to all vacancies on Committees, Boards and Panels when it approved the schedule and, subsequently, Group Whips have provided information to alter representation.
- 3.2 Any appointments made by the City Solicitor need to be reported to this Council meeting.
- 3.3 The relevant group whip has asked for some Membership changes as set out in 1.3 above.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The nominations for the appointments have been identified in consultation with the appropriate Group Whips.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications regarding equality, diversity, cohesion and integration arising from this report.

4.3 Council policies and City Priorities

4.3.1 Fully operational and quorate Committee, Board and Panel meetings are in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

4.4.1 There are no specific implications regarding resources and value for money arising from this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report is not subject to Call In, as it is a Council Function.

4.6 Risk Management

4.6.2 Making the appointments to the Committees, Boards and Panels ensured that those meetings scheduled between the local elections and the Annual Council Meeting could proceed with adequate and appropriate membership levels.

5 Conclusions

5.1 It is appropriate that the appointments referred to in the report be noted at this meeting.

6 Recommendations

6.1 That the appointments referred to in paragraph 1.2 of this report be noted and that those referred to in 1.3 be approved.

7 Background documents¹

7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Report author: Peter Marrington
Tel: 3951151

Report of City Solicitor

Council

Date: 2nd July 2014

Subject: Scrutiny at Leeds City Council – Annual Report 2013/14

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions. The 2013/14 annual report is appended.

Recommendation

2. Council is asked to receive and note the annual report.

1.0 Purpose of this report

1.1 The purpose of this report is to present to Council the scrutiny annual report for 2013/14.

2.0 Background information

2.1 Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions.

3.0 Main issues

3.1 The annual report, as well as celebrating Scrutiny's achievements, reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development. It is vital that we continue to identify steps to improve the way that Scrutiny operates in Leeds. To this end, a number of actions for improvement have been identified and are set out within the annual report.

4.0 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The scrutiny annual report for 2013/14 was produced by the Head of Scrutiny and Member Development in consultation with the relevant Scrutiny Chairs and the Executive Board Member for Neighbourhoods, Planning and Personnel.

4.2 Equality and Diversity / Cohesion and Integration.

4.2.1 All terms of reference for work undertaken by Scrutiny Boards will include 'to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

4.3 Council Policies and City Priorities

4.3.1 The terms of reference of the Scrutiny Boards promote a more strategic and outward looking Scrutiny function that focuses on the best Council objectives.

4.4 Resources and Value for Money

4.4.1 This report has no specific resource implications.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report has no specific legal implications.

4.6 Risk Management

4.6.1 There are no risk management implications relevant to this report.

5.0 Conclusions

5.1 Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions. The 2013/14 annual report, as well as celebrating Scrutiny's achievements, reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development.

6.0 Recommendations

6.1 Council is asked to receive and note the annual report.

7.0 Background papers¹

None used

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Scrutiny at Leeds City Council

Annual Report 2013/14



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Welcome

I have written before about the need for robust scrutiny and strong accountability. This Administration sees Scrutiny as a key performance tool in ensuring we meet our best city ambitions. I am pleased therefore to present the 2013-14 Scrutiny Annual Report.

In the following pages you will read about some of the key work undertaken by Scrutiny to drive our ambitions as well as holding decision makers to account.

I am particularly pleased to acknowledge a continued increase in the proportion of work undertaken by Scrutiny Boards that relate to pre-decision Scrutiny and the development of new policy. This is testament to the trust placed upon Scrutiny Boards by the Executive to help inform what are often high profile and sensitive decisions to be made. Particular examples this year have included proposals to introduce a Night Time Levy; charges for Residents' Parking Permit Schemes; the role and allocation of Police Community Support Officers; and the implementation of a School Transport policy.

Scrutiny Boards have also continued to demonstrate their key strength in bringing together a wide range of sectors and service users to identify solutions in addressing complex and cross cutting issues. This has been particularly demonstrated during recent inquiries into the Cluster Partnerships and in tackling domestic violence and abuse.

I am also pleased that following the integration of housing management we have successfully launched a single Tenant Scrutiny Board, chaired and run by tenants and leaseholders.

On the national scene, Leeds Scrutiny continues to shine with Children and Families Scrutiny Board's report on private fostering being showcased at the Centre for Public Scrutiny's annual conference and Resources and Council Services Scrutiny Board's work on welfare reform used as a case study in the Municipal Journal.

As always we must ensure we get maximum value from the considerable effort scrutiny members give to their respective Scrutiny Boards. We can do this best by driving service improvements and focusing on those areas which make us a more efficient and enterprising Council.

Finally, in recognition of the valuable contribution made by Scrutiny during 2013/14, I would like to express my sincere thanks to all members and officers involved in the Scrutiny process.



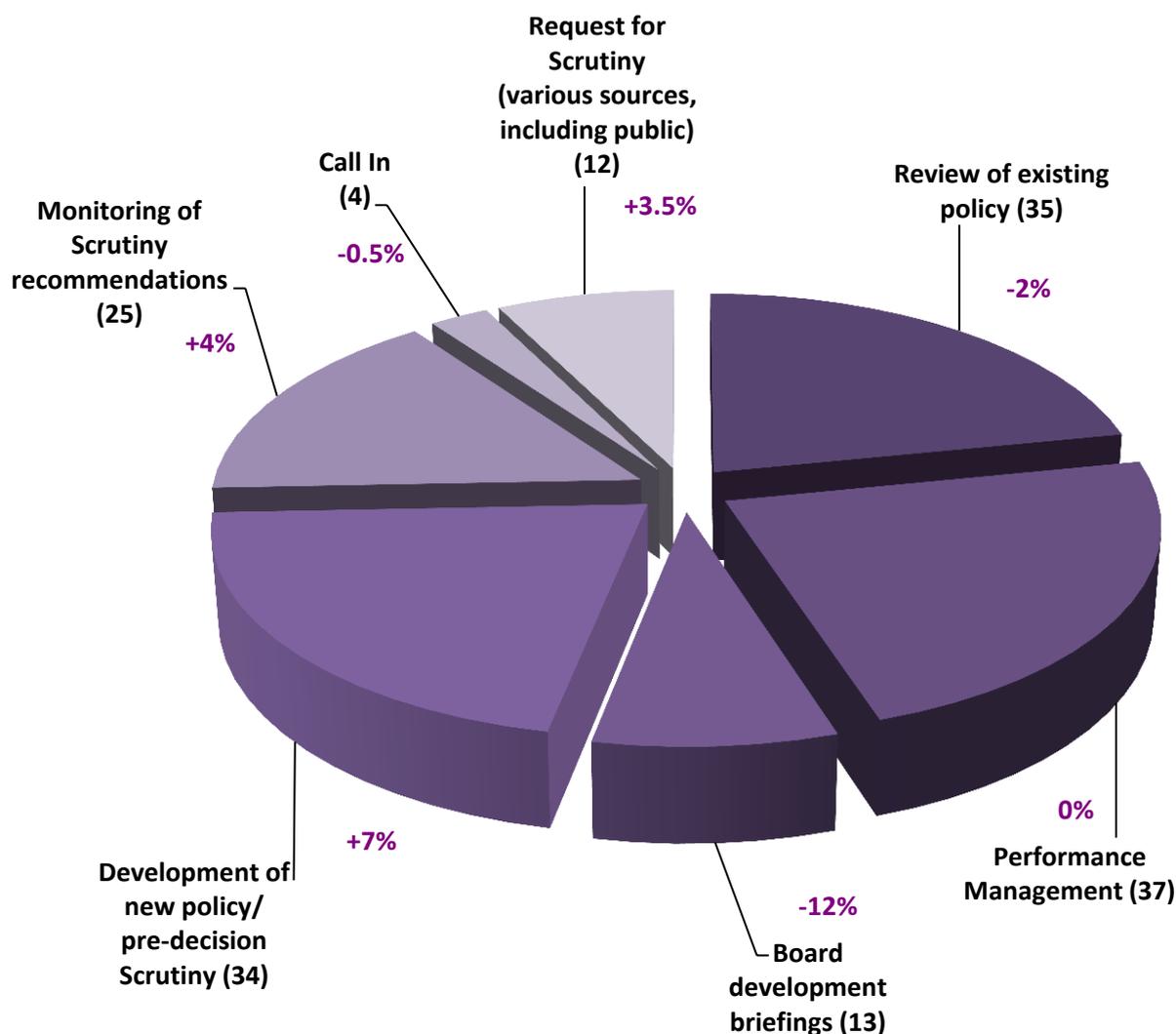
Councillor Peter Gruen
Executive Member for Neighbourhoods, Planning and Personnel

**Find out more at www.leeds.gov.uk/scrutiny and follow Scrutiny on
Twitter: @scrutinyleeds**

Summary of work 2013/14

The chart below represents the type and proportion of work that the Scrutiny Boards have done this year. The chart also highlights the annual fluctuation of the proportions of work undertaken.

Type and total number of scrutiny work items in 2013/14



Key Observations

- Linked to a key area of action this year, Scrutiny Boards have continued to increase the proportion of Scrutiny work undertaken in relation to the development of new policy and pre-decision scrutiny.
- In order to measure and demonstrate the impact and added value of Scrutiny, there has been increased emphasis in tracking the implementation of recommendations made by Scrutiny Boards.
- The number of requests for Scrutiny has continued to rise.

Highlights and Achievements

A summary of the significant pieces of work undertaken by scrutiny over the last 12 months is presented below, including relevant links to published reports by Scrutiny. This snapshot identifies where Scrutiny has specifically added value linked to existing Best Council Objectives.

Best Council Objective

Areas of Scrutiny

Added Value/Impact

Building a child-friendly city

Supporting Children to Achieve in Maths and English

(Children and Families Scrutiny Board)
Report published September 2013 [\(click here for report\)](#)



- Specified teaching methodology and initiatives aimed at improving teaching standards across the city.
- Ensured that lessons learned from successful schools in challenging circumstances are identified to inform methodologies employed to close the attainment gap.
- Provided a focus on policies and practices that could hinder the progress of children and young people in their education.

Cluster Partnerships

(Children and Families Scrutiny Board)
Report to be published during 2014/15



- Engaged a wide range of practitioners to instil greater understanding of the structures, purpose and governance of Cluster Partnerships.
- Improved services through sharing of good practice.
- Helped to secure a sustainable future for Cluster Partnerships.

School Transport

(Children and Families Scrutiny Board)
Report to be published during 2014/15



- Ensured the delivery and implementation of a sustainable school transport policy which is fair and legally compliant.
- Provided greater focus on alternative beneficial methods of travel and the mitigation of negative impacts.

NEET Inquiry Comprehensive Review

(Children and Families Scrutiny Board)
Summary of progress published October 2013 [\(click here for summary\)](#)



- Driving forward the implementation of a city wide strategic model to reduce NEET and create pathways to education, employment or training for those at risk of becoming NEET.
- Ensured there is progress in the provision of support for children and young people to employment.
- Provided a focus on the levels and quality of information advice and guidance provision citywide.

Dealing effectively with the city's waste

Alternate Weekly Collections (AWC) of Recyclable and Residual Waste

(Safer and Stronger Communities Scrutiny Board)
Summary of findings published October 2014 [\(click here for summary\)](#)



- Worked in conjunction with the Environment and Housing directorate to evaluate the Phase One roll out of AWC and identified lessons learned which informed preparations for Phase Two.
- Identified recommendations that were informed through direct engagement with frontline staff and Union representatives.
- Identified wider performance monitoring needs to ensure the successful roll out and management of AWC across the city.

Best Council Objective

Areas of Scrutiny

Added Value/Impact

Delivery of the Better Lives programme

Better Lives Programme

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Maintained an overview of this programme and ensured that all elected members were kept actively updated and assured of its delivery.
- Arising from this programme, the Scrutiny Board responded positively to a request to consider the forthcoming Review of Homecare Services.

Future of Residential Care for Older People

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Provided robust challenge, through the Scrutiny Call-In process, around the decision-making process linked to the future of residential care for older people.

Commissioning and Delivery of Health Services and the Associated Policy

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Raised the profile of the national allocation of NHS funding. This contributed to a rethink within the NHS about how it allocated funding that better reflected the demands caused by deprivation and the level of unmet need in large cities, such as Leeds.
- Considered the development of the 5-year Strategy for Specialised Services and proactively responded to proposed changes in specific service areas.
- Ensured the outcomes arising from inspections of local NHS Trusts by the Care Quality Commission were acted upon.
- Ensured progress is maintained for local NHS Trusts to achieve Foundation Trust Status.

Learning Disability Community Support Service

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Responded to the consultation around the proposed change in service model and requested further pre-decision prior to any Executive Board decision.

Leeds Health and Social Care Transformation

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Maintained an overview of the overall transformation programme and provided challenge linked to the current review of Urgent Care to ensure people access the most appropriate care across the city.

Better Care Fund

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Informed proposals around the 'Better Care Fund' aimed at improving community support and managing people's health and social needs to improve lives and reduce the level of hospitals admissions.

Joint Health Overview and Scrutiny Committee (JHOSC)

Report of the IRP on children's congenital cardiac services was published April 2013 ([click here for IRP report](#))



- Received national recognition by the Secretary of State for Health and the Independent Reconfiguration Panel (IRP) for its work on highlighting flaws in a national review of children's congenital cardiac services which otherwise would have seen services for Yorkshire and the Humber transferred elsewhere. Now monitoring progress of the new, larger review commissioned by the Secretary of State.
- Proactively monitored progress following the temporary closure and subsequent recommencement of children's cardiac services in Leeds in March/April 2013.

Best Council Objective

Promoting sustainable & inclusive economic growth

Areas of Scrutiny

Added Value/Impact

Night Time Levy

(Resources and Council Services Scrutiny Board)
Inquiry report published November 2013 ([click here for report](#))



- Provided a strong case to the Executive Board that led to the abandonment of proposals to introduce a night time levy.
- Recommended support for a city centre Business Improvement District, which was consequently adopted.

Residents Parking Permit Schemes

(Sustainable Economy and Culture Scrutiny Board)
Scrutiny comments reflected in appendix 3 of the report to Executive Board in November 2013 ([click here for report](#))



- Responded proactively to a public request for Scrutiny to consider proposals to introduce charges for residents' parking permit schemes.
- Presented a strong case for the Council not to introduce charges at this time and this was accepted by the Executive Board.

Strategic Economic Plan

(Sustainable Economy and Culture Scrutiny Board and Housing and Regeneration Scrutiny Board)
Scrutiny comments reported to Executive Board in March 2014 ([click here for report](#))



- Informed Leeds City Council's input to the regional submission, through pre-decision scrutiny at a joint meeting of the two relevant Scrutiny Boards.
- Identified a need to demonstrate a greater sense of ambition and maximise the allocation of resources from government to Leeds City Region, which was acted upon.
- Identified the need to strengthen the focus on housing growth and its supporting infrastructure within the Plan, which was acted upon.
- Recommended the inclusion of a SWOT analysis for Leeds in the council's submission, which was acted upon.

Apprenticeships

(Sustainable Economy and Culture Scrutiny Board)
Report to be published during 2014/15



- Identified ways to improve awareness of the range and variety of apprenticeships available and their benefits.
- Worked in conjunction with City Development, Children's Services and other partners in identifying ways of overcoming barriers to accessing apprenticeships, in particular in relation to qualification requirements.
- Engaged directly with young people to understand their views on apprenticeships and this informed the Scrutiny Board's conclusions.
- Informed how the council can most effectively develop its own role in relation to supporting and promoting apprenticeships.

Using the council's planning and procurement powers to promote employment and skills opportunities

(Sustainable Economy and Culture Scrutiny Board)
Achievements summarised in report to Scrutiny Board in March 2014 ([click here for report](#))



- Tracked progress in implementing recommendations from Scrutiny which had informed creative use of the council's planning and procurement powers and is now delivering greater numbers of employment and skills opportunities.

Cultural organisations' engagement with communities

(Sustainable Economy and Culture Scrutiny Board)
Report to be published during 2014/15



- Worked in conjunction with national and local cultural organisations to help increase community engagement as both audience and participants in cultural activities.
- Informed how grant funding can be targeted to increase community engagement.

Best Council Objective

Becoming a more efficient and enterprising council

Areas of Scrutiny

Added Value/Impact

Leeds City Council's Decision Making Process and Due Regard to Equality

(Resources and Council Services Scrutiny Board)

Inquiry report published April 2014 ([click here for report](#))



- Responded proactively to a request by the Leader of Council to undertake an assessment of the Equality Impact Assessment (EIA) process.
- Enabled the voice and concerns of the public to be heard as part of this assessment which informed the recommendations of the Scrutiny Board.

The Role, Number and Allocation of Police Community Support Officers

(Safer and Stronger Communities Scrutiny Board)

Inquiry report published February 2014 ([click here for report](#))



- Worked in conjunction with the relevant Director, Executive Member and the Leeds Divisional Commander to undertake an option appraisal relating to the future role and allocation of Council funded PCSOs for the consideration of the Executive Board.
- Presented a case to the Executive Board in relation to two potential allocation options that consequently led to the Executive Board requesting further consultation prior to making a final decision.
- Gained Executive Board support around the principle of enhancing the role of PCSOs to maximise environmental enforcement resources and to develop a more integrated partnership approach between police and other partners within neighbourhoods.

Agency Staff and Overtime

(Resources and Council Services Scrutiny Board)



- Recommended introducing a Challenge Panel linked to the drive to reduce agency staff.
- Re-shaped the People Plan Score Card and ensured compliance with objectives is scrutinised.

Brownfield Land

(Housing and Regeneration Scrutiny Board)

Ongoing work



- Worked in conjunction with City Development in encouraging the development of brownfield sites for new house building.
- Ensured that all councillors were provided with up to date information about council owned brownfield land housing sites in their wards.
- Instituted regular monitoring of progress with the development of council owned brownfield land housing sites to provide challenge where required.

Affordable Housing

(Housing and Regeneration Scrutiny Board)

Ongoing work



- Challenged City Development to progress recommendations from a previous inquiry in relation to developing models to encourage institutional investment.
- Visited housing developments and reviewed siting and design of affordable housing with developers and housing associations.

West Park Centre

(Sustainable Economy and Culture Scrutiny Board)

Report to be published in 2014/15



- Reviewed the lessons to be learned from the closure of the Centre to inform future policy and practice.

Best Council Objective

Supporting communities and tackling poverty

Areas of Scrutiny

Tackling Domestic Violence and Abuse

(Safer and Stronger Communities Scrutiny Board)
Inquiry report published June 2014 ([click here for report](#))



- Identified service improvement needs by maximising the knowledge and expertise of a wide range of sectors and engaging directly with victims and perpetrators of domestic violence.
- Informed the development of a citywide Domestic Violence Strategy and Action Plan.
- Informed how the Council responds to domestic violence as a major employer, including the development of a revised Domestic Violence Policy and Guidance.
- Identified a need to develop a domestic violence charter mark for Cluster Partnerships.

High Cost Lending

(Resources and Council Services Scrutiny Board)
Summary of findings published October 2013 ([click here for summary](#))



- Informed the development of a citywide High Cost Lending marketing campaign.
- Identified a series of required actions that have been incorporated into a corporate action plan aimed at tackling high cost lending.
- Received national recognition in an article within the Municipal Journal.

Tackling Illegal Money Lending

(Safer and Stronger Communities Scrutiny Board)
Summary of findings published February 2014 ([click here for summary](#))



- Strengthened the Council's role in raising greater awareness of existing support services through the development of an IML marketing communication plan in conjunction with the regional Illegal Money Lending (IML) Team.
- Assisted the IML Team to promote its existing education package into local schools and in raising greater awareness in secondary schools of the services of the Credit Union.
- Driving forward further action to ensure that Elected Members and frontline staff, particularly within the health and social care sector, have the knowledge and capacity to detect individuals in financial crisis and signpost them to appropriate advice and support.

Welfare Reform

(Resources and Council Services Scrutiny Board)
Scrutiny tracking report published July 2013 ([click here for report](#))
Article by the Centre for Public Scrutiny. August 2013. ([click here for article](#))



- Tracked progress against earlier Scrutiny recommendations which resulted in further action being taken to deliver a consistent approach in providing advice and information to people.
- Recommended the creation of a contingency fund for the Contact Centre to deal with spikes in activity, which has been put in place.
- Promoted the idea of 'room reclassification'.
- Received national recognition from the Centre for Public Scrutiny and Municipal Journal.

Leeds Let's Get Active Scheme

(Sustainable Economy and Culture Scrutiny Board)
Comments reported to Executive Board July 2013 ([click here for comments](#))



- Promoted the role of local councillors, Area Committees (now Community Committees) and local community groups in ensuring that those who can most benefit from the scheme are aware of it.
- Pressed for an ambitious approach to the community offer aspect of the programme.
- Ensured that, through joint working with the NHS, the facilities at Quarry House are maximised in line with the Lets Get Active Scheme.
- Ongoing monitoring by Scrutiny of the development of the scheme and its sustainability, with a focus on participation rates from deprived areas of the city.

Best Council Objective

Supporting communities and tackling poverty

Areas of Scrutiny

Provision of cookers for housing tenants in need

(Housing and Regeneration Scrutiny Board)
Ongoing work



- Driving forward action to provide cookers to housing tenants in need, in order to promote healthy eating.
- Strengthening joint working with the furniture re-use organisations to increase the supply of white goods they can obtain and distribute to meet rising demand.

Private Rented Sector Housing

(Housing and Regeneration Scrutiny Board)



- Recommended that insurers be encouraged to require landlords to be part of a local accreditation scheme as a condition of insurance, as a way of driving up standards in the private rented housing sector. This proposal was also included in the Council's response to the Department for Communities and Local Government on their recent consultation document.

Annual Tenancy Visits

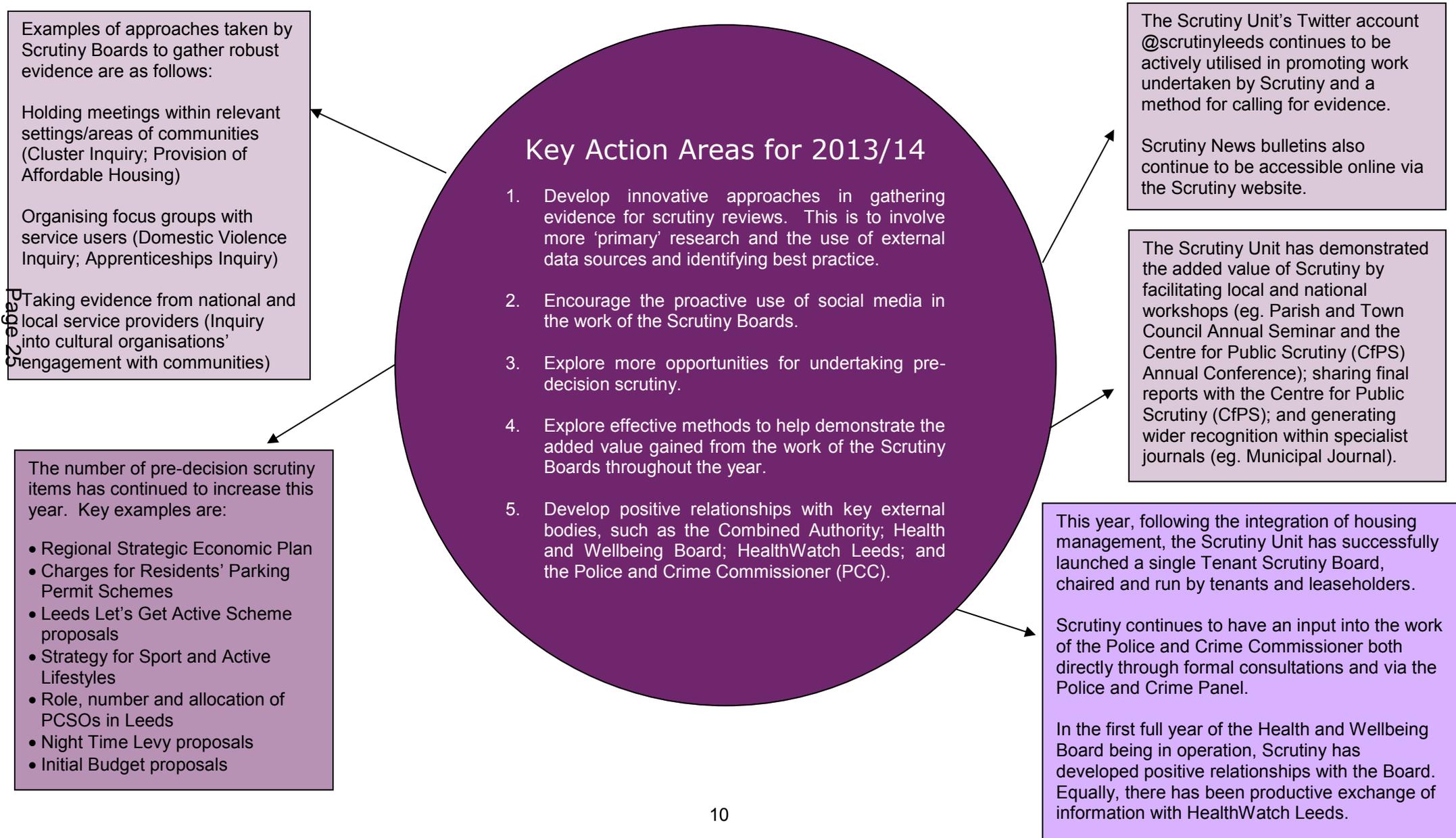
(Housing and Regeneration Scrutiny Board)



- Working with the Environment and Housing Directorate to develop the use of the annual tenancy visit as an opportunity to identify and respond to a range of issues where tenants may be vulnerable or benefit from additional support.

Reflecting on the Year

Last year we identified a number of key action areas to help develop the scrutiny function. Progress made in delivering these key actions is summarised below.



Planning for the future

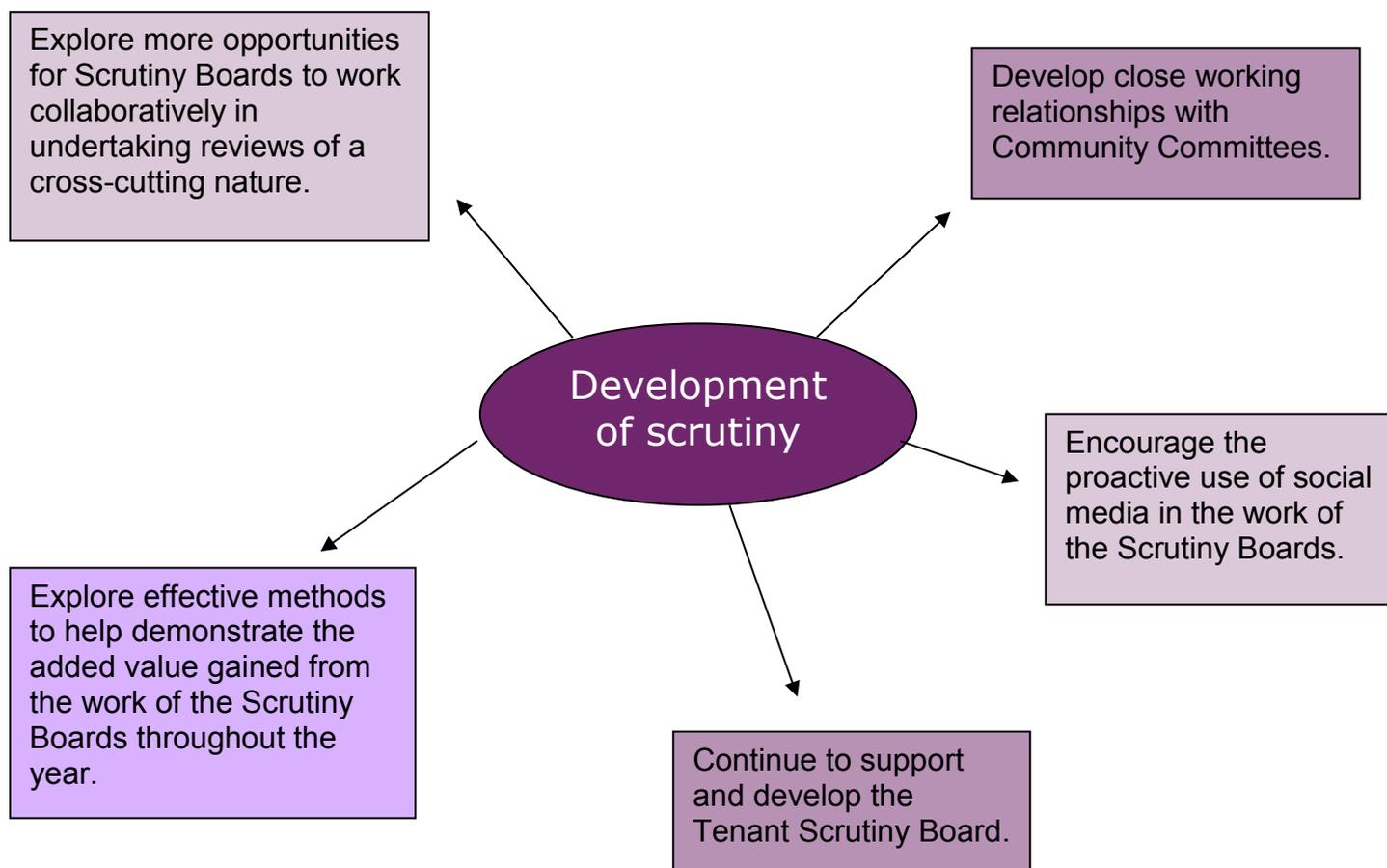
As always a key focus remains on ensuring that scrutiny is a worthwhile process for elected Members and adds value to the running of the Council.

As has been our practice in previous annual reports, we have published an action plan for the coming year identifying our key development areas.

The actions shown below are not an exhaustive list and a number of actions from previous years will continue to be progressed.

Our goals this year include:

Key Action Areas 2014/15



Report of the City Solicitor

Report to Council

Date: 2nd July 2014

Subject: Members Allowances

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Purpose of this report

1.1 This report advises Council of the receipt of a report from the Independent Remuneration Panel (IRP) on the 18th June 2014, and asks Council to consider the recommendations of the IRP in relation to the Members' Allowances Scheme.

2 Background information

2.1 Council is required to determine a Members' Allowances Scheme, having regard to recommendations from an Independent Remuneration Panel.

2.2 In determining or varying its Members' Allowances Scheme, Council may modify, accept or reject any such recommendations from the Independent Remuneration Panel as it considers appropriate.

3 Main issues

3.1 Full Council is advised that the Independent Remuneration Panel has issued a report to the Council, a copy of which is attached, which recommends amendments to the existing Members' Allowances Scheme.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Group Leaders and Whips have been provided with a copy of the IRP's report and their recommendations.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 No specific considerations

4.3 Council policies and City Priorities

4.3.1 No specific considerations

4.4 Resources and value for money

4.4.1 The recommendations of the Independent Remuneration Panel report amount to a saving in the region of £30k in relation to anticipated special responsibility allowance payments in 2014/15.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Regulations prescribe that, prior to considering amending the Members' Allowances Scheme; the authority must have regard to the recommendations by an Independent Remuneration Panel.

4.6 Risk Management

4.6.1 No specific considerations

5 Conclusions

5.1 The Independent Remuneration Panel has made a number of recommendations for changes to the Members' Allowance Scheme.

6 Recommendations

6.1 Council is asked to consider the recommendations of the Independent Remuneration Panel as detailed in the attached report and agree that any changes approved be with effect from 3rd July 2014.

6.2 Council is asked to authorise the City Solicitor to make any consequential changes to the Members' Allowances Scheme arising from the recommendations made.

7 Background documents¹

7.1 None

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

Report of Panel on Members' Allowances

June 2014

INTRODUCTION

1. The Independent Panel on Members' Allowances was appointed by the Council to make recommendations on Members' Allowances in accordance with the Government's statutory guidance and the relevant Regulations. These are currently the Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations'). The Panel now consists of Sir Rodney Brooke CBE DL (Chair), Dave Fortune, Matthew Knight and Carolyn Lord.
2. The Panel issued its first report in May 1999. It updated its recommendations in October 2002 following new Government guidance. The Council adopted those recommendations with modifications. In subsequent reports the Panel has made further recommendations which again have been accepted, in some cases with modifications.
3. It is clearly desirable that service as a councillor is not confined to those with independent means. We do not repeat the arguments for appropriate remuneration for councillors which we have set out in our previous reports. We believe them to be self-evident. But we do repeat our belief in the importance of local democracy and the role of councillors within it.
4. Leeds is one of the largest local authorities in the country. As an urban authority it is second only to Birmingham in population. In the last decade its population is estimated to have increased from 715,600 to 798,800, an increase of 11.6% from the 2001 figure. Its budget for 2014-15 is £565.8m. Between the 2010/11 and 2013/14 budgets, funding from government reduced by £94m. The cuts in grant are planned to extend for a further three years to 2017-18 and will be similar to those seen from 2010. The reduction in overall funding for local government in 2015-16 is forecast to be 14.1%.

5. Meanwhile the responsibilities placed on the City Councillors continue to increase. The Localism Act 2011 devolved services to local authorities, though, it was complained, without the resources to discharge them. From April 2013 the City Council assumed the major new responsibility for health and wellbeing. Financial austerity brings substantial and further challenges to councillors as the City Council is required to make substantial cuts in its spending. Changes to the welfare system give residual discretionary powers to local authorities. Councillors are faced with unenviable choices. Demand for local authority services continues to grow. In particular, there is exponential growth in the number of old people and a corresponding increase in demand for social care. The strain on and competition for resources increase the demands made on elected members. New means of communication also increase the pressures on members: constituents expect an instant response.
6. In its first consideration of the members' allowance scheme and in common with many other local authorities, the Panel used the median white collar wage, discounted for an element of public service, as the method of calculating the Basic Allowance. Since then it has been updated in accordance with the annual headline pay award for local government staff. The Panel believed (and continues to believe) that the Leader of the Council, with overall responsibility for delivering vital services to a population of nearly 800,000, deserves remuneration not less than a Member of Parliament, whose average constituency size is 76,000 and who is not responsible for the delivery of services. In our earlier reports we assessed other special responsibility allowances (SRAs) as percentages of the SRA paid to the Leader, to reflect the different responsibilities and workloads of the postholders. The City Council has always agreed SRAs lower than those originally recommended by the Panel.
7. In the current financial crisis, the Council has applied further financial discipline to the members' allowances scheme. Since 2010 there have been restrictions on increases in members' allowances. During the Municipal Years 2011-12, 2012-13 and 2013-14 Members approved a proposal to take a 3% reduction on all SRAs over the value of £7,000 pa. The Council intends this reduction to continue for the year 2014/15. We recognise the financial pressure which has

prompted the council to reduce SRAs over £7,000 pa and do not suggest that that decision be reconsidered. But we believe that the amounts we have previously recommended are entirely appropriate to the responsibilities carried and we hope that they can be restored when the nation has emerged from the current financial crisis. Meanwhile we are conscious that members should bear their share of the reductions in spending. The recommendations in this report, if agreed by the Council, will contribute to a reduction in the annual cost of members' allowances of around £30,000.

8. As we mentioned in paragraph 6, we originally assessed SRAs as percentages of the SRA paid to the Leader, to reflect the different responsibilities and workloads of the postholders. Over time rounding and adjustments have blurred the original formulae. We think that it is helpful to express SRAs as a percentage of the Leader's SRA and in this report recommend restoration of the percentage formulae.

Community Committee Chairs

9. At the Annual Council meeting members approved revised governance arrangements for Area Committees (now Community Committees). Emerging from proposals from the Commission on the Future of Local Government, the changes present a major step change in the involvement and engagement of local communities in the shaping of their neighbourhoods and the delivery/improvement of services tailored to need.
10. The authority has appointed ten community committees. These are made up of either three or four electoral wards (depending on local circumstances) so that each has a population approximating to the population of the constituency of a Member of Parliament. The Community Committees are chaired by councillors from both the administration and the opposition. Over time the powers delegated by the Executive to these area based Committees has increased and now include functions relating to community centres, community safety, street cleansing, environmental enforcement and youth activities. In addition the Committees have been invested with budgets to support and pump prime wellbeing initiatives in their localities. On average these budgets are in the region of £250k per

annum. In the coming months proposals are to come forward whereby Community Committees will be engaged in locality budgeting – that is allocating, and prioritising resources based upon locally identified need. The Chairs of the Community Committees must secure the delivery of the Council’s ambitions; drive the improvement in local democratic leadership; and involve local people in the decisions that affect them and their communities. It is intended that Chairs will ensure that enhanced and effective community engagement takes place to better inform how services are designed to meet need in the locality.

11. Having regard to these substantial responsibilities the Panel believes that an increase in the region of £1,000 in the SRA payable to Community Chairs is warranted. Accordingly **we recommend that the Chairs of Community Committees receive an allowance equal to 26.25% of the Leader’s SRA.** We recognise that the role of the Community Committees is expanding and believe that the SRAs of their Chairs should be kept under review.

Chair of the Licensing Committee

12. The Licensing Committee has a substantial breadth of responsibilities, including casino licensing, licensing of sexual entertainment venues and taxis and private hire vehicles. These issues are of considerable public interest. Sub-committees consider individual issues, but the Chair must maintain an overall grasp of policy and an involvement with the Chairs of the Sub-Committees. The Panel had been aware previously that the increasing responsibilities of the Council for Licensing meant that the Chair’s SRA should be kept under review. Given the breadth of responsibilities and the frequency of meetings (including the volume of Sub-Committee meetings) **we recommend that the SRA for the Chair of the Licensing Committee be equal to 22.5% of the Leader’s SRA.**

Leader of the largest Opposition Group

13. The Opposition has a major constitutional role in holding the administration to account. Following the recent elections, there has been some criticism of 'one party states' (local authorities with no opposition members). That criticism underlines the importance of an effective opposition. The Leader of the largest Opposition Group must articulate that role among his members. **We recommend that the role warrants an SRA at 60% of the Leader's SRA.**

Group Whips

14. In our report last year we recognised that the additional responsibilities carried by the Chief Whip of the Majority Group warranted an SRA higher than that of the Whips of opposition groups. **We recommend that the Chief Whip of the majority group should receive 27.5% of the Leader's SRA; the Chief Whip of the largest opposition group should receive an SRA of 24% of the leader's SRA; and the Chief Whips of other opposition groups with 10% or more of the membership of the Council should receive an SRA of 20% of the Leader's SRA.**

Members of the Executive Board without Portfolio

15. The Executive Board includes members of the opposition. Those Members attend Executive Board meetings, although they do not have a portfolio. Hitherto members without portfolio have been eligible for the same allowance as the Executive Members who have significant portfolio responsibilities. While recognising the constitutional importance of opposition, and having recognised the specific role of the Leader of the largest Opposition Group, we think that it is equitable to differentiate between Executive members with portfolio and those without. **We recommend that Executive members with portfolio should receive 60% of the Leader's SRA and Executive members without portfolio 50% of the Leader's SRA.**

Chair of the Standards and Conduct Committee

16. The functions of the Standards and Conduct Committee have diminished substantially as a result of national legislation. In 2012 we recommended a Special Responsibility Allowance of £7,190.80 pa for the Chair of the Committee to reflect the expectation of the role to be undertaken and potential volume of casework. Having regard to developments, in 2013 we recommended that the SRA for the Chair of the Standards and Conduct Committee should be £4,793.58 pa and that this should be kept under review to ensure that it remained appropriate.

17. During 2013/14 the workload of the Chair of the Standards and Conduct Committee has been limited to chairing three committee meetings; being consulted by the Head of Paid Service on a limited number of requests for dispensations; and being regularly consulted by the Deputy Monitoring Officer on standards related matters. Given this workload, we do not believe that removal of the SRA would be appropriate but a further reduction in SRA is justified. We equate the role with that of the statutory 'independent person' and **recommend that the Chair of the Standards and Conduct Committee receive an SRA of 6.5% of the Leader's SRA.**

Chair of the Climate Change and Environment Working Group

18. Four years ago the Council created an all-party Climate Change and Environmental Working Group. The function of the Group is to help achieve cross party consensus in the development and promotion of initiatives across the Council to support the achievement of the carbon reduction targets set out in the climate change action plan. We recommended that the SRA for the role be the same as that paid to the Chair of an Area Management Committee. Although the working group continues to meet, we are told that the primary method by which cross party consensus is achieved for recent initiatives (for example Wrap Up Leeds) has been by way of the Executive Member's leadership and engagement with the working group and relevant scrutiny board. In view of this development, we **recommend that the SRA paid to the Chair of the Climate Change and Environmental Working Group should be 16% of the Leader's SRA.**

Members of the West Yorkshire Police and Crime Panel

19. The Police Reform and Social Responsibility Act 2011 created a new West Yorkshire Police and Crime Panel (PCP). The PCP became operational on 2 September 2012. It operates as a joint committee with members from the five West Yorkshire local authorities. Wakefield City Council is the lead authority. Leeds City Council has three positions on the PCP, including the Chair.
20. The PCP is responsible for scrutinising the decisions of the Police and Crime Commissioner (PCC) and assisting him in carrying out his functions. It now provides the public forum in which the PCC can be held to account and policing strategy subject to public examination. It is still in a state of evolution but is clearly developing into a most important County-wide body. It has the power to:
- require the PCC, a member of his staff or the chief constable to attend the panel;
 - veto the PCC's proposed precept if two-thirds of the PCP agree to do so;
 - veto the PCC's proposed appointment of a Chief Constable if two-thirds of the PCP agree to do so;
 - review the PCC's draft police and crime plan;
 - review the PCC's annual report;
 - hold confirmation hearings for the PCC's proposed chief executive, chief finance officer and deputy PCC; and
 - deal with any complaints made about the PCC.
21. Payment of allowances to members of the PCP is in the discretion of the appointing authorities. In our 2013 report we considered that the workload of PCP members was likely to be equivalent to that of a scrutiny chair. The average payment for this role across the five authorities was, we were then told, £11,716. Accordingly we recommended that the three Leeds City Council members of the West Yorkshire Police and Crime Panel should receive a special responsibility allowance of £11,716 (now £11,833.08). This recommendation was accepted by the Council. Similar figures were recommended to and agreed by the Bradford and Wakefield City

Councils. Substantially lower allowances were recommended to and agreed by Calderdale and Kirklees Councils.

22. We have now been advised by the Lead Authority that the five West Yorkshire Leaders have agreed that paying all PCP members the same allowance is the preferred approach in the interests of fairness. We agree. At a meeting on 16 June 2014 the Chairs of the Independent Remuneration Panels (IRPs) of the five West Yorkshire authorities met in Wakefield to consider and agree a joint approach to payment of Special Responsibility Allowances to the PCP members. As the functioning of the PCP has evolved, it has become clear that the time commitment required of the 'ordinary' member does not justify an SRA of £11,833.08 but that the responsibility and workload of the Chair certainly does justify such an amount. After considering relativities and in order to achieve consistency, it was agreed by the Chairs that they would recommend to their respective Panels that the Special Responsibility Allowance to be paid to the members of the PCP should be £6,000 and the SRA paid to the Chair should be the average of the SRA paid to West Yorkshire Scrutiny Committee chairs, ie £11,000. [Bearing in mind the workload of the post, the Panel also recommended that the member with special responsibility for complaints should receive an additional SRA of £1,000. However he is not a Leeds member and therefore the recommendation is not relevant to the City Council's members' allowances scheme.] In order to simplify the process of achieving consistency, the Panel also recommended that in future years the PCP set its allowances on the recommendation of an Independent Remuneration Panel. Clearly the role and prominence of the PCP will continue to evolve and we believe that the allowances paid should be kept under review. In order to achieve consistency now we are prepared to adopt the recommendation of the Chairs of the IRPs and **recommend to the City Council that the Chair of the PCP should receive a Special Responsibility Allowance of £11,000; and other Leeds members of the PCP should receive a Special Responsibility Allowance of £6,000.**

Pensions

23. The Regulations introduced the potential for councillors' allowances to be pensionable upon the recommendation of the relevant Independent Panel. We have consistently recommended that councillors should be eligible for pensions. Current councillors are often retired and have an average age of 60. It is increasingly desirable to attract a younger cohort of people to serve on councils. Access to a pension scheme is one way of achieving this. Councillors below retirement age – especially those with lead responsibilities – must surrender earning potential elsewhere, earning potential which would normally be pensionable. It seems perfectly reasonable that allowances attracted by service as a councillor should be pensionable.
24. However, in March 2014 the Government laid before Parliament Regulations which would end the right of councillors to enter the local government pension scheme. These Regulations would extend not only to councillors but also to elected mayors (including the Mayor of London) and members of the Greater London Assembly, though Police and Crime Commissioners will retain their right of access to the pension scheme.
25. Councillor Sir Merrick Cockell, then Chair of the Local Government Association responded: 'The government's decision isn't about saving money, it is fundamentally about undermining the role of a councillor and undermining the role of local democracy'. He added: 'Fair remuneration is important so that people from all walks of life can afford to stand for office. Otherwise we risk local government becoming the exclusive preserve of a privileged few who have the luxury of time and money to spare.' His remarks were endorsed by Cllr Gary Porter, Leader of the Local Government Association's Conservative Group, who pointed out that 'councillors are spending more time supporting their constituents and working with external organisations such as GPs, schools, police, local businesses and voluntary organisations. Secondly, recruitment and retention is becoming increasingly difficult... the commitment involved can be a deterrent when set against a possible loss of earnings and a potentially negative effect on their careers.'

26. We believe that access to a pension scheme can be an important factor in making service as a councillor financially possible for a wider range of people. It is particularly important for those who, like leaders and portfolio holders, give most or all of their time to service in local government and lose the opportunity to contribute to a pension scheme elsewhere. We would very much like the Government to reconsider this decision.

Other Special Responsibility Allowances

27. In order to establish all Special Responsibility Allowances as a percentage of the Leader's Special Responsibility Allowance, there are relatively minor adjustments to other figures. These are set out in the Schedule. **We recommend that the Council adopt the allowances set out in the Schedule, expressed as percentages of the Leader's SRA.**

Indexation

28. We continue to recommend that the members' allowances be updated annually in accordance with the headline figure of the national local government pay settlement.

RECOMMENDATIONS

- (a) The Chairs of Community Committees should receive an SRA equal to 26.25% of the Leader's SRA.**
- (b) The SRA for the Chair of the Licensing Committee should be equal to 22.5% of the Leader's SRA.**
- (c) The Leader of the largest Opposition Group should receive an SRA equal to 60% of the Leader's SRA.**
- (d) The Chief Whip of the majority group should receive an SRA equal to 27.5% of the Leader's SRA; the Chief Whip of the largest opposition group should receive an SRA equal to 24% of the leader's SRA; and the Chief Whips of other opposition groups with 10% or more of the membership of the Council should receive an SRA equal to 20% of the Leader's SRA.**
- (e) Executive members with portfolio should receive 60% of the Leader's SRA and Executive members without portfolio 50% of the leader's SRA.**

- (f) the Chair of the Standards and Conduct Committee should receive an SRA of 6.5% of the Leader's SRA.**
- (g) the SRA paid to the Chair of the Climate Change and Environmental Working Group should be 16% of the Leader's SRA.**
- (h) the SRA paid to the Chair of the West Yorkshire Police and Crime Panel should remain at £11,000 and other Leeds members of the Panel should receive a Special Responsibility Allowance of £6,000.**
- (i) With the exception of the county-wide PCP members, the Council should adopt the allowances set out in the Schedule, expressed as percentages of the Leader's SRA.**

Rodney Brooke (Chair)
Dave Fortune
Matthew Knight
Carolyn Lord

18 June 2014

SCHEDULE 1
PROPOSALS FROM THE IRP:
ALLOWANCES 2014/15¹

BASIC ALLOWANCE – All Members	£14,928.84	
SPECIAL RESPONSIBILITY ALLOWANCES -		% of Leader's Allowance
Leader of the Council	£38,642.16	100%
Deputy/Designated Leader	£25,117.40	65%
Leader of the Opposition	£23,185.30	60%
Members of the Executive Board with portfolio	£23,185.30	60%
Members of the Executive Board without portfolio	£19,321.08	50%
The Chairs of Scrutiny Boards	£19,321.08	50%
Chief Whip (Group with overall majority in Council)	£10,626.59	27.5%
Whip of the Largest Opposition Group	£9,274.12	24%
The Whips with more than 10% of membership of the Council	£7,728.83	20%
The Deputy Whips of groups with 20% or more of the membership of the Council (one per group)	£4,830.27	12.5%
The Chairs of the Plans Panels	£13,524.76	35%
Chair of West Yorkshire Police & Crime Panel (1 ²)	£11,000.00	Fixed sum
Members of the West Yorkshire Police & Crime Panel (3 ³)	£6,000.00	Fixed sum

¹ For the purposes of clarification, all entitlements throughout the Members' Allowances Scheme which entail exceeding a percentage of membership of the Council should be interpreted as being rounded up to the next whole number of Councillors.

² Only payable if a Leeds City Council Member is appointed chair

The Chairs of Community Committees (10)	£10,143.57	26.25%
The Chair of the Climate Change & Environment Working Group	£6,182.75	16%
The Chair of the Licensing Committee	£8,694.49	22.5%
Additional payment for Members of the Licensing Committee ⁴	£579.63	1.5%
The Chair of Standards & Conduct Committee	£ 2,511.74	6.5%
The Chair of Corporate Governance & Audit Committee	£7,728.43	20%
The Chair of the Development Plans Panel	£4,830.27	12.5%
Deputy Executive Members ⁵	£11,592.65	30%
Support Executive Members	£4,830.27	12.5%
Opposition Group Officer Holders	£4,830.27	12.5%
with more than 40% of membership of the Council (5)		
with more than 30% of membership of the Council (4)		
with more than 20% of membership of the Council (3)		
with more than 10% of membership of the Council (2)		

³ Two allowances only if a Leeds City Council Member is appointed as chair

⁴ Payable for each Member of the Licensing Committee allocated to any special sub-committee required to meet in a concentrated period on specific subjects

⁵ The Leader may determine the number of Deputy & Support Executive Members provided that the allowances paid do not exceed the equivalent payment of 4 x Deputy and 9 x Support Executive Members

Lord Mayor ⁶	£17,388.97	45%
The Chair of Leeds Grand Theatre Board (and any similar positions that may be similarly affected by the VAT regulations)	£579.63	1.5%
Statutory Co-optees on Scrutiny Board (5)	£579.83	1.5%
The Council's appointed Independent Person	£2,511.74	6.5%

⁶ The Special Responsibility Allowance payable to The Lord Mayor is without prejudice to the Lord Mayor's Allowance which is paid against receipts to cover expenses.

EXECUTIVE BOARD

WEDNESDAY, 2ND APRIL, 2014

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, A Carter, M Dobson,
S Golton, P Gruen, R Lewis, L Mulherin,
A Ogilvie and L Yeadon

219 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix C to the report entitled, 'Design and Cost Report for the Leeds (River Aire) Flood Alleviation Scheme', referred to at Minute No. 225 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is therefore considered that the public interest in maintaining the content of Appendix C as exempt outweighs the public interest in disclosing the information. Appendix C is exempt as disclosing the cost estimate may affect the Council's ability to secure the best financial outcome through competition.
- (b) Appendices 1(a) and 1(b) to the report entitled 'Generating Income through Advertising', referred to at Minute No. 228 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information detailed within the appendices relates to the financial or business affairs of particular organisations and the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information relates to financial offers that the Council has received in response to a published invitation to bid for the opportunities in questions it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of such information would, or would be likely to prejudice the process under which the Council is seeking to award the two licences for billboard sites and city centre 6 sheet units. It is considered that whilst there may be a public interest in disclosure, this information will be publicly available upon award of the licences and consequently the public

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014

interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

220 Late Items

There were no formal late items submitted, however, Board Members had been provided with colour versions of further visuals associated with agenda item 10, 'Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market' (Minute No. 227 refers).

221 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests made during the meeting, however, comments in respect of interests were made at later points in the meeting (Minute Nos. 226 and 229 refer respectively).

222 Minutes

RESOLVED – That the minutes of the previous meeting held on 5th March 2014 be approved as a correct record.

LEADER OF COUNCIL'S PORTFOLIO

223 Financial Health Monitoring 2013/2014: Month 11

The Deputy Chief Executive submitted a report presenting the Council's projected financial position for 2013/2014 after eleven months of the financial year. The report stated that current forecasts were that the Council's general fund budget would be underspent by £3.9million.

As part of the introduction to the report, the Deputy Chief Executive corrected a figure quoted in paragraph 2 of the 'Summary of Main Issues' section. It was also noted that the intention was not to submit a further monitoring report in respect of the Council's financial health until the June 2014 Board meeting, when the final outturn position would be presented for Members' consideration.

Members welcomed the actions being taken to ensure that the benefits from the Better Care Fund would be maximised.

In conclusion, the Chair thanked all officers concerned for their continued efforts which had led to the current financial position, after 11 months of the financial year.

RESOLVED – That the projected financial position of the authority after eleven months of the financial year be noted.

DEVELOPMENT AND THE ECONOMY

224 A6210/A657 Rodley Roundabout Improvement

The Director of City Development submitted a report detailing the total scheme costs of £3,475,000 for the Rodley Roundabout improvements initiative. In addition, the report sought authority to incur such expenditure and

also sought approval to invite tenders and to implement the proposed highway improvement works to the roundabout.

The Board welcomed the proposals to improve the A6120/A657 Rodley Roundabout, with specific reference being made to the benefit which would be gained from the provision of controlled pedestrian crossing facilities.

In highlighting the work which was also scheduled to take place to improve A65/A6012 Horsforth roundabout and also the A647/B6154 Thornbury Barracks junction, Members noted that the cumulative impact of such works would be monitored, and that every effort would be made to ensure that any disruption was minimised.

RESOLVED –

- (a) That the construction of the Council's scheme to fully signalise Rodley Roundabout with associated highway works, at an estimated cost of £3,475,000, be approved.
- (b) That approval be given to inject £3,475,000 into the City Development capital programme.
- (c) That authority be given to incur expenditure of £3,475,000 (comprising of works costs £3,202,375 and staff fee costs £272,625) funded from a Department for Transport Tranche 4 Local Pinch Point Fund Government grant of £2,432,000, a Local Transport Plan grant of £306,239, and a Private Developer section 106 receipt of £736,761.
- (d) That it be noted that the officer responsible for implementing these proposals is the Acting Head of Transport Policy and that the works would be procured through appropriate tender procedures and delivered in line with the dates identified in section 4.7 of the submitted report.
- (e) That it be noted that it is proposed to deliver the proposals contained within the submitted report with the already approved proposals for Horsforth Roundabout as a single contract.

225 Design and Cost Report for the Leeds (River Aire) Flood Alleviation Scheme

Further to Minute No. 74, 4th September 2013, the Director of City Development submitted a report providing an update on the progress of proposals to provide river flood defences for the city and provided the Board with an opportunity to agree a design freeze on the scheme. In addition, the report also sought approval to incur the necessary expenditure to implement the Leeds Flood Alleviation Scheme (LFAS) City Centre and Holbeck works.

The Board welcomed the proposals detailed within the submitted report, with reference being made to the innovative approach which had been taken towards the establishment of a flood defence system, which included the proposed development of movable weirs at Crown Point and Knostrop.

Members also welcomed the advanced flood mitigation works which began on site in Woodlesford in January 2014.

A Member highlighted the issue of home owners replacing gardens with impermeable surfaces, the potential impact that this may have in respect of local surface water levels and made enquiries into the actions being taken to monitor and address this issue. In response, officers undertook to incorporate this matter into the ongoing work which was being undertaken in respect of issues around surface water flooding, and it was noted that further information would be submitted to a future meeting of the Board.

Responding to an enquiry, the Board was provided with an update on the progress which had been made, together with the ongoing work which continued to take place in respect of the cleansing and maintenance of gullies.

The Board noted the timescales by which it was proposed the flood defence scheme for the city centre would be completed, and received assurances that there was nothing at this time to suggest that such timescales would not be met.

Following consideration of Appendix C to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the scheme as described within the submitted report be approved.
- (b) That the promotion of Leeds City Council unsupported borrowing of £4,540,000 from the Amber to the Green Capital Programme be approved.
- (c) That expenditure from the Capital Programme of £36,463,200 for the implementation of the Leeds Flood Alleviation Scheme works be authorised. This includes costs of £75,000 to be incurred to investigate any surface water flooding issues.
- (d) That approval be given for Leeds City Council to take responsibility for the maintenance and operation of all assets constructed as part of the Leeds (River Aire) Flood Alleviation Scheme, including the movable weirs, walls and terraces.
- (e) That authority be given to enter into a legal agreement with a third party in order to incorporate a hydropower turbine into the water course adjacent to the location of Knostrop Weir.
- (f) That the Director of City Development be authorised to negotiate and approve the detailed terms of the following:-

- (i) the acquisition of land required to facilitate the construction of the moveable weirs at Knostrop and Crown Point; and
 - (ii) the incorporation of a hydropower turbine adjacent to Knostrop Weir;
 - (iii) the licence to access property owned by the Canals & Rivers Trust and carry out works to remove a length of Knostrop Cut;
 - (iv) the acquisition of the remainder of the island at Knostrop Cut;
 - (v) any lease or other agreement required to facilitate the relocation of the Trans Pennine Trail at Knostrop Cut.
- (g) That it be noted that the Chief Officer Highways and Transportation will be responsible for the implementation of the resolutions, as detailed above.

226 Leeds City Centre Business Improvement District

Further to Minute No. 75, 4th September 2013, the Director of City Development submitted a report setting out the next steps for consideration by the Council following the completion of a detailed feasibility study regarding the potential establishment of a Leeds City Centre Business Improvement District (BID). In addition, the report presented the recommendations from the study and sought in principle support for a Leeds City Centre BID, subject to a full proposal being submitted by the private sector steering group.

Members welcomed the principle of a Leeds City Centre BID, and highlighted the vital importance of a vibrant and attractive city centre with a balanced offer of retail and leisure facilities.

Having placed emphasis upon the need to ensure that any BID threshold established did not discriminate against smaller businesses, the Board noted that the BID proposals recommended that occupiers of small premises with a rateable value below a threshold yet to be determined were exempted from a potential BID levy.

Responding to a Member's enquiry regarding those companies who may have a portfolio of several premises within a BID boundary, and whether the premises of such organisations could be aggregated for the purposes of any BID levy established, officers undertook to look further into this matter and report back to the Board accordingly.

RESOLVED –

- (a) That the principle of a Leeds City Centre BID, with the aim of improving and promoting Leeds City Centre as a leading European business location, be supported.
- (b) That agreement be given to consider the Council's support for the final bid boundary following the next phase of consultation.
- (c) That the principle of occupiers of small business units (below a certain rateable value yet to be determined) being exempted from paying additional rates be supported.

- (d) That in principle support be given for the Council to be a levy payer, subject to it being satisfied with the proposed BID boundary, business plan and levy rate.
- (e) That agreement be given to the continued partnership with the private sector in the development of a Leeds City Centre BID by approving joint funding of the next phase of work to consult further, develop a proposed BID business plan, run a campaign to encourage occupiers to vote for a BID, and hold a bid ballot in November 2014.
- (f) That approval be given to provide up to £150,000 of funding, recoverable from the BID in the event there is a 'YES' vote, to the Chamber of Commerce for the next phase of work up to the BID ballot, which is on the understanding that there will also be significant private sector contribution (if a BID is established, this funding will be repaid to the Council by the BID in its first year).
- (g) That the Chief Economic Development Officer be instructed to submit a further report to a future meeting of Executive Board (likely to be September 2014) in order to seek approval on the proposed BID business plan, and to progress to a BID ballot.
- (h) That the following be noted:-
 - i. The stages required to implement the decision, as outlined within section 4 of the submitted report;
 - ii. The proposed timescales for implementation, as outlined within section 4 of the submitted report; and
 - iii. That the Chief Economic Development Officer will be responsible for the implementation of the resolutions, as detailed above.

(During the consideration of this item, Councillor Wakefield and the Chief Executive brought the Board's attention to their respective memberships of the Leeds, York and North Yorkshire Chamber of Commerce)

227 Design and Cost report for the Proposed Improvement and Refurbishment of Kirkgate Market

Further to Minute No. 145, 18th December 2013, the Director of City Development submitted a report which sought approval of the RIBA Stage D design and cost proposals for the improvement and refurbishment of Kirkgate Market. The report also sought approval for the authority to spend £10,800,000 as the balance of the funding required to undertake the works. In addition, the report sought approval to the injection and authority to spend of £330,000 for the enhanced stall fit out of a number of identified units and the provision of financial assistance to relocating tenants. Furthermore, agreement was sought to provide the Director of City Development with the necessary authority, in consultation with the Executive Member for Development and the Economy, to take decisions that facilitate the improvement and refurbishment of Kirkgate Market. Finally, the report

provided an update on the progress in appointing a developer to undertake the redevelopment of the George Street frontage.

The Board welcomed the proposals detailed within the submitted report and highlighted the key part that the market would continue to play in the city centre's varied retail offer.

In response to a specific enquiry, officers emphasised that dialogue with traders would continue throughout the proposed refurbishment process, in order to provide them with information and reassurance wherever possible.

RESOLVED –

- (a) That the RIBA Stage D design and cost proposals for the proposed improvement and refurbishment of Kirkgate Market be approved.
- (b) That authority be given to the expenditure of £190,800 in respect of Kirkgate refurbishment feasibility costs.
- (c) That a further injection of £330,000 into the capital programme be approved for the purposes of stall refurbishment and financial assistance to relocating tenants.
- (d) That authority be given to spend £10,800,000 on the proposed improvement and refurbishment of Kirkgate Market and also £330,000 on stall refurbishment and financial assistance to relocating tenants.
- (e) That the Director of City Development, in consultation with the Executive Member for Development and the Economy, be authorised to take decisions that facilitate the works to improve and refurbish Kirkgate Market.
- (f) That the following be noted:-
 - The actions required to implement the resolutions, as detailed above;
 - The proposed timescales to progress the project as detailed in paragraph 3.2.1 of the submitted report;
 - That the Chief Economic Development Officer and the Market Manager will be responsible for the implementation of the resolutions.

228 Generating Income through Advertising

The Director of City Development submitted a report which invited the Board to award the preferred organisation with a licence, for a period of 10 years, for the purposes of operating the Council's billboard site portfolio, along with development of new sites as proposed, subject to the required planning consents being granted. In addition, the report also sought approval to progress the preferred organisation to a further stage of development in respect of installing, operating and maintaining a portfolio of 6 sheet advertising units within the city centre for a period of 15 years, subject to necessary planning consents being secured.

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014

Following consideration of Appendices 1(a) and 1(b) to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the contents of the submitted report, together with the work undertaken to realise advertising opportunities that could potentially deliver a significant increase in income to the Council, be noted.
- (b) That, as per exempt Appendix 1(a), approval be given to the preferred organisation to manage under licence the Council's billboard site portfolio.
- (c) That, as per exempt Appendix 1(b), approval be given to the progression of the named organisation to a second stage of proposal refinement/development in respect of a city centre 6 sheet initiative.
- (d) That the Director of City Development be delegated the necessary authority to agree the final award of the city centre 6 sheet initiative.
- (e) That the following be noted:-
 - the stages required to implement the resolutions (above), as outlined within paragraphs 3.3.5 and 3.4.7 of the submitted report;
 - the proposed timescales for implementation of the resolutions, as outlined within paragraphs 3.3.5 and 3.4.7 of the submitted report; and
 - that the Head of Property Services will be responsible for the implementation of such matters.

229 Affordable Housing Growth and Investment through the Affordable Homes Programme

Further to Minute No. 179, 14th February 2014, the Director of City Development and the Director of Environment and Housing submitted a joint report providing an update on the delivery of affordable housing, particularly in the context of the Homes and Communities Agency's Affordable Homes Programme (AHP). In addition, the report presented an overview of how the Council had responded to the 2015-2018 Affordable Homes Programme from the Homes and Communities (HCA) and how the Council aimed to maximise development of affordable housing units throughout the programme. Furthermore, the report sought approval to dispose of the sites listed in Appendices 1 and 2 of the submitted report to Registered Providers (RPs) for affordable housing and to confirm the identification of the sites listed at Appendix 3 for the development of affordable housing, either wholly or in-part.

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014

Members welcomed the proposals detailed within the submitted report and the proactive approach being taken towards making sites available for investment and development. In addition, the following key points were raised during the consideration of this item:

- The importance of a mixed economy of housing provision in communities across the city;
- Emphasis was placed upon the need for the proposed provision of affordable housing to be delivered within a 5 year period as part of the Council's 5 year land supply;
- The quality standards required for any new housing provision in Leeds.

In conclusion, and responding to enquiries made during the discussion, it was agreed that reports be submitted to future Board meetings with regard to the quality standard required for new housing provision in Leeds and also in respect of the potential use of vacant sites within the EASEL area.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the sites as detailed at Appendix 1 and 2 to the submitted report be declared as surplus to the Council's requirements.
- (c) That the Director of City Development be delegated the necessary authority to dispose of those sites as listed at Appendix 1 to the submitted report on a less than best basis, subject to justification for such a transfer being evidenced by an RP via a Financial Viability Assessment of the proposed scheme being carried out by a third party.
- (d) That the Director of City Development be delegated the necessary authority to dispose of those sites as listed at Appendix 2 to the submitted report at a less than best consideration calculated at £1,000 per plot.
- (e) That the identification of those sites listed at Appendix 3 to the submitted report for medium term development for either council housing, disposal to RPs or in conjunction with a developer, be approved.
- (f) That the sites, as identified in Appendices 2 and 3 to the submitted report which are additional to those included within the Housing Investment Land Strategy, be approved.
- (g) That the necessary authority be delegated to the Director of City Development in order to identify further sites to support the delivery of affordable housing.

- (h) That in principle approval be given to the proposal for the Council to acquire privately owned land for the development of affordable housing.
- (i) That the following be noted:-
- The stages required to implement the resolutions above, as outlined within paragraphs 3.31 and 3.32 of the submitted report.
 - The proposed timescales for implementation of such matters, as outlined within paragraph 3.33 of the submitted report.
 - That the Chief Officer Asset Management and Regeneration will be responsible for the implementation of such resolutions.
- (j) That reports be submitted to future Board meetings with regard to the quality standard required for new housing provision in Leeds and also in respect of the potential use of vacant sites within the EASEL area.

(During the consideration of this item, Councillor A Carter brought the Board's attention to his position as a Director of a Housing Association)

230 Kippax Village Centre Improvements: 25-37 High Street, Kippax

The Director of City Development submitted a report providing context to, and proposing an approach towards the delivery of improvements to land and buildings at 25-37 High Street, Kippax, following discussions with Ward Members, Kippax Parish Council and Kippax Traders Association. In addition, the report also sought approval to progress the preparation of a development brief for the site and to negotiate with the owner. Furthermore, it also raised the possibility of using compulsory purchase powers to underpin the delivery of a suitable scheme.

The Board welcomed the proposals detailed within the submitted report and highlighted the vital role played by the outlying communities throughout the city.

RESOLVED –

- (a) That the principle of further development within Kippax village centre be approved.
- (b) That the preparation of a Development Brief for 25-37 High Street, Kippax, by the Director of City Development which will be presented to Executive Board for approval in the autumn and will support the procurement of a developer and outline the basis for redevelopment, be approved.
- (c) That the continuation of negotiations by the Director of City Development with the owner, be approved.
- (d) That the potential for the use of Compulsory Purchase powers in relation to 25-37 High Street, Kippax, be noted.

CHILDREN'S SERVICES

231 Determination of School Admissions Arrangements 2015

The Director of Children's submitted a report which sought approval of the Local Authority's Admissions Policy and admissions arrangements for entry in September 2015.

RESOLVED –

- (a) That the Admissions Policy for community and voluntary controlled schools for September 2015, be approved, and that it be noted that the officer responsible for the publication of the determined arrangements is the Capacity Planning and Sufficiency Lead, with the date for implementation (ie publication) being 1 May 2014.
- (b) That the Co-ordinated Scheme for admissions arrangements for entry in September 2015, be approved, and that it be noted that the officer responsible for this work is the Capacity Planning and Sufficiency Lead, with the date for implementation (ie determination of any revised policy) being 15 April 2014.

LEISURE AND SKILLS

232 Tour de France - Progress Report

Further to Minute No. 135, 18th December 2013, the Director of City Development submitted a report providing an update on the progress which had been made in respect of the planning for the Tour de France Grand Depart 2014 since the submission of the previous update report.

By way of an introduction to the report, the Executive Member for Leisure and Skills highlighted the communications exercises which had taken place with affected residents and businesses and also provided an update on the events which were scheduled to take place as part of Yorkshire's '100 Day Cultural Festival' programme.

Responding to a Member's enquiry, the Board received an update regarding the work being undertaken with a range of partners on the provision of infrastructure for the event, such as cyclists' parking, pedestrian and disabled access and also public transport.

Having briefly discussed the legacy from the event and the work being undertaken around this issue, it was noted that a report regarding legacy was scheduled to be submitted to the Board in May 2014.

In conclusion, emphasis was placed upon the importance of the all-party support for the event which continued to be provided.

RESOLVED – That the progress made in preparation for the Tour de France Grand Depart 2014, together with the proposals detailed within the submitted report, be noted.

DATE OF PUBLICATION: FRIDAY, 4TH APRIL 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** FRIDAY, 11TH APRIL 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 14th April 2014)

Draft minutes to be approved at the meeting
to be held on Wednesday, 14th May, 2014

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 24TH APRIL, 2014

PRESENT: Councillor J Chapman in the Chair

Councillors J Akhtar, J Elliott, C Gruen,
A Lamb, P Latty, J Lewis, M Rafique,
K Renshaw, A Sobel and B Urry

CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)
Mr A Graham – Church Representative (Church of England)
Ms A Craven – Parent Governor Representative (Primary)
Ms J Ward – Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote – Teacher Representative
Ms K Jan – Teacher Representative
Ms S Hutchinson – Early Years Representative
Ms J Morris-Boam – Young Lives Leeds (0-13 age group)

78 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late information:

Agenda item 7, Supplementary Information in relation to membership of the Children's Trust Board 2014 and 2013 and the Children's Trust Governance Structure 2014 and 2013. (Minute No. 83 refers)

Agenda item 8, Late report – Free School Meals. (Minute No. 84 refers)

The above information was not available at the time of agenda despatch and was subsequently made available on the Council's website.

79 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

80 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor K Mitchell and Co-opted Member T Kayani – Young Lives Leeds (13-19 age group). Councillor K Mitchell was substituted by Councillor J Lewis.

81 Matters Arising

The Scrutiny Board (Children and Families) formally welcomed Kauser Jan as a Teacher Representative Co-opted Member (non-voting).

The Chair thanked all members of the Board for their commitment and hard work throughout the 2013/14 municipal year and also thanked all officers for supporting the work of the Scrutiny Board.

82 Minutes - 13 February 2014

RESOLVED – That the minutes of the meeting held on 13 February 2014 be approved as a correct record.

83 Report back to the Scrutiny Board on progress against the recommendations identified in the Scrutiny Committee Report on the Children's Trust Board

In March 2013 the Scrutiny Board received a report on the history and development of the Children's Trust Board (CTB) and the subsidiary groups, committees, partnerships, boards and forums which support the CTB. Members were also presented with information to assist them in assessing strengths and areas for development for the CTB in respect of the three key questions agreed for the Scrutiny reviews of Strategic Partnership Boards.

- What contribution the Partnership Board is making to tackle poverty and inequality, and the progress being made against this?
- How successfully the Board's partnership arrangements are working?
- To what extent are significant benefits being seen from partnership working? How has partnership working ensured increased pace of change to address the issue in hand?

A number of recommendations were made by the Scrutiny Board.

The Director of Children's Services submitted a report providing an update on the progress against the recommendations.

The following late information was appended to the report:

- Membership of the Children's Trust Board 2014 and 2013
- Children's Trust Governance Structure 2014 and 2013

The following representatives were in attendance and responded to Members' queries and comments:

- Nigel Richardson, Director of Children's Services
- Councillor Judith Blake, Executive Board Member (Children's Services)
- Councillor Jane Dowson, Deputy Executive Member (Education)
- Sue Rumbold, Chief Officer Partnership Development Business Support
- Ann Pemberton, Young Lives Leeds

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at the first meeting off the 2014/15 municipal year

- Sharon Yellin, Consultant in Public Health Medicine.

The key areas of discussion were:

- The establishment of the Early Years Board and the engagement with the Early Years Sector through Voluntary Action Leeds.
- The appointment of an Adult Social Care representative to the CTB, Dennis Holmes.
- The refreshed integrated commissioning program with Health, evidence based investment and the potential to align activities with the clinical commissioning groups and health community.
- Cluster governance arrangements, accountability for funding and spending.
- The benefit of having a Children’s Trust Board in Leeds, positive partnership engagement and the capacity for a multi-agency CTB to tackle city wide issues and have a common focus on the three obsessions. The importance of the 3rd sector in raising funds to support the obsessions.
- Concern about the partnership engagement at a Cluster level and the confidence in cluster arrangements to meet the challenge of providing devolved services.
- The challenge of increased demand for services whilst budgets reduce and the need for partnership working to meet that challenge.

RESOLVED – The Scrutiny Board (Children and Families) noted the content of the report.

84 Free School Meals

The Scrutiny Board commissioned a report in response to previous debate regarding assisting families in poverty and due to the introduction of the Children and Families Act, which will require a commitment from schools to offer a free school meal to all children in reception, year one and year two from 1 September 2014. The Director of Children’s Services submitted a late report providing the Board with the requested information.

The following representatives were in attendance and responded to Members’ queries and comments:

- Nigel Richardson, Director of Children’s Services
- Councillor Jane Dowson, Deputy Executive Member (Education)
- Paul Brennan - Deputy Director of Children’s Services: Learning
- Andrea Richardson – Head of Early Years Help Services
- Gail Webb – Head of Learning Improvement
- Mandy Snaith – Head of Catering, Enterprise Leeds

The key areas of discussion were:

- The challenge of timescales and the process of assessing the requirements of every primary school for equipment and capital investment.

- The levels of communication with head teachers and governors regarding infant free school meals and the link to learning improvement.
- Catering for children with religious dietary requirements and parental confidence in the food provided.
- The School Food Plan, the education of children to understand the nutritional value of foods and reintroduction of food preparation in the curriculum.
- Funding of free school meals and the potential for schools to use any surplus funding to provide breakfast clubs.
- The freedom for schools to utilise different providers and contractors to provide school meals and the complexity surrounding the changes in PFI schools.

RESOLVED – The Scrutiny Board (Children and Families):

- a) noted the content of the report
- b) recommended that further work is undertaken to increase confidence in communities that food provided in schools meets religious dietary requirements.

(Councillor C Gruen left the meeting at 11:00am and Councillor J Lewis at 11:20am during the consideration of this item)

85 An update on progress following the Scrutiny Inquiry into Raising Attainment in Maths and English

The Director of Children’s Services submitted a report which set out the progress made with regard to recommendations arising from the Scrutiny Inquiry into Raising Attainment in Maths and English.

The following information was appended to the report:

- Appendix 1a – Case studies
- Appendix 1b – Data, understanding different attainment levels in English
- Appendix 2 – Further information for Recommendation 2
- Appendix 5 – Examples of the deployment of National and Local Leaders of Education in Leeds and their impact
- Appendix 6 – Further information for Recommendation 9

The following representatives were in attendance and responded to Members’ queries and comments:

- Nigel Richardson, Director of Children’s Services
- Councillor Jane Dowson, Deputy Executive Member (Education)
- Paul Brennan, Deputy Director of Children’s Services: Learning
- Gail Webb, Head of Learning Improvement
- Kevin Paynes, 11-19 Leadership and Management Lead
- Sara Harris, School Improvement Advisor
- Marcia Harding, Closing the Gap Lead.

The key areas of discussion were:

- Early entry for examinations and the recent change to the Ofsted indicator with regard to multiple entry for examinations.
- The requirement to continue to work with schools to look at achievement and learning holistically, looking at progress rather than focusing solely on Ofsted key indicators.
- The timescales for roll out of programmes linked to the work of the Closing the Gap team, which the Scrutiny Board was advised is ongoing.
- Concern about inadequately judged Academies with large co-cohorts of pupils who experience multiple disadvantage. The Board were reassured that all but one of the Academies are working with the School Improvement Team, with a developing relationship with the Academy not currently fully engaged. The route of challenge and intervention for all Academies through the Secretary of State for Education.
- Supplementary schools, the close links with main stream schools and the need to galvanise the supplementary sector, which is in the main voluntary, to support focus on maths and English.

RESOLVED – The Scrutiny Board (Children and Families):

- a) noted the information contained in the progress report in raising attainment in Maths and English.
- b) thanked officers for their excellent report and the significant amount of action taken in response to recommendations
- c) recommended that work continues with supplementary schools to support learning in maths and English.

86 Annual Standards Report (Early Years Foundation Stage, Primary & Secondary Schools)

The Head of Scrutiny and Member Development submitted a report which advised the Board of the submission of the Annual Standards Report (Early Years Foundation Stage, Primary and Secondary Schools) to the Executive Board on 14 February 2014.

The following information was appended to the report:

- Appendix A – Executive Board Report 14 February 2014 Annual Standards Report (Early Years Foundation Stage, Primary and Secondary Schools)
- Appendix B – Annual Standards Report 2012-13 – Data Annex
- Appendix C – Equality, Diversity, Cohesion and Integration Screening

The following representatives were in attendance and responded to Members' queries and comments:

- Nigel Richardson, Director of Children's Services
- Councillor Jane Dowson, Deputy Executive Member (Education)
- Paul Brennan, Deputy Director of Children's Services: Learning
- Gail Webb, Head of Learning Improvement

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- Kevin Paynes, 11-19 Leadership and Management Lead
- Sara Harris, School Improvement Advisor

The key areas of discussion were:

- Year on year improvement in many areas however concern was expressed about the pace of improvement which needs to be accelerated.
- Leeds for Learning and the level of challenge to schools.
- That the focus on the obsessions is having an impact on improving attendance and that the impact on standards should become apparent over the longer term. Ofsted results this year are already improved.
- Concern around the Early Years Foundation Stage low achievers gap and the review on how evidence was gathered to inform this indicator.
- The difficulties in transition between the key stages, referencing this to minute 85.

RESOLVED – The Scrutiny Board (Children and Families):

Noted the information in the Executive Board Report 14 February 2014 Annual Standards Report (Early Years Foundation Stage, Primary and Secondary Schools).

87 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which advised members that this is the final scheduled meeting of the current municipal year. Executive Board minutes 5 March 2014 and 2 April 2014 were appended to the report.

Sandra Pentelow, Principal Scrutiny Adviser, presented the report and responded to Members' queries and comments.

RESOLVED – That the Executive Board minutes be noted.

(The meeting concluded at 12:15pm)

SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

FRIDAY, 21ST MARCH, 2014

PRESENT: Councillor J Illingworth in the Chair

Councillors G Hussain, J Walker, K Bruce,
S Varley, J Lewis, E Taylor, S Lay,
N Buckley and B Urry

101 Chair's Opening Remarks

The Chair opened the meeting and welcomed everyone in attendance.

102 Third Party Recording

The Principal Scrutiny Adviser made reference to the Council's new protocol relating to third party recording of Committees, Boards and Panels, including both video and audio recording. Copies of this protocol were available at the meeting.

103 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late and supplementary information for consideration at the meeting:

- Leeds Teaching Hospitals NHS Trust – Draft 5-Year Strategy
 - Written submission from HealthWatch Leeds
 - Written submission from Leeds Local Medical Committee
 - Written submission from Leeds City Council(Minute 107 refers)
- Aspiring NHS Foundation Trusts – Leeds Teaching Hospitals NHS Trust Progress Update
 - Written update from NHS Trust Development Authority(Minute 108 refers)

The above documents were not available at the time of the agenda despatch, but had been made available to the public at the meeting. Copies of the papers would also be available on the Council's website.

104 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

105 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor C Towler and C Fox. Notification had been received that Councillor B Urry was substituting for Councillor C Towler.

106 Minutes - 28 February 2014

The Scrutiny Board considered the draft minutes of the meeting held on 28 February 2014.

Reference was made to Care Quality Commission inspections in respect of services provided by Leeds and York Partnership Foundation Trust (LYPFT) and the request for the Trust's initial action plan produced at the conclusion of the inspection visits (minute 95 refers). It was confirmed this had been received and circulated to members of the Scrutiny Board.

RESOLVED – That the minutes of the meeting held on 28 February 2014 be approved as a correct record.

107 Leeds Teaching Hospitals NHS Trust - draft 5-year Strategy

The Head of Scrutiny and Member Development submitted a report that sought to provide an opportunity for the Scrutiny Board to consider and comment on Leeds Teaching Hospitals NHS Trust's (LTHT) draft 5-year strategy, taking into account a range of feedback from other sources.

The following representatives were in attendance to help the Scrutiny Board consider the information presented:

- Julian Hartley (Chief Executive – Leeds Teaching Hospitals NHS Trust)
- Phil Corrigan (Chief Executive – Leeds West Clinical Commissioning Group)
- Jean Morgan (Acting Director – HealthWatch Leeds)
- Stuart Morrison (Team Leader, Community Engagement – HealthWatch Leeds)

During the discussion, Rob Kenyon (Chief Officer Health Partnerships – Leeds City Council) was subsequently invited to join the meeting.

Leeds Teaching Hospitals NHS Trust

In addressing the Scrutiny Board, the Chief Executive made a number of points, including:

- Satisfaction with the level of response to the consultation on the Trust's draft 5-year strategy, which had included:
 - Internal (staff) responses
 - External responses – statutory bodies and Trust members

- The Trust needed a clear mandate to progress the direction of travel outlined in the draft strategy across the main themes of:
 - The best for patient safety, quality and experience;
 - The best place to work;
 - A specialist provider and centre of excellence for research, education and innovation;
 - Seamless integrated care across organisational boundaries;
 - Financial stability.
- There was overall support for the direction of travel outlined in the draft strategy, but as this was relatively early on in the process, more detail was needed.

HealthWatch Leeds

The Acting Director of HealthWatch Leeds highlighted the significant use of jargon within the draft strategy – which was not helpful in terms of engaging the wider public. Concern was also expressed regarding the level of public influence offered by the consultation – given the relatively short consultation period.

Leeds City Council

The Chief Officer Health Partnerships reported that as part of its consultation, the Trust had engaged with a cross-party members group and a number of local Members of Parliament.

The Scrutiny Board discussed the report and the details highlighted at the meeting. A number of matters were raised, including:

- General concern regarding:
 - The timing of the consultation;
 - Public accessibility (i.e. the consultation was promoted as web-only access).
 - Ease of access to respond (unique code required);
 - Consideration of the consultation needs of specific groups within the community (i.e. older people, communities where English is a second language, those with limited access to technology and/or skills to use technology).
- The Trust's funding, particularly in relation to its 'teaching hospital' status.
- Governance and accountability mechanisms in the Trust – now and in the future.
- Public knowledge and awareness of what to service to expect when accessing acute care.
- Public involvement and engagement.
- Questions around the consultation process and the target audience.
- Opportunities for single points of access for the NHS within the City.
- The role and relationship of the Trust (and other providers) with Leeds' Health and Wellbeing Board.
- Reflecting on the comments presented by the Leeds Local Medical Committee, the Trusts working relationship with GPs across the City.

- There was general support for the priority areas identified, however further and more detailed explanations around how the priorities would be achieved were required.

The Chief Officer Health Partnerships reminded the Scrutiny Board that:

- There had been an unprecedented level of change across health and social care generally and in particular across the NHS – nationally and locally.
- As a City and local health and social care system, Leeds was held as a national exemplar of good practice.
- Notwithstanding any further improvements to the approach to consultation, the level of consultation undertaken by the Trust had improved significantly.

In response to some of the issues raised, the Chief Executive of LTHT made a number of points, including:

- The consultation represented a genuine attempt by the Trust to engage local communities, however it was recognised improvements could be made for the future and it was important to capture learning from the consultation.
- Feedback on the draft strategy had been received via other sources (i.e. not just web-based responses).
- There was still the opportunity to provide further feedback, as the final plan was due to be submitted in June 2014.
- The funding landscape for the Trust was changing and it may be worthwhile for the Scrutiny Board to have a dedicated discussion in the future.

RESOLVED –

- (a) To note the information presented and discussed at the meeting.
- (b) That, in consultation with the Chair, the Principal Scrutiny Adviser drafts a formal response on behalf of the Scrutiny Board.
- (c) That the Trust's changing funding landscape, particularly in relation to its 'teaching hospital' status, be the subject of further discussion at a future meeting of the Scrutiny Board.
- (d) That the final 5-year strategy be presented to the Scrutiny Board following submission in June 2014.
- (e) That further and more detailed action plans, detailing how the priorities would be achieved, be reported to a future meeting of the Scrutiny Board for more detailed consideration.

(Councillor J Lewis left the meeting at 1.10pm at the conclusion of this item.)

108 **Aspiring NHS Foundation Trusts - Leeds Teaching Hospitals NHS Trust progress update**

The Head of Scrutiny and Member Development submitted a report that introduced an update around the progress towards Foundation Trust status of Leeds Teaching Hospitals NHS Trust.

The following additional information was provided for the Scrutiny Board to consider (Minute 103 refers):

- Written update from NHS Trust Development Authority

The following representatives were in attendance to help the Scrutiny Board consider the information presented:

- Julian Hartley (Chief Executive – Leeds Teaching Hospitals NHS Trust)
- Phil Corrigan (Chief Executive – Leeds West Clinical Commissioning Group)

Leeds Teaching Hospitals NHS Trust

In addressing the Scrutiny Board and outlining the Trust's progress against the previously agreed Recovery Plan, the Chief Executive made a number of points, including:

- There had been a huge improvement in Accident and Emergency (A&E) treatment/ waiting times.
- The 18-week referral to treatment target had not yet been achieved consistently across the Trust. This would be achieved by June 2014.
- The Trust faced a significant financial challenge that needed to be addressed through a robust 3-year financial strategy.
- The benefits of being a NHS Foundation Trust included:
 - Through its membership and governance arrangements, the Trust would be more significantly routed in the community.
 - NHS Foundation Trusts are free from central government control.
 - The regulator (Monitor), reported directly to Parliament.
 - Any financial surplus generated by the Trust could be retained and reinvested in service improvement.

Clinical Commissioning Groups

The Chief Executive (Leeds West Clinical Commissioning Group (CCG)) outlined the three CCGs across Leeds believed the Trust was approaching its 5-year strategy in the correct way and had confidence in the new approach that included genuine engagement, with a focus on delivery.

The Scrutiny Board discussed the report and the details highlighted at the meeting. A number of matters were raised, including:

- The financial legacy of previous decisions associated with the Trust.
- The Trust's current estate and how this compared to other Trusts.

- Queries regarding the Trust's progress over the past five years and the 'big obstacles'.
- Questioned whether the A&E improvements were sustainable (without the additional government funding provided in 2013/14)
- It was noted the desire to achieve the 18-week referral to treatment target had slipped from January 2014 to June 2014.

The Scrutiny Board also noted the update provided by the NHS Trust Development Authority in respect of LTHT, however concern was expressed in respect of the update around Leeds Community Healthcare NHS Trust; specifically the departure of the Chief Executive and the outcome of the Care Quality Commission inspection of services delivered at the South Leeds Independence Centre (reported in December 2013) – matters which had not been brought to the attention of the Scrutiny Board.

RESOLVED –

- (a) To note the update and progress reported in respect of Leeds Teaching Hospitals NHS Trust progress towards NHS Foundation Trust status.
- (b) To express concern in respect of the update provided by the NHS Trust Development Authority around Leeds Community Healthcare NHS Trust; specifically the departure of the Chief Executive and the outcome of the Care Quality Commission inspection of services delivered at the South Leeds Independence Centre (reported in December 2013) – matters which had not been brought to the attention of the Scrutiny Board.
- (c) That, on behalf of the Scrutiny Board, the Chair and Principal Scrutiny Adviser explores the circumstances around the information flows to the Scrutiny Board in this specific instance, and more generally across the local Health and Social Care system.

At the conclusion of the discussion, the Chair thanked those in attendance for their contributions to the meeting and discussion.

(Councillor E Taylor left the meeting at 1:15pm, during the Scrutiny Board's consideration of this item.)

109 Date and Time of the Next Meeting

Friday, 28 March 2014 at 10:00am (with a pre-meeting for Board Members at 9:30am).

(The meeting concluded at 1:30pm)

SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

FRIDAY, 28TH MARCH, 2014

PRESENT: Councillor J Illingworth in the Chair

Councillors G Hussain, J Walker, K Bruce,
S Varley, E Taylor, S Lay, N Buckley,
M Harland and J Jarosz

110 Chair's Opening Remarks

The Chair opened the meeting and welcomed everyone in attendance.

111 Third Party Recording

The Principal Scrutiny Adviser made reference to the Council's protocol relating to third party recording of Committees, Boards and Panels, including both video and audio recording. Copies of the protocol were available at the meeting.

112 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late and supplementary information for consideration at the meeting:

- NHS Specialised Services and consultation on proposed changes to specific service specifications
 - Proposed changes to 14 specialised service areas
 - Submission by Leeds Teaching Hospitals NHS Trust
(Minute 117 refers)
- The UK Strategy for Rare Diseases and NHS England's associated Statement of Intent
(Minute 116 refers)
- Report on Joint Health Overview and Scrutiny Committee (Yorkshire and Humber)
(Minute 118 refers)

The above documents were not available at the time of the agenda despatch, but had been made available to the public at the meeting. Copies of the papers would also be available on the Council's website.

It was noted there was no supplementary paper associated with the Work Schedule (Minute 119 refers), as suggested in the cover report.

Minutes approved as a correct record
at the meeting held on Wednesday, 30th April, 2014

113 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

114 Apologies for Absence and Notification of Substitutes

The following apologies for absence had been received and were reported to the Scrutiny Board.

- Councillor C Towler – Councillor J Jarosz attending as a substitute member
- Councillor J Lewis – Councillor M Harland attending as a substitute member
- Councillor C Fox – no substitute member attending

It was noted that, due to a private appointment, apologies had also been received from Councillor Adam Ogilvie (Executive Board Member (Adult Social Care)), who had been invited to attend the Board in relation to the discussion around proposals to establish a social enterprise to deliver the Council's Learning Disability Community Support Service (Minute 115 refers).

It was reported that in relation to the discussion around the UK Strategy for Rare Diseases and NHS England's associated Statement of Intent (Minute 116 refers) and NHS Specialised Services and consultation on proposed changes to specific service specifications (Minute 117 refers), the Chair from each of the Health Overview and Scrutiny Committees across West Yorkshire had been invited to attend the meeting, as follows:

- Councillor McAllister (Calderdale Council) – apologies received
- Councillor Gibbons (City of Bradford Council) – apologies received
- Councillor Rhodes (Wakefield Council) – apologies received
- Councillor Kendrick (Kirklees Council) – apologies received

It was noted that a member of the Scrutiny Board, Councillor C Fox, was currently unwell. Through the Chair, all members of the Scrutiny Board extended their sympathy and wished Councillor Fox a speedy recovery.

115 Creation of a Social Enterprise to deliver the Council's Learning Disability Community Support Service - consultation on proposals

The Head of Scrutiny and Member Development submitted a report that introduced a report submitted to the Executive Board meeting on 14 February 2014.

The following representatives were in attendance to help the Scrutiny Board consider the information presented:

- Paul Broughton (Chief Officer Care Delivery (Adult Social Care)) – Leeds City Council

- Andrew Rawnsley (Head of Service (Learning Disability Community Support Services) (Adult Social Care)) – Leeds City Council
- Jean Morgan (Acting Director – HealthWatch Leeds)

In addressing the Scrutiny Board, the Chief Officer Care Delivery (Adult Social Care) summarised the Executive Board report and briefly outlined progress since February 2014, which included:

- The Executive Board member (Councillor Ogilvie) had written to all affected members of staff.
- A carers and service user workshop
- Establishment of a Project Board – Chaired by the Executive Board member.
- Production of a 'Frequently Asked Questions (FAQs)' document.
- Application to the Cabinet Office for external funding to assist in the establishment/ development of a social enterprise.
- Planning for a wide range of activity.

The Head of Service (Learning Disability Community Support Services) provided more details on the proposed consultation plans, staff ballot and involvement of service users and carers.

In addressing the Scrutiny Board, the Acting Director of HealthWatch Leeds made a number of points, including:

- In any consultation it was important for service users to have a voice and the ability to influence decision-making.
- While acknowledging the established arrangements to involve service users and carers, it was important to recognise and involve groups and organisations outside the 'recognised system'.

The Scrutiny Board discussed the report and the details highlighted at the meeting. A number of matters were raised and discussed, including:

- Impacts on service users and carers.
- Future regulation and monitoring arrangements for any future delivery structure/ organisation.
- Consideration of the 'key drivers' for the proposals:
 - Service improvements
 - Service user advantage
 - Financial challenges
- Public Sector ethos and future management techniques.
- Future organisational structure, governance and accountability arrangements, and staffing levels.
- Impact/ implications of service users opting to manage their own needs through 'Direct Payments'.
- Initial and current staff views on proposals.
- Future freedoms over form and function of 'back office' arrangements.

Overall, the Scrutiny Board was reassured by the details provided in response to the issues raised and discussed at the meeting.

Minutes approved as a correct record
at the meeting held on Wednesday, 30th April, 2014

RESOLVED –

- (a) To note the information presented and discussed at the meeting, including the outline of the proposals and progress to date.
- (b) That a further report, detailing progress and outcome of the consultation processes, be presented to the Scrutiny Board prior to any future Executive Board report and/or decision.

116 The UK Strategy for Rare Diseases and NHS England's associated Statement of Intent

The Head of Scrutiny and Member Development submitted a late report (Minute 112 refers) that introduced the UK Strategy for Rare Diseases and associated commitments produced by the Department of Health in November 2013. The report also introduced NHS England's Statement of Intent in relation to Rare Diseases, published in February 2014.

It was proposed to consider the details presented jointly with the next item on the agenda, NHS Specialised Services and consultation on proposed changes to specific service specifications (Minute 117 refers).

RESOLVED – To note the information presented and consider any specific matters jointly with the details presented on NHS Specialised Services and consultation on proposed changes to specific service specifications.

117 NHS Specialised Services and consultation on proposed changes to specific service specifications

The Head of Scrutiny and Member Development submitted a report to help the Scrutiny Board consider the process for developing the national Specialised Services Strategy and the potential implications associated with concentrating expertise in a reduced number of centres.

The report also aimed to help provide an opportunity for the Scrutiny Board to respond to consultation around proposed changes to 14 Specialised Service specifications.

The following additional information was provided for the Joint Committee to consider (Minute 112 refers):

- Proposed changes to 14 specialised service areas
- Written submission/ briefing by Leeds Teaching Hospitals NHS Trust

The following representatives were in attendance to help the Scrutiny Board consider the information presented:

- Cathy Edwards (Director of Commissioning) – NHS England (South Yorkshire & Bassetlaw Area Team)
- Laura Sherburn (Head of Specialised Commissioning) – NHS England (South Yorkshire & Bassetlaw Area Team)

Minutes approved as a correct record
at the meeting held on Wednesday, 30th April, 2014

- Julian Hartley (Chief Executive – Leeds Teaching Hospitals NHS Trust)
- Dr Mark Smith (Chief Operating Officer – Leeds Teaching Hospitals NHS Trust)
- David Berridge (Medical Director (Operations) – Leeds Teaching Hospitals NHS Trust)

In addressing the Scrutiny Board, the Director of Commissioning (NHS England (South Yorkshire & Bassetlaw Area Team)) outlined a number of matters, including:

- The UK Strategy for Rare Diseases aimed to provide consistency in approach across the four countries of the UK and formed part of NHS England's consideration as it developed a 5-year Specialised Services Strategy.
- NHS England's Statement of Intent in response to the UK Strategy for Rare Diseases included commitments to:
 - Involve patients (through patient representatives on 75 national Clinical Reference Groups (CRGs) – responsible for developing service specifications in relation to specialised services.
 - Working with partners.
 - Working with industry.
 - Implementation of the UK Strategy for Rare Diseases.
- In developing the 5-year Specialised Services Strategy, NHS England was adopting a 3 phase approach:
 - Phase 1 – scoping and defining the strategy (to end of April 2014). This involved a number of engagement events and developing the case for change (i.e. a reduced number of specialised centres).
 - Phase 2 – analysis of Phase 1 and development of a draft 5-year strategy (April – June 2014).
 - Phase 3 – Public Consultation – 12 weeks commencing in July 2014.
- The aim was to have a final 5-year Specialised Services Strategy by October/ November 2014 that included a 5-year vision that set out a service plan and quality measures for the future.

Addressing the Scrutiny Board, the Chief Executive of Leeds Teaching Hospitals NHS Trust (LTHT), outlined a number of matters, including:

- There was a significant challenge between balancing devolving and improving specialist expertise and identifying the necessary critical mass of population.
- It was important the any future arrangements reflected the needs and different geographies of the Yorkshire and Humber region.

The Scrutiny Board discussed the report and the details highlighted at the meeting. A number of matters were raised and discussed, including:

- Current delivery of specialised services across Yorkshire and the Humber.

- The financial implications/ importance of specialised services on LTHT (accounting for £400M (approx.) per annum).
- The importance of a network approach to delivering specialised services and the associated patient flows.
- The notion of 15-30 specialised centres across England.
- Changes in the number of Junior Doctors and Specialist Trainees.
- The number of specialised (103) and highly specialised (5) services currently delivered at LTHT.

In discussing the proposed changes to the identified (14) specialised service specifications, Members raised concerns around the consultation approach and the lack of details around the impact, implications and significance of the proposed changes.

In response, representative from NHS England offered to provide an analysis of the impact, implications and significance of the proposed changes (specifically in relation to Yorkshire and the Humber) by 11 April 2014, for future consideration by the Scrutiny Board.

RESOLVED –

- To note the information presented and discussed at the meeting.
- To consider NHS England’s analysis of the impact, implications and significance of the proposed changes to the identified (14) specialised service specifications at its meeting in April 2014.

At the conclusion of the discussion, the Chair thanked those in attendance for their contributions to the meeting and discussion.

118 Joint Health Overview and Scrutiny Committee (Yorkshire and Humber)

The Head of Scrutiny and Member Development submitted a report that, following the outcome of the Full Council meeting (26 March 2014), sought a nomination from within the membership of the Scrutiny Board to serve as the Leeds City Council’s representative on the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) in relation to the new review of Congenital Heart Disease services.

RESOLVED – To nominate the Chair, Cllr John Illingworth, as Leeds City Council’s representative to serve on the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) in relation to the new review of Congenital Heart Disease services.

119 Work Schedule

The Head of Scrutiny and Member Development submitted a report that outlined the on-going development of the Scrutiny Board’s work schedule for 2013/14.

The Principal Scrutiny Adviser provided a verbal update and highlighted a number of matters likely to be of interest and the subject of further consideration by the Scrutiny Board, including:

- The Better Care Fund – the final submission had been signed-off by the Health and Wellbeing Board on 27 March 2014.
- Leeds Clinical Commission Groups were in the process of finalising their 2-year and 5-year commissioning plans/ strategies.
- Primary Care – NHS England had recently (20 March 2014) published its first phase report on Improving General Practice.

RESOLVED – To note the information presented and agree that the Principal Scrutiny Adviser, in consultation with the Chair, amend the future work schedule.

120 Date and Time of Next Meeting

Wednesday, 30 April 2014, commencing at 10:00am (with a pre-meeting for Board Members at 9:30am).

(The meeting concluded at 12:10pm)

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SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

WEDNESDAY, 30TH APRIL, 2014

PRESENT: Councillor J Illingworth in the Chair

Councillors G Hussain, J Walker, K Bruce,
J Lewis, C Towler, S Lay and N Buckley

121 Chair's Opening Remarks

The Chair opened the meeting and welcomed everyone in attendance.

The Chair reported the sudden and untimely passing of Councillor Clive Fox, who had been a member of the Scrutiny Board for a number of years, and a key contributor during this time. Members offered their condolences for Councillor Fox's family during this difficult time.

The Scrutiny Board stood and observed a minute of silent reflection in memory of Councillor Fox.

122 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late and supplementary information for consideration at the meeting:

- NHS Specialised Services: Impact assessment of proposed changes to specific service specifications
 - Submission by Embrace
(Minute 126 refers)

- Urgent and Emergency Care
 - Submission by Leeds North Clinical Commissioning Group
(Minute 128 refers)

The above documents were not available at the time of the agenda despatch, but had been made available to the public at the meeting. Copies of the papers had also been made available on the Council's website.

123 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

124 Apologies for Absence and Notification of Substitutes

The following apologies for absence had been received and were reported to the Scrutiny Board.

- Councillor S Varley
- Councillor E Taylor

No substitute members were in attendance.

125 Minutes - 21 March 2014 and 28 March 2014

RESOLVED – That the minutes of the previous meetings held on 21 March 2014 and 28 March 2014 be approved as a correct record.

126 NHS Specialised Services: Impact assessment of proposed changes to specific service specifications

The Head of Scrutiny and Member Development submitted a report which introduced the following:

- Proposed changes to 14 specialised service areas
- Written submission/ briefing by Leeds Teaching Hospitals NHS Trust

The following additional information was provided for the Scrutiny Board to consider (Minute 122 refers):

- Written submission by Embrace – the specialist transport service for critically ill infants and children in Yorkshire and the Humber

The following representatives were in attendance to help the Scrutiny Board consider the information presented:

- Laura Sherburn (Interim Head of Specialised Commissioning) – NHS England (South Yorkshire & Bassetlaw Area Team)
- Dr Mark Smith (Chief Operating Officer – Leeds Teaching Hospitals NHS Trust)
- David Berridge (Medical Director (Operations) – Leeds Teaching Hospitals NHS Trust)

In addressing the Scrutiny Board, the Interim Head of Specialised Commissioning (NHS England (South Yorkshire & Bassetlaw Area Team)) provide a brief reminder of the Board's previous consideration on proposed changes to specific service specifications.

As outlined in the paper presented to the Scrutiny Board, it was confirmed that of the proposed changes to 15 specialised service areas, it was considered appropriate that the specific impact assessments in the following areas warranted specific consideration by the Scrutiny Board:

Draft minutes to be approved
at the first meeting of the 2014/15 municipal year

- Adult Cardiac Surgery Service Specification (A10/S/a);
- Complex Disability Equipment Prosthetics Service Specification (D01/S/d); and,
- Paediatric Critical Care – Level 2 (E07/S/b)

Members were assured there were no ‘patient safety’ issues to consider and the overall purpose of the proposed changes was to improve the quality of services; to standardise and raise the level of consistency in the provision of specialised services across the country.

Members were also assured that the proposed changes to the Adult Cardiac Surgery and Complex Disability Equipment Prosthetics Service Specifications sought to clarify and strengthen the previous specifications. There was no indication that the proposed changes would necessitate any changes to the existing provider landscape across Yorkshire and the Humber.

Representatives from Leeds Teaching Hospitals NHS Trust were supportive of the comments made at the meeting and confirmed that the proposed changes would not present any significant challenges to the Trust.

It was highlighted that the Paediatric Critical Care – Level 2 represented a new specification for 2014/15 and the key impacts were highlighted as follows:

- Potentially more patients treated in tertiary centres or Level 2 Units – although any increase in activity was unquantified.
- Potential increase in paediatric transport activity across the region.
- The need for more work to assess the volume of activity, in order to understand the impact of the proposed change on both the receiving and referring organisations in terms of capacity and sustainability.
- The need for more work around the potential impact of rapid repatriation, steps on the care pathway and patient and carer choice.
- It was not known how readily new standards relating to staffing numbers and training packages could be met.

The issues around the potential increase in paediatric transport activity across the region and the potential impact of rapid repatriation were further emphasised by the written submission from Embrace. However, it was reported that Embrace was well placed to absorb a moderate increase in paediatric activity, with paediatric transfers making up around one third of the total workload for the service.

The Principal Scrutiny Adviser advised the Scrutiny Board that the Yorkshire Ambulance Service (YAS) had been invited to comment on the proposed changes to the specialised service changes and, for the majority of the proposed changes, no significant implications were anticipated. However, in

relation to Paediatric Critical Care, any increase in demand and/or journey length would need to be reflected in changes to relevant contracts.

The Scrutiny Board discussed the report and the details highlighted at the meeting. A number of matters were raised and discussed – particularly relating to the proposals around Paediatric Critical Care, including:

- The balance between specialisation / the development of centres of excellence and care closer to home.
- The potential shift from clinically led services to a time led specification.
- Assuming the revised specifications are approved, queries around the communication with parents and families in terms of what level of service should be expected.
- The potential need for a two-stage engagement process that allows some form of ‘sense checking’ followed by more formal consultation once local impacts have been considered and assessed.
- Any impact on the parallel process for developing the 5-year strategy for specialised services.

RESOLVED –

- (a) To note the information presented and discussed at the meeting.
- (b) That, based on the information presented and discussed, the Principal Scrutiny Adviser draft a formal response to the current consultation around NHS Specialised Service specification, and consult members of the Scrutiny Board on its content ahead of the 21 May 2014 deadline.
- (c) That the Scrutiny Board maintain an overview of progress and, subject to the revised specification for Paediatric Critical Care (Level 2) being adopted, that a further report detailing the precise implications be presented to the Scrutiny Board at a future date.

At the conclusion of the discussion, the Chair thanked those in attendance for their contributions to the meeting.

127 Children's Epilepsy Surgery

The Head of Scrutiny and Member Development submitted a report that introduced further information relating to the provision of Children’s Epilepsy Surgery. The Scrutiny Board considered an initial letter to and subsequent response from NHS England in this regard, appended to the report.

The Principal Scrutiny Adviser reminded members that in July 2013 the Scrutiny Board had previously considered a request for scrutiny and agreed to consider issues related to the provision of Children’s Epilepsy Surgery in Leeds and the associated procurement process.

The following representatives were in attendance to help the Scrutiny Board consider the information presented:

- Laura Sherburn (Interim Head of Specialised Commissioning) – NHS England (South Yorkshire & Bassetlaw Area Team)
- Dr Mark Smith (Chief Operating Officer – Leeds Teaching Hospitals NHS Trust)
- David Berridge (Medical Director (Operations) – Leeds Teaching Hospitals NHS Trust)

In addressing the Scrutiny Board, the Interim Head of Specialised Commissioning (NHS England (South Yorkshire & Bassetlaw Area Team)) briefly outlined the NHS England's response, which covered the following areas:

- Background and context to identifying four providers to deliver a Children's Epilepsy Surgery Service – acknowledging there was no specialised surgical service centre (for children under 5) located in Yorkshire and the Humber or the North East of England;
- Response to the issues raised by the Scrutiny Board, following the initial request for scrutiny.
- The development of the North East Paediatric Neurosciences Network

The Chair expressed concern that, despite the relatively small number of children/ families likely to be affected, the existing provision did not sufficiently reflect the population profile or geography of Yorkshire and the Humber. There was also concern that the lack of provision might be seen as an erosion of services and have a negative impact on other service areas, including other neuroscience services, at Leeds Teaching Hospitals NHS Trust.

Addressing the Scrutiny Board, representatives from Leeds Teaching Hospitals NHS Trust (LTHT), made a number of points and outlined a range of matters, including:

- Leeds Teaching Hospitals NHS trust was fully supportive of its clinicians in maintaining and further developing paediatric neurosurgical service;
- There was a larger population of children (aged 6 and over) that require epilepsy surgery and there was a desire to maintain and develop such a service in Leeds.
- It was recognised that the establishment and development of an effective Neurosciences Network (covering Sheffield, Newcastle and Leeds) would be beneficial to each centre and the populations they serve.
- More recently there had been a much greater degree of cohesive and a collaborative approach in relation to the establishment and development of a North East Paediatric Neurosciences Network;
- Through the North East Paediatric Neurosciences Network, the Trust planned to contact NHS England in order to seek a review of provision within Yorkshire and Humber / the North of England.

The Scrutiny Board discussed the report and the details highlighted at the meeting and welcomed the more collaborative approach in relation to the establishment and development of a North East Paediatric Neurosciences Network reported.

The Scrutiny Board also welcomed the proposal to seek a review of provision within Yorkshire and Humber / the North of England, as outlined at the meeting

RESOLVED –

- (a) To note the information presented and discussed at the meeting.
- (b) To request a copy of the letter from the North East Paediatric Neurosciences Network to NHS England seeking a review of service provision within Yorkshire and Humber / the North of England.
- (c) To maintain an overview of the existing provision of Children's Epilepsy Surgery services, as necessary.

At the conclusion of the discussion, the Chair thanked those in attendance for their contributions to the meeting.

128 Urgent and Emergency Care

The Head of Scrutiny and Member Development submitted a report that provided a summary of the Board's previous consideration of urgent and emergency care during the municipal year 2013/14.

The following additional information was provided for the Scrutiny Board to consider (Minute 122 refers):

- Written submission by Leeds North Clinical Commissioning Group

The following representatives were in attendance to help the Scrutiny Board consider the information presented:

- Nigel Grey (Chief Officer – Leeds North Clinical Commissioning Group)
- Debra Taylor-Tate (Strategic Commissioning Lead (Urgent Care) – Leeds North Clinical Commissioning Group)
- Steven Courtney (Leeds City Council, Principal Scrutiny Adviser)

The Principal Scrutiny Adviser summarised the Scrutiny Board's consideration of urgent and emergency care during the current municipal year, 2013/14.

In addressing the Scrutiny Board, representatives from Leeds North Clinical Commissioning Group (CCG) reminded the Scrutiny Board that Leeds North CCG held a co-ordinating role for work around urgent and emergency care across the City. In outlining the written submission provided, a number of specific areas were highlighted, including:

- Operational urgent care and the 4 hour emergency care standard.

- Work of the Strategic Urgent Care Board and the development of the vision for urgent and emergency care across the City.
- Development of the following workstreams to deliver the vision:
 - Frail and Elderly;
 - Mental Health;
 - Children and Young People;
 - Alcohol.
 - Preparation for the forthcoming Tour de France.

The Scrutiny Board discussed the report and the details highlighted at the meeting. A number of matters were raised and discussed, including:

- Public and Patient involvement, including that of HealthWatch Leeds, in the ongoing review of urgent and emergency care across the City.
- Reporting and governance arrangements associated with the Strategic Urgent Care Board.
- The similarity of current urgent and emergency care issues with those facing the national and local system for the past 10 years.
- The current economic imperative in relation to the review of urgent and emergency care across the City.
- How improvements would be judged and the associated 'measures of improvement'.

RESOLVED –

- (a) To note the information presented and discussed at the meeting.
- (b) To maintain an overview of the ongoing review of urgent and emergency care across the City and to receive further update reports in the new municipal year (i.e. 2014/15).

The Chair thanked those in attendance for their contributions to the meeting and concluded by thanking all members of the Scrutiny Board for their attendance and contributions throughout the municipal year.

(The meeting concluded at 11:40am)

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SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 25TH MARCH, 2014

PRESENT: Councillor J Procter in the Chair

Councillors D Collins, J Cummins,
P Grahame, M Harland, M Iqbal, S Lay,
V Morgan, D Nagle, C Towler and
G Wilkinson

94 Chair's Opening Remarks

The Chair made reference to the Council's new protocol relating to third party recording of Committees, Boards and Panels, including both video and audio recording. Copies of this protocol were made available at the meeting.

95 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late information:

- Agenda item 11, Progress in delivering housing on Council brownfield land – Council brownfield land update schedule. (Minute No. 103 refers)

The above document was not available at the time of agenda despatch, but was subsequently made available on the Council's website.

96 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

97 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor B Atha. Notification had been received that Councillor M Harland was to substitute for Councillor B Atha.

98 Minutes - 25 February 2014

RESOLVED – That the minutes of the meeting held on 25 February 2014 be approved as a correct record.

99 Update report on schemes providing kitchen appliances to tenants

The Director of Environment and Housing submitted a report which provided an update on developing a scheme that would provide cookers to tenants in need.

The following were in attendance for this item:

- John Statham, Head of Housing Partnerships, Environment and Housing.
- Lorraine Wright, Housing Services Manager (Relationship Management), Environment and Housing
- Janice Frost, Waste Policy Officer, Environment and Housing
- Ali Ward, Emmaus Leeds
- Annette Haigh, St Jude's Furniture Store, Leeds.

The key areas of discussion were:

- Concern that re-use organisations lacked sufficient supply of appliances to meet individual needs.
- Exploring opportunities to provide re-use organisations with loans and appropriate Council storage to enable them to bulk buy unwanted appliances.
- Cost and maintenance issues associated with re-using gas cookers.
- Generating greater publicity of re-use schemes in Leeds, particularly through the Council's website and social media.
- Exploring opportunities aimed at improving links between Council contractors and re-use organisations.
- Developing a more co-ordinated approach to accessing void properties.
- The new role of Area Committees in relation to bulky waste services.

RESOLVED – That the contents of the report be noted and that a further report be brought back to the Scrutiny Board developing the above issues.

100 Local lettings policies

The Chief Officer (Strategic Housing) submitted a report which provided the Scrutiny Board with an overview of the types of local lettings policies (LLPs) in operation in Leeds and an evaluation of their effectiveness.

The following were in attendance for this item:

- Liz Cook, Chief Housing Officer, Environment and Housing.

RESOLVED –

- (a) That the contents of the report be noted
- (b) That the Chief Officer (Housing Management) reviews the current local lettings policies by October 2014 to ensure they meeting their stated

objectives, following the proposed review process outlined in section 3.25 to the report.

(c) That the Scrutiny Board be formally consulted as part of the review.

(Councillor G Wilkinson left the meeting at 11.30am during the consideration of this item.)

101 Permitted development changes to house extensions and office to residential

The Chief Planning Officer submitted a report which provided an update on the impact and policy implications for Leeds of the changes in permitted development rights.

The following information was appended to the report:

- An extract from the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013
- A list of office to residential schemes.

The following were in attendance for this item:

- Martin Sellens, Head of Planning Services, City Development.

RESOLVED – That the contents of the report be noted.

102 Quarter 3 Performance Report

The Director of Environment and Housing and the Director of City Development submitted a joint report which provided a summary of performance against the strategic priorities for the council and city relevant to the Scrutiny Board.

The following information was appended to the report:

- A summary of performance at Quarter 3 across both City Priority Plan (CPP) and Best Council Plan (BCP) priorities.

The following were in attendance for this item:

- Simon Costigan, Chief Officer (Housing Management)
- Paul Maney, Head of Strategic Planning, Policy and Performance, City Development
- Debra Scott, Head of Performance and Service Review, Environment and Housing.

The main areas of discussion were:

- Clarification sought regarding the level of tenant arrears. It was agreed to provide Members with a further report about this.

- Concern about the percentage of repairs not completed within target. It was advised that this could be due to the nature of the work being undertaken. There were 3 types of repairs; emergency, general and priority repairs.

RESOLVED – That the contents of the report be noted and that a further report be brought back to the Scrutiny Board on tenant arrears.

(Councillor D Nagle left at 12 noon and Councillor M Iqbal at 12.05pm, during the consideration of this item.)

103 Progress in delivering housing on Council brownfield land

The Head of Scrutiny and Member Development submitted a report which presented an update on progress in delivering housing on Council brownfield land.

RESOLVED –

- (a) That the Scrutiny Board notes the updated position.
- (b) That the Council brownfield land update schedule be reported back to a future meeting of the Scrutiny Board.

104 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's latest work schedule for the 2013/14 municipal year.

Members were advised that the next meeting would be used to undertake site visits that the Scrutiny Board requested, to view "developments which included the provision of affordable homes to review the quality and location of these within the site". Members expressed a preference to visit the following sites:

- 1) Royal Gardens, Cemetery Road, Pudsey
- 2) Netherfield Road, Guiseley.

RESOLVED – That the updated work schedule be approved and that the other items currently scheduled for April be deferred to the June meeting of the Scrutiny Board.

105 Date and Time of Next Meeting

Tuesday, 29 April 2014 at 10.00am (Site visits)

(The meeting concluded at 12.18pm)

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 24TH MARCH, 2014

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, N Dawson, J Hardy,
A Khan, A Lowe, C Macniven and R Wood

80 Late Items

There were no late items.

81 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

82 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor J L Carter.

83 Minutes - 24 February 2014

RESOLVED – That the minutes of the meeting held on 24 February 2014 be confirmed as a correct record.

84 Executive Board Minutes - 5 March 2014

RESOLVED – That the minutes of the Executive Board held on 5 March 2014 be noted.

85 Leeds City Council's Decision Making process and Due Regard to Equality

The Assistant Chief Executive (Citizens and Communities) submitted a report outlining the approach used by the Council to ensure that due regard to equality is considered appropriately in the decision making process.

The following were in attendance and responded to Board Members questions and comments.

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Support Services
- Councillor David Blackburn, Leader of the Green Group (member of the Member Champions Equality Action Group)
- Dennis Holmes, Deputy Director, Adult Social Care
- Lelir Yeung, Head of Equalities
- Geoff Turnbull, Senior Policy and Performance Officer
- Pauline Ellis, Senior Policy and Performance Officer.

Minutes approved as a correct record
at the meeting held on Monday, 7th April, 2014

In brief summary, the main areas of discussion were:

- Whether the current Equality Impact Assessment process provides the quality assurance of decision making demanded by the council.
- Whether the current Equality Impact Assessment process enables communities and interested groups to be involved appropriately in considering the impact of any proposals or whether other mechanisms should be adopted.
- Whether there is sufficient support within the council to help promote and develop the equality agenda and to act as the champions for the nine 'equality characteristics' (Equality Areas); Race, Disability, Gender, Transgender, Age, Sexual orientation, Religion or Belief, Pregnancy and Maternity and Carers.
- Whether the current process for 'due regard' and approaches to wider involvement and engagement specifically meet the needs of disabled people in Leeds. This is a particular issue that has been raised through the council's Equalities Assembly Disability Hub as a barrier to inclusion.
- The specific examples of where the Equalities Assembly Disability Hub has been actively involved in key discussions.
- The quality control measures operated by the equalities team to ensure compliance.
- The escalation routes to deal with non-compliance.

It was noted that a working group of the Scrutiny Board would be held on 28 March 2014 at which Members of the Council's 'Equality Assembly' would be invited to address the Board on the above issues.

RESOLVED –

- (i) To thank Members and officers for the information presented
- (ii) To hear the views of representatives sitting on the Council's 'Equality Assembly' on 28 March 2014
- (iii) To consider the Board's findings at its meeting on 7 April 2014.

(Councillor A Khan joined the meeting during the discussion of this item.)

86 Work Schedule and draft conclusions and recommendations following the discussions on grants to the third sector

The report of the Head of Scrutiny and Member Development presented the draft work schedule and the Board's conclusions and recommendations following the discussion on grants to the third sector.

RESOLVED –

- (i) That the Board's work schedule be updated to reflect the work areas identified during today's meeting.

Minutes approved as a correct record
at the meeting held on Monday, 7th April, 2014

- (ii) That the conclusions and recommendations following the discussion on grants to the third sector be agreed.

87 Date and Time of Next Meeting

Monday, 7 April 2014 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 10.55 am).

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SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 7TH APRIL, 2014

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, J L Carter,
N Dawson, J Hardy, A Khan, C Macniven
and R Wood

88 Late Items

There were no late items.

89 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

90 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor A Lowe.

91 Minutes - 24 March 2014

RESOLVED – That the minutes of the meeting held on 24 March 2014 be confirmed as a correct record.

92 Leeds City Council's Decision Making Process and Due Regard to Equality

The Head of Scrutiny and Member Development presented the Board's draft Inquiry report following its Inquiry into the Council's decision making process and due regard to equality.

Geoff Turnbull, Senior Policy and Performance Officer confirmed that the Board's recommendations would be accepted.

RESOLVED –

- (i) To agree the Board's Inquiry report.
- (ii) To request that the Head of Scrutiny and Member Development monitors progress on the implementation of the Board's recommendations in line with Scrutiny's recommendation tracking process.

93 Interpreting and Translation Services

The Chief Officer, Customer Services submitted a report providing an update on progress on the development of a draft policy for interpreting and translation services.

The following were in attendance and responded to Board members questions and comments:

- Geoff Turnbull, Senior Policy and Performance Officer
- Jayne Grant, Interpreting and Translation Team Co-ordinator

In brief summary, the main areas of discussion were:

- The anticipated projected savings arising from the new policy
- The use of ESOL Classes
- Joint working with other public sector organisations, for example the NHS
- The use of children for interpreting.

RESOLVED –

- (i) To recommend that the policy states that children would not be used for interpreting purposed except in emergency situations.
- (ii) To support and recommend approval of a formal policy.
- (iii) To support the decision making in that the Interpreting and Translation Team has the final decision on whether an interpreter is to be provided.
- (iv) To recommend that the Interpreting and Translation Team Co-ordinator takes appropriate action if interpreting services are used by service areas directly “off contract”.
- (v) To recommend that the Interpreting and Translation Team Co-ordinator be responsible for implementing any new policy.

94 Chair's Closing Remarks

This was the last meeting of the municipal year and the Chair expressed her thanks to all Board members for their hard work and diligence.

(The meeting concluded at 10.35 am).

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 10TH MARCH, 2014

PRESENT: Councillor B Anderson in the Chair

Councillors J Bentley, D Coupar,
R Grahame, M Harland, P Harrand,
G Hyde, J Jarosz, J Lewis, M Robinson
and N Walshaw

80 Chair's Opening Remarks

The Chair made reference to the Council's new protocol relating to third party recording of Committees, Boards and Panels, including both video and audio recording. Copies of this protocol were made available at the meeting.

81 Exempt Information - Possible Exclusion of the Press and Public

Members were advised that in relation to Agenda item 12 'Overview of the Crime and Disorder Joint Strategic Assessment', Appendix 1 of the agenda report included information which warranted the exclusion of the press and public under Access to Information Procedure Rule 10.4 (7), 'Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime' (Minute No. 91 refers).

RESOLVED – That the press and public be excluded from the meeting during the consideration of Appendix 1 in accordance with Access to Information Procedure Rule 10.4 (7), 'Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime'.

82 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following supplementary information:

- Report of the Director of Environment and Housing on the Leeds Hate Crime Strategy 2014-2019 (Minute no. 89 refers)

The above document was not available at the time of agenda despatch, but was subsequently made available on the Council's website.

83 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

84 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor A Blackburn and also Councillor P Davey, with Councillor J Lewis in attendance as substitute.

85 Minutes - 10 February 2014

Further to Minute no. 74 'Scrutiny review of the role, number and allocation of PCSOs in Leeds' the Chair confirmed that the Scrutiny Board's final report was subsequently published and formally considered by the Executive Board at its meeting on 4th March 2014. A formal written response to the recommendations will be brought back to the Scrutiny Board in due course.

RESOLVED – That the minutes of the meeting held on 10th February 2014 be confirmed as a correct record.

86 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's latest work schedule.

The Chair confirmed that two additional working group sessions were being scheduled in March and April as part of the Board's inquiry into tackling domestic violence in Leeds.

The Chair also reported that Board Members had been invited to attend the Leeds BME Women's Conference at the Hamara Healthy Living Centre on Wednesday 12th March 2014, which would also be addressing issues around domestic violence. It was noted that Councillor Debra Coupar and Councillor Mary Harland would be attending this event on behalf of the Scrutiny Board.

The Chair reminded the Board that its final meeting of the municipal year was scheduled for Monday 14th April 2014. However, the Chair proposed that this meeting be deferred in view of the need to undertake two additional sessions linked to its inquiry into tackling domestic violence. Board Members agreed to defer its final meeting until after the forthcoming Elections and proposed that it takes place on the day of the Council's Annual General Meeting (Monday 9th June 2014). The Principal Scrutiny Adviser was requested to explore this as an option and to send out confirmation of the meeting details as soon as possible.

RESOLVED –

- (a) That the Board's meeting on Monday 14th April 2014 be cancelled.
- (b) That the Principal Scrutiny Adviser explores the option of holding the Board's final meeting on Monday 9th June 2014 and sends out confirmation details as soon as possible.

87 Improving communications aimed at tackling illegal money lending - response to the Scrutiny Board's recommendations

The report of the Head of Scrutiny and Member Development presented the response of the Assistant Chief Executive (Citizens and Communities) to the recommendations arising from the Scrutiny Board's recent review which explored opportunities for improving communications aimed at tackling illegal money lending.

Representatives from other relevant directorates and the Illegal Money Lending Team were also invited to discuss their role in taking forward the Board's recommendations.

The following were in attendance for this item:

- Dave Roberts, Financial Inclusion Strategy Manager
- Mike McAughtrie, LIASE Officer, Yorkshire and Humberside, Illegal Money Lending Team
- Simon Swift, Area Manager, Environment and Housing
- Michele Tynan, Chief Officer, Access & Care, Adult Social Care
- Gail Webb, Head of Learning Improvement, Children's Services
- Hilary Farmery, Communications Manager, Corporate Communications
- Tim Taylor, Health and Wellbeing Improvement Manager
- Chief Superintendent Sam Millar, Chief Officer Community Safety

The key areas of discussion were as follows:

- Members acknowledged that a major publicity campaign aimed at tackling high cost lending and also illegal money lending was expected to be launched on 19th March 2014.
- In relation to recommendation 3, it was suggested that the wording of this recommendation be amended to also acknowledge the need to work closely with the Director of Children's Services in training relevant frontline staff within this directorate.
- In relation to recommendation 4, Members reiterated the importance of targeting young people to help them understand the importance of keeping money safe and managing it right. It was noted that the education pack produced by the England Illegal Money Lending Team for schools had now been launched nationally.
- In relation to recommendation 5, it was noted that this would be discussed by the Member Development Working Group at its next scheduled meeting.
- Reference was made to 'Operation Champion' and the commitment of West Yorkshire Police in tackling illegal money lending. Linked to this, it was noted that efforts are now being made to ensure that frontline operation staff, including PCSOs, receive weekly briefings on issues affecting their particular communities.
- Members emphasised the importance of making alternative options to high cost lending and illegal lending easier to access and understand. Members were therefore pleased to note that the Money Information

Centre, a new web based resource, would be launched on 19th March 2014 and is designed to meet this objective.

- It was noted that the Money Information Centre would also help frontline staff signpost people to correct advice and agencies. Such staff would also receive briefing packs and additional training to equip them with the relevant knowledge and capacity to detect and support individuals in financial difficulties.
- In acknowledging that a Leeds Education Hub is being set up, it was noted that this could provide a link to the Money Information Centre too. In addition, School Improvement Advisers would also receive training to help support their Head teachers and Chairs of Governors.
- Whilst acknowledging that the full extent of the problem relating to illegal money lending activity is difficult to measure, reference was made to the trends being observed with high cost lending, acknowledging that individuals engaging in illegal lending would have generally exhausted any legal lending options first.
- It was highlighted that the Step Change debt charity had helped 36,000 individuals in debt with pay day lenders in 2012. In 2013, this figure had risen to 67,000 individuals.
- Members emphasised the importance of identifying and supporting vulnerable individuals whom may have had benefits reduced or removed.
- Particular emphasis was placed upon expanding the capacity of the Credit Union. It was noted that the Council has undertaken a lot of work with the Credit Union, including a pre-Christmas marketing campaign which proved to be very successful. Members were pleased to learn that the Leeds Credit Union now has 27,000 members, which is its highest level.
- In acknowledging the value of raising greater awareness of the Credit Union amongst young people within secondary schools, the Board agreed to make a formal recommendation in this regard.
- Members noted the role and work being undertaken by Public Health around the wider determinants of health, including financial inclusion. Particular reference was made to its links with GPs and third sector organisations and also particular schemes such as 'Opportunity Knocks' and 'Money Buddies', which are being promoted as good practice models.
- As well as providing support to individuals, particular importance was also placed around effective enforcement measures and the need to publicise successful prosecutions to help deter individuals from becoming loan sharks.

RESOLVED –

- (a) That the Scrutiny Board notes the response to its recommendations.
- (b) That the wording of recommendation 3 be amended to acknowledge the need to work closely with the Director of Children's Services in training relevant frontline staff within this directorate too.
- (c) That the following Scrutiny Board recommendation is also implemented and monitored accordingly:

Draft minutes to be approved at the meeting
to be held on Monday, 9th June, 2014

Recommendation 6

That the Assistant Chief Executive (Citizens and Communities) works closely with the Financial Inclusion Team and the Director of Children's Services in promoting greater awareness in local secondary schools of the services provided by the Credit Union.

(Councillor M Robinson arrived at 10.50 am during consideration of this item)

88 Strategic Partnership Boards - Update

The report of the Head of Scrutiny and Member Development presented an update in relation to the actions taken as a consequence of the recommendations made by the Scrutiny Board last year following its review of the relevant Strategic Partnership Boards.

Anne McMaster, Executive Officer, Citizens and Communities, was in attendance for this item.

The key points raised during the Board's discussion were as follows:

- The terms of reference for the new Communities Board were attached to the report for Members' information. Members noted that this Board had only met for the first time on 28th January 2014. At this meeting it was agreed that the main focus of the Board's work would be to tackle poverty and deprivation and underpin the emerging Citizens@Leeds agenda.
- Members noted that the Gypsy, Traveller and Roma Strategy Group no longer meet as a partnership. Acknowledging that the issues previously addressed by this Group are now being picked up by the Environment and Housing directorate and the Migration Partnership, Members sought clarification of Elected Member representation on the Migration Partnership.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That clarification of Elected Member representation on the Migration Partnership is provided to Board Members.

89 Leeds Hate Crime Strategy 2014 - 2019

The report of the Director of Environment and Housing presented details of the new Leeds Hate Crime Strategy 2014-2019 for the Board's consideration. A copy of the full Strategy was also appended to the report.

The following were in attendance for this item:

- Harvinder Saimbhi, Head of Anti-Social Behaviour
- Chief Superintendent Sam Millar, Chief Officer Community Safety

In consideration of this report, the following issues were discussed:

- Current status of the Strategy – following consultation with stakeholders on the draft Strategy, Board Members acknowledged that the Strategy would now be formally launched on 24th April 2014.
- Definition of Hate Crime – Members were pleased to note that the Strategy clearly sets out what is meant by Hate Crime and felt that greater awareness of this crime, particularly amongst young people, is needed.
- Types of Hate Crime– Members discussed different types of hate crime and intelligence surrounding perpetrators. Members noted that Appendix D of the Strategy sets out a hate crime problem matrix, introducing a new language to track types of hate incidents.
- Measures of success – Members held a discussion around measures of success linked to this Strategy. Acknowledging that many hate incidents (non-crimes) will go unreported, it was noted that a key aim of the Strategy is to increase confidence in reporting, thereby increasing the number of reports recorded.
- Desired outcomes – it was noted that another measure of success is linked to customer satisfaction with the investigation undertaken and also the outcome. In responding to hate crime, emphasis was placed around adopting a victim-led approach. Where the victim is willing, Hate Crime Coordinators will support them to access justice through the Criminal Justice System (CJS). However, the Leeds Anti-Social Behaviour Team can also offer alternatives to CJS outcomes, with an emphasis on preventing incidents from reoccurring.
- Commitment of the West Yorkshire Police and Crime Commissioner – it was highlighted that the PCC is also committed in driving forward this agenda, as set out in his Police and Crime Plan.

RESOLVED – That the Scrutiny Board notes the content of the report and is fully supportive of the Leeds Hate Crime Strategy 2014-2019.

90 2013/14 Quarter 3 Performance Report

The report of the Director of Environment and Housing reflected the performance framework previously agreed by the Scrutiny Board. This report set out the performance position at quarter 3 in relation to the relevant areas that fall within the Director of Environment and Housing responsibilities.

Linked to this, the Board was reminded that as part of the performance framework, it would receive alternate quarterly reports covering the Safer and Stronger aspects of the Board's remit. It was agreed that this particular quarter would focus on the 'Safer' element of the Board's portfolio. This had been reflected at item 12 of the meeting agenda (Minute no. 91 refers).

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing

Draft minutes to be approved at the meeting
to be held on Monday, 9th June, 2014

- Chief Superintendent Sam Millar, Chief Officer Community Safety

In consideration of this report, the following issues were discussed:

- Domestic burglary figures – Members welcomed the continuing reduction in domestic burglary figures citywide. Linked to this, emphasis was placed upon continuing to scrutinise trends within localities to target resources accordingly.
- Tetrapak recycling – Members discussed the potential for Tetrapak recycling and the need to evaluate the market value of this material again to determine whether it would be economically viable to do so.
- Disposal of discarded needles – whilst acknowledging that the number of reports regarding discarded needles across the city has reduced, a Member of the Board referred to recent incidences within a particular hotspot area close to a school and therefore reiterated the importance of effective detection and reporting processes in this regard.
- Reporting of anti-social behaviour – particular reference was made to reports of anti-social behaviour encountered by residents within properties managed by other Registered Social Landlords. It was recognised that as good practice, such landlords should be encouraged to promote the services of the Leeds Anti-Social Behaviour Team amongst tenants.

RESOLVED – That the contents of the report be noted.

(Councillor M Harland left the meeting at 11.55 am during consideration of this item)

91 Overview of the Crime and Disorder Joint Strategic Assessment

Linked to the Board's performance framework, the report of the Director of Environment and Housing focused around the 'Safer' element of the Board's remit.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Chief Superintendent Sam Millar, Chief Officer Community Safety

Members noted the report which provided an overview of the annual Crime and Disorder Joint Strategic Assessment (JSA); a summary of the Safer Leeds strategic priorities for 2014/15 and an indication of key challenges. A copy of the complete JSA was also provided as Appendix 1 to the report.

Following consideration of Appendix 1 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (7), which was considered in private during the meeting, it was

RESOLVED –

- (a) That the contents of the report and the Joint Strategic Assessment document be noted.
- (b) That Board Members receive a copy of the consultation paper cited in the JSA document in relation to out of court disposals (OOCs).

92 Date and Time of Next Meeting

To be confirmed.

(The meeting concluded at 12.15 pm).

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 9TH JUNE, 2014

PRESENT: Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn,
D Coupar, P Davey, R Grahame,
M Harland, P Harrand, G Hyde, J Jarosz
and N Walshaw

93 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following supplementary information:

- Inquiry into Tackling Domestic Violence and Abuse – Draft Scrutiny Report (Minute no. 97 refers)
- Appendix 1 – Work Schedule (Minute no. 98 refers)

The above documents were not available at the time of agenda despatch, but were subsequently made available on the Council's website.

94 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

95 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor M Robinson.

96 Minutes - 10 March 2014

RESOLVED – That the minutes of the meeting held on 10th March 2014 be confirmed as a correct record.

97 Inquiry into Tackling Domestic Violence and Abuse - Draft Scrutiny Report

The report of the Head of Scrutiny and Member Development presented the Board's draft report following its inquiry into tackling domestic violence and abuse.

The following were in attendance for this item:

Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services

Neil Evans, Director of Environment and Housing

Bridget Emery, Chief Officer Strategy and Commissioning, Office of the Director of Public Health

In consideration of the draft report, the following points were made:

- In acknowledging that the majority of the Board's recommendations have been directed to the Chair of the new Leeds Domestic Violence Strategy Group to lead on implementation, it was recognised that the Chair would also need to engage relevant Directors in this regard. The Board agreed to reflect this point within its final report.
- Clarification was sought regarding input from the Trade Unions to the inquiry. It was acknowledged that the Trade Unions had been approached and that a representative did actively contribute to the inquiry.
- The Director of Environment and Housing highlighted that an update on the work undertaken by Safer Leeds in tackling domestic violence is expected to be reported to the Executive Board in September/October 2014.
- Members emphasised the need for the Board's Inquiry Report to be brought to the attention of the Executive Board too.
- The Chair reflected on the complexity and cross-cutting nature of the inquiry and acknowledged the commitment of Board Members and of the wide range of witnesses to this inquiry. Board Members requested that the Chair writes on behalf of the Board to the individual witnesses to express the Board's gratitude for their contribution to this inquiry.

RESOLVED –

(a) That the Board's draft inquiry report be agreed subject to the amendment discussed during the meeting.

(b) That a request is made for the Scrutiny Board's final report to be scheduled at a future meeting of the Executive Board for consideration.

(c) That the Chair writes on behalf of the Board to the individual witnesses of the inquiry to express the Board's gratitude for their contribution.

(Councillor A Blackburn arrived at 5.10 pm during consideration of this item)

Draft minutes to be approved at the meeting
to be held on Monday, 30th June, 2014

98 Work Schedule

As this was the final meeting of the 2013/14 municipal year, the report of the Head of Scrutiny and Member Development provided an overview of the work undertaken by the Board this year. Recent Executive Board minutes were also appended to the report for the Board to note.

The following were in attendance for this item:

Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services

Neil Evans, Director of Environment and Housing

Bridget Emery, Chief Officer Strategy and Commissioning, Office of the Director of Public Health

The Executive Member for Neighbourhoods, Planning and Support Services acknowledged and welcomed the work undertaken by the Scrutiny Board during the year and made particular reference to the contribution made by the Scrutiny Board in reviewing the role and allocation of Police Community Support Officers.

The Chair also reflected on the volume and quality of the work undertaken by the Scrutiny Board and also acknowledged and welcomed the support of the Executive Board Members and Directors throughout the year. The Chair thanked everyone who contributed to the work of the Board, including the Members of the Board for their commitment and contribution over the 2013/14 municipal year.

RESOLVED – That the report be noted.

(The meeting concluded at 5.25 pm).

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SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 18TH MARCH, 2014

PRESENT: Councillor M Rafique in the Chair

Councillors D Cohen, M Lyons,
P Wadsworth, M Ingham, J McKenna,
D Coupar, J Marjoram and N Walshaw

89 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following items as supplementary information:

- Agenda item 11, Work Schedule – Minutes of the Executive Board meeting on 5 March 2014 (Minute 97 refers)

90 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

91 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Harington, with Councillor Walshaw in attendance as a substitute, and from Councillors Castle and Khan.

92 Minutes - 18 February 2014

RESOLVED – That the minutes of the meeting held on 18 February 2014 be confirmed as a correct record.

93 Request for Scrutiny

The Board considered a request for scrutiny on behalf of the 20's Plenty for Us campaign group. Mark Lansdown attended the meeting to present the request on behalf of the group.

The following issues were raised in discussion:

- The potential benefits of adopting a 20mph limit over contiguous zones
- Policing and enforcement
- The importance of educating the public to accept a 20mph limit
- Using accident data and case studies to support the inquiry
- Cross-border implications on the edges of the district
- The views of schools

RESOLVED – That the request for scrutiny by the 20's Plenty for Us campaign group be accepted, with an inquiry to take place in the new municipal year.

94 Scrutiny Inquiry - The role of the Leeds Let's Get Active Scheme in promoting public health

The Board considered a progress report on the Leeds Let's Get Active (LLGA) Scheme as part of its ongoing inquiry into the role of the scheme in promoting public health.

Councillor Illingworth joined the Board for this item, as Chair of the Health & Wellbeing & Adult Social Care Scrutiny Board.

In attendance to address the Board and answer Members' queries were:

- Councillor Lucinda Yeadon, Executive Member for Leisure & Skills
- Cluny Macpherson, Chief Officer Culture and Sport
- Mark Allman – Head of Sport & Active Lifestyles
- Rachel Brighton – Project Lead – Leeds Let's Get Active
- David O'Loan - Acting Business Manager, Sport and Active Lifestyles
- Cheryl Squire – Health Improvement Principal – Obesity & Healthy Living
- Steve Zwolinsky – Research Officer, Centre for Men's Health, Leeds Metropolitan University

The following issues were raised in discussion:

- Updated information that 21,000 people have now signed up for the scheme, with 41,000 attendances
- The extension of the community offer from the 10% to the 20% most deprived super output areas (SOAs)
- Strong support for the scheme and its objectives from Board members
- Acknowledgement that this was a pilot scheme and that the focus of the pilot was on delivery through leisure centres, but also strong concern about how to address the needs of deprived communities that do not have local access to leisure centres, outside of the LLGA scheme
- Confirmation that take up of the scheme was generally higher in the more deprived areas
- Acknowledgement that on-line registration had been an issue, particularly as the launch of the scheme had coincided with the introduction of new leisure management software
- All participants are asked to complete a baseline questionnaire which has external accreditation
- Discussion of the merits of accelerometers as an accurate measure of activity, offset by the expense of such an approach at £120-£200 per item
- The need for local members to be more involved in and informed about the development of activities in their wards
- A commitment to continue working with Quarry House to enable some provision to be offered there outside of the LLGA scheme
- The need to consider future sustainability of the project and its benefits
- Work being done to follow-up people who have signed up to the scheme but not yet attended an activity
- A request that further consideration be given to offering some single-sex provision

- The positive support received at the Health and Wellbeing Board the previous week, including support from Clinical Commissioning Groups (CCGs)

The Board agreed that it wished to receive a further progress report in the autumn, once the scheme has been running for a year, and that this should include data on rates of participation from deprived areas.

RESOLVED – That the report be noted and that a further progress report be provided once the scheme has been running for a year.

95 Quarter 3 Performance report

The Board considered a report on performance against the strategic priorities for the council and city relevant to its portfolio for quarter 3. In attendance to address the Board and answer Members' queries were:

- Paul Maney, Head of Strategic Planning, Policy & Performance
- Karen Bunce, Senior Performance & Improvement Manager

The following issues were raised in discussion:

- A detailed update on the action on the low carbon priority would be provided as part of the partnership scrutiny item at the Board's next meeting on 1 April
- Members noted that development of the adult skills strategy was on target
- That the targets and milestones in Appendix 2 would be updated for 2014/15 to reflect the new Best Council Plan. This would include new milestones in relation to the Local Development Framework.

RESOLVED – That the quarter 3 performance information be noted and that the Board confirms that the volume of performance information appended to the report is at the right level.

(Councillor Marjoram left the meeting at 11.25am during discussion of this item.)

96 Recommendation tracking

The Board considered a progress report on outstanding recommendations from previous scrutiny inquiries. The Board considered 3 recommendations.

With regard to recommendation 3 of the inquiry on the engagement of young people in cultural, sporting and recreational activities, it was agreed to continue to monitor progress, with a further report after the summer Breeze programme.

With regard to recommendations 5 and 12 of the inquiry into maximising powers to promote, influence and create local employment and skills opportunities, the Board agreed to sign off both recommendations as achieved.

The recommendation tracking report was accompanied by an annual report on delivering employment and training opportunities through the council's procurement and planning functions. In attendance to address the Board and answer Members' queries on the annual report were:

- Sue Wynne, Chief Officer Employment and Skills
- Tracey Greig, Employment Leads

The Board noted the progress being made and stressed the importance of using the learning from experience to date to influence future development.

Members requested that brief details of the schemes currently being progressed be circulated to them for information. They also requested a further annual report on the success of the new policy framework be provided in a year's time, as part of scrutiny's ongoing performance monitoring role.

RESOLVED –

(a) That the Scrutiny Board approves the status of recommendations as set out above.

(b) That a further annual report on the delivery of employment and training opportunities through the council's procurement and planning functions be brought to the Board in spring 2015.

(Councillor Wadsworth left the meeting at 12.00 at the conclusion of this item.)

97 Work Schedule

The Board received a report of the Head of Scrutiny and Member Development which set out the latest version of the Board's work schedule.

RESOLVED – That the work schedule be agreed.

98 Date and Time of Next Meeting

Tuesday 1 April at 10.00am (a pre-meeting will start at 9.30am for Board members.)

(The meeting finished at 12.05pm)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 1ST APRIL, 2014

PRESENT: Councillor M Rafique in the Chair

Councillors P Wadsworth, R Harington,
M Ingham, J McKenna, A Castle, A Khan,
B Anderson, C Macniven and C Towler

99 Late Items

There were no late items of business.

100 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

101 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors Cohen, Coupar and Lyons, with Councillors Anderson, Towler and Macniven in attendance as substitutes.

102 Minutes - 18 March 2014

RESOLVED – That the minutes of the meeting held on 18 March 2014 be confirmed as a correct record.

103 Scrutiny Inquiry - Apprenticeships

The Board conducted the third and final session of its inquiry on apprenticeships.

In attendance to address the Board and answer Members' queries were:

- Anthony Knowles, Head of Apprenticeships Employer Accounts (Yorkshire), National Apprenticeship Service
- Matt Thomas, Chief Executive, Leeds Apprenticeship Training Agency
- Kenny Stoddart, Operations Director, Appris Training
- Jo Leggett, Head of UK Delivery Centre, BAE Systems Applied Intelligence
- Councillor Lucinda Yeadon, Executive Member, Leisure and Skills
- Councillor Jane Dowson, Deputy Executive Member for Children's Services
- Sue Wynne, Chief Officer, Employment and Skills
- Gary Milner, Lead Officer, Skills for Learning and Life
- Nick Hart, Apprenticeship Hub

The four external witnesses began by briefly outlining their organisation's role in relation to apprenticeships.

The following issues were raised in discussion:

Minutes approved as a correct record
at the meeting held on Tuesday, 15th April, 2014

- Encouraging all employers to consider the potential benefits of taking on apprentices
- All young people should have the opportunity to consider an apprenticeship as an option
- The role of employer ambassadors
- Changes in the apprenticeship programme to give employers more ownership
- Encouragement for Leeds employers to engage in the current funding consultation
- The availability of an app for apprenticeship vacancies
- The role of schools and the quality of information, advice and guidance services
- The role of Children's Services in encouraging schools to provide good quality information about apprenticeships
- Members as school governors finding out what their schools are doing about apprenticeships
- The possibility of developing the notion of headteacher ambassadors for apprenticeship
- That young people's qualifications in school are not always relevant in the work and apprenticeship environment
- The need for pre-apprenticeship pathways to help some young people to be ready for an apprenticeship, and a desire to explore further the potential to develop a more coherent offer locally
- Changes in the funding at 19+ and the impact on numbers of apprenticeship starts
- Health and safety issues as a barrier to taking on younger apprentices in some work environments
- Encouraging employers to pay more than the minimum hourly rate
- Ensuring employers fully understand the time input required to support apprentices
- The success of events to promote apprenticeships in local areas arranged with the Hub
- Information on the high proportions of young people completing their apprenticeships and retaining employment
- The need to raise parents' awareness and acceptance of the value of apprenticeships.

It was agreed that the Board should write to the City Region and relevant government departments with its findings and any relevant recommendations, once its inquiry report is finalised.

The Chair thanked all witnesses for their participation and contributions to the inquiry.

RESOLVED – That the issues raised by this session of the inquiry be noted.

(Councillor Wadsworth left the meeting at 11.30am at the conclusion of this item.)

104 Scrutiny Inquiry - Strategic Partnership Boards

The Board conducted its annual review of the progress made by the strategic partnership over the past year.

In attendance to address the Board and answer Members' queries were:

- Nigel Foster, Chair of the Sustainable Economy and Culture Partnership
- Martin Farrington, Director of City Development
- Tom Knowland, Head of Sustainable Development
- Paul Maney, Head of Planning, Policy and Performance

Nigel and Martin gave a presentation outlining the partnership's major areas of work over the past year and the challenges for the future, which was welcomed by Board Members. The following issues were raised in discussion:

- The range of opportunities and projects coming forward
- The importance of placemaking in relation to the South Bank area
- The links between maximising job growth and being a low carbon city
- Further details of actions being taken to support the low carbon objective
- A suggestion that the Partnership should consider whether it has a role in ensuring the legacy of the Tour de France is realised
- The North-South divide and ensuring that Leeds promotes itself and its offer whenever and wherever possible
- The need to ensure that job opportunities are available to people from all disadvantaged communities in Leeds, not just those that are located close to new developments
- The work of the Ahead Partnership and the Leeds Community Foundation
- The conference city concept
- The development of Business Improvement Districts (BIDs)
- Changes in membership of the Partnership and a proposed refresh of councillor membership
- The Partnership's desire to explore ways of publicising its achievements and engaging with the community more.

RESOLVED

- a) That the Board notes the progress made by the Sustainable Economy and Culture Partnership over the previous year
- b) That the Scrutiny Board considers that the main challenge to the Partnership should be getting local people into local jobs.

(Councillors Anderson and Castle left the meeting during the discussion of this item at 12.00 and 12.45 respectively.)

105 Work Schedule

The Board received a report of the Head of Scrutiny and Member Development which set out the latest version of the Board's work schedule.

RESOLVED – That the work schedule be agreed.

106 Date and Time of Next Meeting

Tuesday 15 April 2014 at 10.00am (a pre-meeting will start at 9.30am for Board members.)

(The meeting finished at 12.50pm)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 15TH APRIL, 2014

PRESENT: Councillor M Rafique in the Chair

Councillors P Wadsworth, R Harington,
M Ingham, J McKenna, A Castle, A Khan
and B Anderson

107 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following items as supplementary information:

- Minutes of the meeting held on 1 April 2014 (agenda item 6) (Minute 110 refers)

108 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

109 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Cohen, with Councillor Anderson in attendance as a substitute, and from Councillors Chapman, Lyons and Marjoram.

110 Minutes - 1 April 2014

RESOLVED – That the minutes of the meeting held on 1 April 2014 be confirmed as a correct record.

111 Scrutiny Inquiry - Cultural Organisations' Engagement with Communities

The Scrutiny Board conducted the second session of its inquiry on cultural organisations' engagement with communities. The main focus of the session was to hear evidence from arts organisations.

In attendance to address the Board and answer Members' queries were:

- Rebecca Walsh, Director of Education, Opera North
- Selina McGonagle, Director of Learning, Northern Ballet
- Keranjeet Kaur Virdee, Chief Executive, South Asian Arts UK
- Ian Rodley, Artistic Director, Dazl (Dance Action Zone Leeds)
- Pat Cochrane, Chief Executive, Cape UK
- Councillor Lucinda Yeadon, Executive Member, Leisure and Skills
- Cluny Macpherson, Chief Officer, Culture and Sport
- Matthew Sims, Head of Arts and Venues

The representatives from each of the external organisations made brief introductory presentations on the work of their organisations in engaging communities.

The following issues were raised in discussion:

- the expectations from the Opera North In Harmony project and its potential extension
- the health aspect of DAZL's work
- the transferable skills that young people develop through their participation in the arts
- feedback generated from communities
- extending access for those living in pockets of deprivation in more affluent communities
- examples of work with older people and disabled people
- examples of inter-generational work
- the role of neighbourhood networks
- examples of work done by the West Yorkshire Playhouse
- evidence from school councils of the need for free activities
- possible sources of funding from councillors' MICE money and through Area Committee funding
- the availability and distribution of free tickets for some events
- the provision of resources for school staff to support cultural activity
- issues of transport and access, including access to the city centre
- capacity issues for the arts organisations, and discussion of how audit and mapping exercises can help them to work more closely together as well as identifying gaps in provision
- the potential role of the new library hubs
- keeping members informed of what is taking place in their areas
- the need for funding to support excellent performance as well as promoting community engagement, and how to strike the balance between these aspects
- that those with experience from elsewhere agreed that there was lots of good practice in Leeds and that the networking and joint working was a particular strength
- pride in the offer available in Leeds and a desire to make the most of the range of opportunities for everyone's benefit

The Chair thanked everyone for attending the meeting and for their contributions to the debate.

RESOLVED – That the issues raised by this session of the inquiry be noted.

(Councillor Wadsworth left the meeting at 11.40 am at the conclusion of this item.)

112 Tour de France

The Board considered a progress report on the preparations for the Tour de France Grand Depart in July.

In attendance to address the Board and answer Members' queries were:

- Councillor Lucinda Yeadon, Executive Member, Leisure and Skills
- Ed Mylan, Chief Officer Resources and Strategy
- Nicola Lockwood, Tour de France team

Members were provided with an update covering the following areas:

- Television coverage of the event
- Letters to residents and workshops for businesses
- Spectator hubs and estimated spectator demand
- Leeds highlights of the Yorkshire Festival
- Park and ride and park and cycle provision
- Centralised procurement and the refinement of each authority's requirements to control costs whilst ensuring a good, safe event
- The programme of roadworks
- City dressing
- The intention to provide an information pack for all councillors

The following issues were raised in discussion:

- The possibility of making some free tickets available for the Arena event for children and young people from disadvantaged communities
- Confirmation that the Area Committee Chairs group had received a presentation on the event, and had been invited to make any requests for local spectator hubs. In addition the team are maintaining an up to date list of planned community events
- It was also acknowledged that the nature of the event was such that many people would make their own arrangements with friends and family for viewing the race
- Endorsement of the proposed pack for members and a request to ensure members are informed of any events planned in their wards, including any updates once the pack has been issued

RESOLVED – That the progress in preparation for the Grand Depart and the proposals enclosed in the report be noted.

(The meeting finished at 12.10pm)

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CITY PLANS PANEL

THURSDAY, 20TH MARCH, 2014

PRESENT: Councillor N Taggart in the Chair

Councillors D Blackburn, M Hamilton,
S Hamilton, G Latty, T Leadley, E Nash,
M Ingham, J Cummins, M Coulson,
M Harland and C Macniven

159 Chair's opening remarks

The Chair welcomed everyone to the meeting and informed Members that the meeting would be audio recorded

The Chair referred to a letter which had been sent to Members from a Unison Steward in Planning Services raising concerns about third party recording of Plans Panel meetings. In responding to this, the Chair stated that new legislation was being brought in by the Secretary of State for Communities and Local Government which would allow public meetings, which included Plans Panels to be recorded and that the Council had agreed a protocol for such recordings to be made. In terms of recording meetings, the Chair advised that full Council had recently begun to be televised and that for many years, a verbatim record was made of full Council meetings. For clarity, the Council would be making its own recording of Plans Panel meetings

In respect of any filming of meetings, Unison had raised concerns about the siting of cameras and camera angles in relation to individuals

The Chair stated that it was unusual for Unison to write to Elected Members and he advised that Unison contact the Chief Planning Officer with any concerns

Unison had also raised the issue of Officers possibly being pursued on social media, with the Chair stating that he would expect support to be provided from within City Development, if this situation arose

The Chair also announced that this would be Bob Pritchard's last meeting as the Panel's legal adviser, before he took up a post outside the Council. On behalf of all Members, the Chair thanked Bob for all the top quality advice he had given to Members on meetings of full Council and Plans Panels and stated that he would be greatly missed

In responding, Bob Pritchard stated that he had enjoyed the last four years and that he was proud to have worked for Leeds City Council

160 Declarations of Disclosable Pecuniary Interests

With reference to Application 13/05506/FU – 29 Wellington Street, Councillor Nash declared a disclosable pecuniary interest through being in

Minutes approved at the meeting
held on Thursday, 10th April, 2014

receipt of a small income from the Co-op, which had a store located close to the proposed development (minute 166 refers)

161 Apologies for Absence

Apologies for absence were received from Councillor P Gruen, J Lewis, N Walshaw and R Procter. The Chair welcomed Councillors Macniven, Harland and Coulson who were substituting for their respective colleagues

162 Victoria Gate

The Chair referred to the site visit which had taken place earlier in the day to view the materials for Phase 1 of this development

In commenting on the sample materials provided on site, Members were largely supportive of the proposed materials, although some concerns were raised about the brickwork which had been displayed. The Chief Planning Officer stated that the colouring of the brickwork and mortar would be picked up with the architect and that further work on a colour mix could be undertaken

163 Minutes

RESOLVED - To approve the minutes of the City Plans Panel meetings held on 13th February 2014 and 27th February 2014

164 Matters arising from the minutes

With reference to minute 144 of the City Plans Panel meeting held on 13th February 2014 which referred to Application 13/03998/FU – land to the west of Cottingley Springs LS27, the Head of Planning Services informed Members that the application had been called in by the Secretary of State and that it would be dealt with by a Public Inquiry

Members were also informed about the introduction of the NPPG – National Planning Policy Guidance which would sit under the National Planning Policy Framework. The Head of Planning Services stated that further permitted development rights would come into effect from 6th April 2014, with a report on these changes being brought to the next Joint Plans Panel meeting in July 2014

165 Application 13/02190/FU - Erection and installation of an Energy Recovery Facility and an Anaerobic Digestion Facility, an integrated education/visitor centre, provision of rail freight handling infrastructure and a new industrial link road access to the site via Knowsthorpe Gate, associated parking and landscaping - land at Bridgewater Road Cross Green LS9

Further to minute 94 of the City Plans Panel meeting held on 24th October 2013, where Members considered a position statement on the proposals, the Panel considered a further report of the Chief Planning Officer setting out the formal application

Plans, photographs, graphics and an artist's impression of the buildings were displayed at the meeting

Officers presented the report which related to an application for a waste management facility which would be capable of treating up to 195,000 tonnes per annum of unsorted, non-hazardous municipal, commercial, industrial and green (biodegradable) wastes, which would operate 24 hours a day, 7 days per week except during shutdowns for maintenance

Members were informed that the waste would be imported to the site from within the Leeds administrative boundary and that the proposals would deliver a new link road and upgrade the adjacent rail sidings infrastructure

Having considered the scheme, Officers were of the view that the application should be refused, with recommended reasons for refusal being included in the submitted report

Members were informed of additional letters of representation which had been received, including one from local Ward Member, Councillor R Grahame, who was supportive of the application. Councillor Grahame's letter was read out to the Panel. A letter had also been received about the nature of the proposed waste management processes and whether this constituted incineration. Members were informed it was the view of Officers that the pyrolysis element of the processes constituted incineration at this stage

Further information had also been received on the ecological aspects of the proposals, which Officers were now satisfied with and a letter of response from the Agent in respect of the objection made by Miller Homes

The Panel heard representations firstly from the applicant who provided information to Panel which included:

- that the site was a brownfield site
- that the scheme would bring sustainable benefits to Leeds
- the waste stream and that there was sufficient waste feed stock within Leeds for the facility
- the use of rail for transporting waste

The Panel then heard from an objector who supported the Officer's recommendation and provided information to Panel which included:

- the impact of the proposals on the residents at Yarn Street
- concerns about odour, noise and the visual impact of the proposals
- that the application was contrary to policy and would lead to the reindustrialisation of the area
- that a nearby unauthorised waste management use (LPR at the Knostrop Depot) had adversely impacted on the living conditions of residents at Yarn Street
- 25m flues would dominate the landscape and the proposal would result in the re-industrialisation of the site
- investment in road was recognised but asked Members not to attach too much weight to this

The Chair allowed the applicant's agents who were in attendance, to respond to questions from the Panel

Members discussed the proposals with the following matters being raised:

- the extent of the buffer which would be required between the site and the housing land opposite, together with planting required for the Flood Alleviation Scheme in this area
- issues relating to noise and odour and the proximity of housing land
- that the technology proposed was supported in principle but was in the wrong place
- that the site was not allocated for waste management use and was not part of the original plan for Aire Valley Leeds
- the level of waste arisings in Leeds; the recent approvals for Energy Recovery Facilities at Cross Green and Skelton Grange and whether the proposed facility would need to import waste from outside Leeds to remain operational
- how the adjacent rail sidings would be upgraded and used for rail freight in connection with the proposal and a lack of clarity on how this would work in practice
- the difficulty of developing in this area without having an adverse impact; how rail would be brought into use through the scheme; that odour could be controlled and that further consideration should be given to the proposals

The Panel considered how to proceed:

RESOLVED - That the application be refused for the following reasons:

- 1 The proposed development site is not identified in Leeds City Council's Natural Resources and Waste Local Plan 2013 as an allocated, preferred or safeguarded waste management site. In the opinion of the Local Planning Authority, the applicants have failed to demonstrate that the safeguarded, preferred and allocated locations for waste management use, as identified by policies Waste 2, 5, 6 and 7 in the Local Plan, are not appropriate or available for the proposed use. This is contrary to policy Waste 8 of the Leeds Natural Resources and Waste Local Plan 2013
- 2 In the opinion of the Local Planning Authority the applicants have failed to demonstrate how the proposed development would utilise the adjacent railway line or to any substantial extent for freight movements in connection with the proposed use. As such, there are considered to be no exceptional circumstances to depart from the policy in the adopted development plan, which seeks to ensure that the application site is developed for rail related uses. The proposed development is therefore contrary to the aims and objectives of

policies H3-A1.45, T1(i) and T31 of the Leeds Unitary Development Plan Review 2006

- 3 In the opinion of the Local Planning Authority, the proposed development would prejudice the delivery of housing on the land allocated for residential development at Bridgewater Road. It would do so by restricting the land available for the location and/or relocation of rail based freight uses whilst simultaneously ensuring that sufficient land is available to function as an effective buffer between the two uses. This buffer is required in order to provide an adequate standard of amenity for the occupants of the future planned housing. The proposed development is therefore contrary to the Hunslet Riverside Strategic Housing and Mixed Use Site policy H3-1A:45 and GP5 of the Leeds Unitary Development Plan Review 2006 and Waste 9 of the Natural Resources and Waste Local Plan (2013) and undermines the emerging policy base contained in Spatial Policy 5 of the Consolidated Core Strategy comprising Publication Draft Feb 2012 and Pre-Submission Changes Dec 2012 (CD01) and the Proposed Modifications Schedule 1 (March 2014) and the aspirations of the emerging Aire Valley Area Action Plan for the regeneration of the wider Hunslet Riverside Area

Following the determination of the application, Councillor Ingham brought to the Chair's attention that she had not indicated her support for the proposals, as referred to in paragraph 7.3 of the submitted report

166 Application 13/05506/FU - Proposed office building (B1) with ancillary ground floor retail (A1), restaurant and cafe (A3), drinking establishments (A4) and Wellness Centre (D2) with internal and external publicly accessible space and landscaping above basement car parking - Wellington Street/Whitehall Road LS1

Having declared a disclosable pecuniary interest in this matter, Councillor Nash withdrew from the meeting

Further to minute 112 of the City Plans Panel meeting held on 21st November 2013, where Panel considered pre-application proposals for a mixed use development on the former Lumiere development site at 29 Wellington Street LS1, Members considered a further report of the Chief Planning Officer setting out the formal application

Officers presented the report which sought approval for an office building with ancillary ground floor retail, restaurant and café, drinking establishments and wellness centre (A1,A3, A4 and D2) uses, with internal and external publicly accessible space and landscaping above basement car parking

Details of the proposed layout of the accommodation, public areas and basement parking were outlined together with the landscaping proposals and details of materials. Members were informed that the scheme contained a

degree of private rooftop spaces in order to make the office offer more attractive to prospective occupiers

Regarding the issue of bus stops, it was explained that Metro were in the process of finding an alternative location for the bus service which uses stop W1, located to the north of West Central on Wellington Street, as this stop would compromise the use of guard-rails which are proposed to protect pedestrians from an existing distressful wind environment in the area

Members were impressed with the scheme although the orientation of the sloping glass wall was queried as it was felt this would be in darkness for much of the day

A query was raised in relation to the treatment of the parking surface and whether this could lead to flooding. The Head of Planning Services advised that as the parking was sited in the basement, surface water run-off would be dealt with appropriately

The possibility of including some reference to the railway heritage of the site was made, with the Chair offering to provide some historic images of the former Central Station, for consideration

The Panel welcomed the prestigious scheme and the provision of a Winter Garden for the City

RESOLVED - To approve the application in principle and to defer and delegate to the Chief Planning Office for approval, subject to the specified conditions and following completion of a Section 106 Agreement to cover the following matters:

Winter garden to be open 0700 to 2300 every day

Public transport contribution

- for the office element: £229,804 payable on first occupation of the office
- for the ground floor commercial uses: £25,644 total – proportions to be paid on occupation of each unit

Travel Plan items

- agreed travel plan
- travel plan review fee £11,810
- car club spaces
- funding for free trial membership and usage of car club for office workers - £11,000
- electric car charging points: 5% of spaces (6 no) with charging infrastructure, rising to 10% (12 no) if the first 5% are fully utilised

Highway works:

Financial contribution towards laying out of Whitehall Road/Northern Street Junction - £69,000

Provision of off site highways works consisting of:

- relocation of pedestrian crossing on Wellington Street
- relocation of 2 bus stops on Whitehall Road including outbound stop being a shelter with Real Time Information facility
- pedestrian guard railing to Wellington Street frontage
- (These items may be required by condition if considered appropriate)

Jobs and Skills for local people

In the circumstances where the Section 106 has not been completed

within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

Following consideration of this matter, Councillor Nash resumed her seat in the meeting

167 Preapp/14/00200 - Land to the South of Pontefract Lane Richmond Hill - Pre-application presentation

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer and received a presentation on behalf of the developer in respect of pre-application proposals for a park and ride facility, together with other uses on land to the south of Pontefract Lane, a 10.5 ha site within the Aire Valley Enterprise Zone (AVEZ), close to Junction 45 of the M1 motorway and which formed part of the former Waterloo Colliery site

The key elements of the proposals were outlined to Members, with these including:

- the potential of the Leeds City Region Enterprise Zone to deliver high levels of employment; that the site had been identified for a park and ride scheme for a number of years and would service the AVEZ
- the proposals would deliver a park and ride transport hub with petrol filling station, a branded coffee shop/sandwich shop and car dealerships
- grant funding of £8.5m had been secured from central government although the terms of the grant required the land remediation works to be completed by Spring 2015
- that 1000 parking spaces would be provided in a safe, secure facility which would be attractively landscaped and illuminated
- that additional funding was being sought to provide improvements along the East Leeds Link Road
- that dedicated buses running from 7am – 7pm at a 15 minute frequency would be provided, with the fare being £3

Members discussed the proposals and commented on the following matters:

- the importance of the site in creating an initial impression of Leeds and whether the proposals were of sufficient quality to create the right impression of the City
- the odour which was present on the site and the need to deal with this issue. Discussion took place on this, with the view being that the odour was emanating from the nearby sewage works. The possibility of engaging with Yorkshire Water to consider enclosing the sewage works as had been done in Reading was also raised. It was suggested by a local Councillor that the odour was from particular businesses and that Environmental Health Officers were aware of this

- whether car showrooms were the best use for the outlets proposed and that something more aspirational should be considered. Members were informed that the developer had moved away from hotel or food uses due to the proximity of the sewage works and considered that the proposed uses were complimentary to the park and ride facility
- whether the park and ride would be staffed and if so, the need to ensure facilities were provided for them
- public toilet provision, with Members being informed this would be considered
- the feasibility of car dealerships wishing to locate to the site. The developer's representative stated that some soft market testing had been carried out and that there was some level of interest for new or relocated facilities at the site
- that car dealerships could vary in design and appearance but that high quality proposals would be expected on the site
- the extent of the contamination on the site, with Members being informed that all of the contaminants on the site could be remediated

The Chief Planning Officer stressed the importance of the appearance of the whole corridor and acknowledged Members' comments about the need for quality. However he pointed out it would not be an easy site to get going and that a careful package needed to be assembled, with a focus on quality rather than specific uses

In response to the specific points raised in the report, Members provided the following comments:

- that in light of the information and planning policy considerations that Members support the principle of the park and ride facility and other uses at this key employment site, subject to the comments made in respect of quality and uses at this gateway site
- regarding the layout of the proposals as set out in the indicative masterplan, that the park and ride facility had to be located at the roundabout, with the rest of the development following on from that. The need for suitable screening and tree planting and landscaping was stressed
- that the proposals represented the first phase in the development of the wider area; that it was important to ensure the proposals were right and provided the quality which should be taken forward in future developments. The importance of ensuring local training and employment clauses in any S106 Agreement was highlighted

RESOLVED - To note the report, the presentation and the comments now made

168 Date and Time of Next Meetings

Thursday 10th April 2014 at 1.30pm in the Civic Hall, Leeds
 Thursday 8th May 2014 at 1.30pm in the Civic Hall, Leeds

Minutes approved at the meeting
 held on Thursday, 10th April, 2014

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CITY PLANS PANEL

THURSDAY, 10TH APRIL, 2014

PRESENT: Councillor N Taggart in the Chair

Councillors P Gruen, D Blackburn,
M Hamilton, S Hamilton, T Leadley,
E Nash, N Walshaw, M Ingham,
J Cummins, J Lewis, A Castle and R Wood

169 Chair's opening remarks

The Chair announced the sad news of the death of Councillor Clive Fox, who had been at one time the Chair of the former Plans Panel East and a regular member of Development Plan Panel. Councillor Taggart stated that Councillor Fox had been a hardworking and diligent Councillor and had represented his constituents well. Councillor Taggart stated that as an accountant by profession, Councillor Fox could always be called upon to forensically examine reports and that he would be greatly missed

The Chair then asked for all present to stand and observe a minute's silence in memory of Councillor Clive Fox

170 Late Items

Although there were no formal late items, the Panel was in receipt of supplementary information in respect of the NGT update report and the Position Statement on proposed residential development and access at a site in Cookridge (minutes 178 and 176 refer) which had been circulated in advance of the meeting

The Chair referred to a recent visit to Derby undertaken by the Panel to view a development and stated that additional information following this visit would be circulated to Members during the break

171 Declarations of Disclosable Pecuniary Interests

Councillor James Lewis declared a disclosable pecuniary interest in agenda item 11, NGT update report, through being the Chair of the West Yorkshire Integrated Transport Authority, as Metro was the applicant (minute 178 refers)

Although not a disclosable pecuniary interest, Councillor Leadley brought to the Panel's attention the fact that he knew the agricultural tenant of the land off Bradford Road East Ardsley, which was the subject of a position statement (minute 177 refers)

The Head of Planning Services, Martin Sellens, brought to the Panel's attention that he lived in the vicinity of the site at Cookridge, which was the

subject of a report to Panel and would leave the room when Members considered this item. The Chair confirmed that during the round of site visits earlier in the day, the Head of Planning Services had remained on the bus whilst Members had undertaken the site visit to land rear of Moseley Wood Gardens and land off Cookridge Drive LS16 (minute 176 refers)

172 Apologies for Absence

Apologies for absence were received from Councillor G Latty and Councillor R Procter. The Chair welcomed Councillor Castle and Councillor Wood who were substituting for their colleagues

173 Minutes

RESOLVED – That the minutes of the City Plans Panel meeting held on 20th March 2014 be approved

174 Applications 13/03970/FU and 13/03917/LI - Applications for planning permission and Listed Building consent for the change of use of offices, involving alterations and new second floor to annex to rear to form 3, one bedroom duplex apartments; 1, one bedroom flat; 3, two bedroom flats; 2, three bedroom flats and one retail unit (A1) and one commercial unit (A1-A3) - 22 - 23 Blenheim Terrace LS2

Further to minute 146 of the City Plans Panel meeting held on 13th February 2014, where Panel deferred determination of the applications for change of use, alterations and extensions to 22- 23 Blenheim Terrace LS2, Members considered a further report of the Chief Planning Officer

Plans, photographs and graphics showing comparative images of the revised scheme and the previous proposals were displayed at the meeting

Officers outlined the changes which now proposed 9 units, comprising 16 bedspaces, albeit in a slightly larger building, as opposed to the previous scheme which was for 14 units with 19 bedspaces

Members discussed the revised proposals and were of the view that they were an improvement on what had been presented in February

Concerns were raised about the aluminium panelling to the top floor level of the extension and that a more sensitive material in this location should be considered

RESOLVED – That planning permission and Listed Building consent be granted subject to the conditions set out in the submitted report (and any others which might be considered appropriate) and subject to further discussion about the proposed material to the top floor of the extension

175 Application 13/05378/FU - Construction and operation of an Anaerobic Digestion Plan and associated infrastructure - Knostrop Sewage Treatment Works, Knowsthorpe Lane LS9

Draft minutes to be approved at the meeting
to be held on Thursday, 8th May, 2014

Plans, graphics and photographs were displayed at the meeting. A Members site visit to an Anaerobic Digestion Plant in Bradford had been undertaken on 2nd April 2014

The Minerals, Waste and Contaminated Land Manager presented a report seeking approval of an application for an Anaerobic Digestion Plant and associated ancillary infrastructure at the Knostrop Sewage Treatment Works, Knowsthorpe Lane. It was noted that the application related to two separate parcels of vacant land within the operational land of the Waste Water Treatment Works off Knowsthorpe Lane

The anaerobic digestion process was outlined to Members together with details on the earthmoving works required and the creation of a bund on the southern part of the development

The need for replacement waste facilities due to the landfill sites at Peckfield and Skelton being close to capacity was highlighted. The benefits of anaerobic digestion as a less costly way of dealing with waste compared to landfill was referred to, together with the energy potential of the scheme under consideration

In terms of design, visual impact and highways, Officers were of the view that the application was acceptable

Members were informed that Public Health England had not objected to the development and had indicated they would comment at the permit application stage, to the Environment Agency

If minded to approve the application, an additional condition was recommended which fixed the throughput at 48,000 tonnes

Members discussed and commented on the application in respect of:

- highways, particularly the route the lorries would take and the need for the time restrictions for lorries arriving and leaving the site to be adhered to
- alternative sites for the facility
- the visual impact of the proposals from further afield
- the usefulness of the site visit to the facility in Bradford
- odour issues and the need for assurances that the process would work properly

Members considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report, a further condition to fix the throughput at the plant at 48,000 tonnes and any other conditions that the Chief Planning Officer considers necessary

176 Applications 13/04148/OT - Outline application for development of circa 200 dwellings including access from Moseley Wood Rise at land rear of Moseley Wood Gardens Cookridge LS16 and 14/00190/FU - Proposed second access road from Cookridge Drive to land at rear of Moseley Wood Gardens Cookridge LS16 - Position Statement

Prior to consideration of this matter, the Head of Planning Services, Martin Sellens, withdrew from the meeting

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer setting out the current position on an application for residential development on a 9.9 hectare PAS site and the creation of a second access point over Green Belt land. An update to the submitted report had been circulated prior to the meeting and had been published on the Council's website

Officers presented the report and outlined the proposals, including the information contained in the update report

The indicative masterplan was shown which indicated the potential for 200 dwellings of semi-detached and detached type, with 2 – 2 and a half storeys in height

The POS proposals were outlined with Members being informed that the flood attenuation measures did not form part of the POS calculations for the site

How the site related to the criteria set by Executive Board in March 2013 for the early release of selected PAS sites was explained. Whilst accessibility had been an issue, the proposed second access route from Cookridge Drive would broadly meet the access criteria, with Officers being of the view that in principle, the site complied with the Interim Housing Policy, however there were other constraints associated with the site, these being drainage issues and the impact of the creation of the second access which would result in the loss of protected trees and a designated UK BAP Priority Habitat and would impact upon the openness of the Green Belt and the objective of preventing encroachment into the Green Belt. On this matter, Members were informed that a clause in the NPPF indicated that certain forms of development could be considered not to be inappropriate development if they did not impact on the openness of the Green Belt, one of these being engineering operations, and that the means of access could be defined in this way

In terms of the Section 106 package, this was outlined as set out in the report before Panel

Members then heard from the Group Engineer in the Council's Flood Risk Management Team who informed the Panel that initial issues with the flood modelling had been raised and that further work by the applicant's flood risk consultants had shown it was possible to locate the attenuation ponds outside the floodplain. However, the south east corner of the site was particularly boggy and that the applicant had been asked to carry out further work to determine the cause of this, although this was an issue which would need to be addressed at the Reserved Matters stage

Members discussed the report and commented on the report with the key issues being:

- the Council's 5 year land supply and the importance of this when considering applications. A brief discussion took place on the interpretation of the 5 year land supply, as set out in the Officer's report
- floodrisk and drainage and that these were two separate issues; the need to establish where the water on the south east corner of the site was coming from and the possibility that this could be a deep seated problem

- that consideration of a position statement on the proposals was premature until there was certainty about the waterlogged part of the site
- access arrangements; the extent of development possible from a single access point; that a second access point was critical and that the proposed location for this could be considered as encroachment into the Green Belt. The Transport Development Services Manager stated that whilst there was not necessarily an issue with the total number of dwellings proposed, it was about the nature of the existing access, i.e. a residential road and therefore Officers had sought an additional access to service the development, albeit that an access from Cookridge Drive was not ideal and that further comments were awaited from colleagues in Highways
- the possibility of taking an access lower down, through the acquisition and demolition of a property. Members were informed that the applicant had submitted legal and viability information on this aspect
- education provision
- the extent of development in the boggy part of the site. Members were informed that the indicative plan showed 30-40 dwellings in that location
- the cumulative impact of the proposals
- the difficult decisions Plans Panels had to take

In addressing the specific questions raised in the submitted report and an additional question in the supplementary document, the Panel provided the following responses:

- on whether Members had any concerns regarding the principle of development, the Panel indicated that it had and required certainty on the issue of drainage and what was causing part of the site to be wet and that the outcome of this could affect the layout and number of dwellings the site might be able to accommodate. In the event that Members were satisfied about the drainage issues, it was likely that the principle of development would have to be acknowledged, although at this stage, the application was considered to be premature without knowing the drainage details
- regarding the proposed access arrangements and highways, that the loss of woods, TPO trees, a BAP Priority Habitat and Green Belt land to accommodate a second access was not supported. The suggestion of an adopted cycleway and footpath however, could be supported
- regarding the sustainability or capacity of the site, to note Members' comments on these matters
- in respect of the emerging Section 106 package, to note that the education contribution complied with policy but that further information was required on the number of places this would provide and at which schools

- concerning the impact of the proposed access road from Cookridge Drive upon the openness of the Green Belt and whether the creation of an access road in this location would conflict with the purposes of including land within the Green Belt, the Panel considered that it would
- on the issue of further comments at this stage, the matter of the interpretation of the 5 year land supply was raised again. The Chief Planning Officer stated that he did not accept this was being misinterpreted by Officers but stated that further clarification could be provided

RESOLVED- To note the report, the presentation and the comments now made

Following consideration of this matter, the Head of Planning Services resumed his seat in the meeting

177 Application 13/05423/OT - Outline application for means of access from Bradford Road and to erect residential development on land off Bradford Road East Ardsley WF3 - Position statement

Prior to consideration of this matter, Councillor Wood left the meeting

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer which set out the current position on an application for a residential development on a 13.50 hectare PAS site at Bradford Road East Ardsley. A revised indicative masterplan showed a maximum of 299 dwellings on site and a two hectare site reserved for a possible future primary school

The Head of Planning Services presented the report and outlined the relevant planning history and the position of the site in relation to the surrounding communities of East and West Ardsley and Morley

Members were informed there were concerns about the proposals in terms of highway capacity and accessibility issues. It was noted that the site also failed on the first two criteria of the Council's Interim Housing Policy

Members discussed the proposals, with the main issues being raised relating to:

- land use and the need for a site for an additional high school to serve the Morley area
- access requirements for the scheme indicated on the masterplan together with highways issues in the local area and the additional traffic which would be generated by a primary school on the site. Members were informed that further analysis of the traffic arrangements would need to be undertaken by Officers
- the fact that the site did not meet the first two criteria of the Interim Housing Policy; that further work was proposed to

consider if the highways arrangements could be supported and whether the use of resources was justified on this site

- the coalescence of communities and that in general, this should be resisted
- that at 13.50 hectares in size, the site was above the threshold specified for PAS land which might possibly be released early for development. The Chief Planning Officer stated that the Interim Housing Policy had been tested and was a lawful policy; that the applicant had not put forward any circumstances to set aside that policy; that coalescence was an issue in this case and that the Site Allocations process would resolve the issue of the use of the land for education or residential

Members considered how to proceed

RESOLVED - To note the report, the presentation and the discussions on the proposals and for the Chief Planning Officer to have regard to the views of the Panel that the application was premature; it did not fulfil two of the three criteria laid down in the Interim Housing Policy and there were also concerns about the coalescence of communities and highways issues

178 Application 13/04318/TWA - Submission of the Transport and Works Act Order application for the New Generation Transport NGT Scheme - update report

Having declared a disclosable pecuniary interest, Councillor J Lewis withdrew from the meeting. Councillor P Gruen also left the meeting at this point

Further to minute 81 of the City Plans Panel meeting held on 17th October 2013, where Panel considered a report of the Chief Planning Officer on submissions of the Transport and Works Act Order for the New Generation Transport (NGT), Members considered a further report which included updated information on the proposed route and how it would impact on the Leeds College of Art and the businesses at Pym Street. Appended to the report was the updated suite of proposed draft conditions. A plan showing the landscape proposals at Blenheim Walk was considered as a supplementary document

The Acting Planning Projects Manager presented the report and referred to the Members site visit to the Leeds College of Art on 21st November 2013 and the concerns which Members had raised

The revisions which had been made at this location, with the northbound turn having been removed and more space created around the college, were considered to be a significant improvement. The amendments also retained the garden area, walls and trees and Officers considered the proposals did not have an impact on the college

Members were informed of a representation received from the Principal of the Leeds College of Art who, whilst welcoming the amendments, considered significant concerns remained, particularly as University status was being sought and the proposals could potentially have an adverse impact on this. The concerns were summarised and included:

- impact of traffic; isolation of the College and first impressions of the College and its setting, especially as competition existed for students
- the offer of an area of land from NGT did not compensate for the loss of land
- that the alternatives had not been properly explored and that there was no reason why Blenheim Walk had to be a two-way route
- noise and that this had not been properly assessed
- that Panel should ask Metro to reconsider the proposals further and in particular not make Blenheim Walk a two-way route

The Panel discussed the changes around the College of Art site and considered the amendments to be an improvement on the original proposals. Concerns were raised that specific distances could not be provided in respect of the circulation space outside the front door of the college. Regarding Blenheim Walk, it was felt that a two-way route improved the situation and slowed down traffic

The Panel then considered the revisions to Pym Street. Members were informed that three main options had been reported to the businesses in this area, with a mix of views remaining. Whilst there was support for NGT's preferred option of retaining the left turn into Pym Street, together with signaling and realignment of Hunslet Road to create a left turn lane, some businesses also sought a new right turn from South Accommodation Road, with Metro undertaking further investigations on this option

Members welcomed the work which had been done to reach a sensible conclusion for local businesses

The Panel was referred to the suite of draft conditions appended to the submitted report

RESOLVED - That the Panel provides its support to the details of the project set out in the submitted report, subject to the various changes, revisions and amendments to conditions set out in the appendix 3 to the report and continued dialogue with key affected groups

Following consideration of this matter, Councillor J Lewis resumed his seat in the meeting

179 Preapp/14/00279 - Internal alterations and maintenance works to Kirkgate Market - Site bounded by Vicar Lane, George Street and Kirkgate LS2 - Pre-application presentation

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer on proposed works to Kirkgate Market and received a presentation on the proposals from the agent and architect involved in the project

Members were provided with the following information:

- the background to the proposals, including the business case; the consultation which had been carried out and details of further consultation which had been arranged

- the key design stages, details of the works to be carried out on an area by area basis and the level of funding available to undertake the works
 - timescales, phasing of works and implications for traders
 - that proposals for George Street would form a separate scheme
- Members discussed the proposals, with the main issues considered

being:

- consultation with traders; anecdotal evidence to suggest that not all traders were happy with the proposals and an acceptance that not everyone would wish to engage in consultations and discussions
- displaced traders and whether alternative locations would be found for those most affected by the proposals
- changes to market entrances
- the functioning of the market whilst alterations and improvements were taking place
- the phasing of the works, particularly the Block Shops once these were vacated on the Butcher's Row side of the market
- the brick wall surrounding the outdoor market and how permeability would be achieved
- hours of delivery for the different areas the market would contain
- the heritage connection with Marks and Spencer and to ensure the proposals retained the links which currently existed
- historic design details in the 1904 hall which were currently obscured by stalls and the need for these to be opened up
- the need for the market to retain its character, with concerns that some of the images presented showed a 'sterile' environment and a lack of individuality to the stalls
- the need for longer opening hours of the market
- the need for assurances that buildings on George Street would not be demolished until re-development was to take place

A request to address the Panel had been received from Mr Simon Jose. Although it had come to light that Mr Jose was not representing the Friends of Kirkgate Market as had been first thought, the Chair used his discretion and allowed Mr Jose to address the Panel. Members were provided with information which included:

- concerns by traders at the proposals to create a combined meat and fish market
- consultation
- information included in a report considered by Executive Board
- contractual matters
- levels of compensation

The Chair advised Mr Jose that contractual matters were not issues which could be considered by City Plans Panel

In response to the specific questions raised in the report, the following responses were provided:

- Members considered that the principle of relocation of the butchers to Fish and Game Row to enable the rationalisation of services, including new drainage and extraction was acceptable

- that the 'Market Village' concept was acceptable in principle
- that the approach taken to the proposed new Block Shop and its relationship to the original 1875 Block Shop arrangements and layout was correct
- that the proposed daily covered market layout and the new flexible events space were acceptable in principle
- that the proposed routes maximized the benefit of the proximity to Victoria Gate by strengthening the connections to it
- that this rationalisation was a reasonable approach to take given the proposed change in character of this area
- that Members were satisfied that the recommendation of Officers could be agreed under delegated powers - unless the proposals were markedly different from those presented to Panel – in order that the application could be sent to the Department of Communities and Local Government for determination

Members welcomed the proposals and the investment in Leeds Market

RESOLVED - To note the report, the presentation and the comments now made

180 Date and Time of Next Meeting

Thursday 8th May 2014 at 1.30pm in the Civic Hall, Leeds

CITY PLANS PANEL

THURSDAY, 8TH MAY, 2014

PRESENT: Councillor N Taggart in the Chair

Councillors P Gruen, R Procter,
D Blackburn, M Hamilton, S Hamilton,
G Latty, T Leadley, E Nash, N Walshaw,
M Ingham, J Cummins and J Lewis

181 Agenda order

The Chair advised that due to time constraints of the representative of the District Valuer who was attending for application 13/04862/FU – Former Police garages and St Michael's College, this matter would be considered first. The position statement for Merrion House – Application 14/01825/FU would also be moved up the agenda

182 Exempt Information - Possible Exclusion of Press and Public

RESOLVED - That the public be excluded from the agenda during consideration of the following part of the agenda designated exempt on the grounds that it is likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as designated as follows:

Appendix 3 of the report referred to in minute 184 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that if this information was in the public domain it would be likely to prejudice the affairs of the applicant. Whilst there may be a public interest in disclosure, in all the circumstances of the case maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

183 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

184 Application 13/04862/FU - Proposed student accommodation, key worker and apartment buildings - Former Police Garages and St Michael's College - Belle Vue Road Woodhouse LS3

Further to minute 148 of the City Plans Panel meeting held on 13th February 2014, where Panel considered a position statement on proposals for student accommodation, key worker accommodation and apartment buildings, Members considered a further report of the Chief Planning Officer setting out the formal application. An exempt report relating to a viability appraisal was appended to the main report. It was noted that a site visit to a similar development in Derby had taken place in April, which had been attended by some Panel Members and Officers

Plans, photographs, graphics and a sample panel of materials were displayed at the meeting

Officers presented the report which sought approval of a residential development comprising student accommodation; key worker accommodation and apartment buildings, together with two new commercial units on land at the former St Michael's College and Police Depot at St John's Road and Belle Vue Road LS3. It was noted that the 1908 element of the former college would be retained and refurbished within the scheme but that this was not a Listed Building

Members were informed that the number of bedrooms for use by students with disabilities had been increased from 1 to 4, with 12 further rooms being capable of being converted to accommodate disabled students, which provided the required level for such facilities

In respect of the demand for further student bedspaces, the level of planning permissions in place for student accommodation was provided, for Members' information

Details of the key worker accommodation were provided, with Members being informed the smallest rooms would be 25sqm in size, compared to that seen in Derby which had been 22sqm. Communal facilities would also be provided, which would include seating areas, TV lounge, reading room, gym and laundry. Undercroft parking space for 61 vehicles would be provided under the private apartment block

Revisions to the design of the proposals were also outlined

Reference was made to the level of S106 contributions which were being offered and that the greenspace contribution fell far short of that required by policy

At this point, the Panel considered the financial information contained in Appendix 3 to the main report, in private

The Chair welcomed a representative of the District Valuer who had been asked to consider the financial information submitted by the applicant and who had also carried out an analysis of the issues

Members discussed the information and commented on the following key issues:

- the profit levels of the scheme indicated by the applicants
- the different components of the scheme and how this could affect profit levels
- the minimum planning contributions being offered; the level of need in the area and that from the information provided, that a

significant uplift in the greenspace contribution should be considered

- the size of the key worker accommodation and whether enlarging these units would impact on viability
- the condition requiring the development to commence within 6 months from approval; whether if a longer period was allowed, the full S106 contributions could be achieved and what constituted a start on site
- the contribution the scheme would make towards the Council's target for new homes

Following this discussion the press and public were invited back into the meeting

For clarity, the obligations of the S106 agreement were outlined

The Panel discussed the application with the main issues relating to:

- the public transport contribution and that this should not be used for the NGT in this case. The Transport Development Services Manager confirmed that this sum would be spent on improvements to St George's Bridge and would not be directed towards NGT
- the extent to which purpose-built student accommodation was enabling HMOs in Headingley to be returned to family housing; that information from the Working Group considering student housing indicated there would be an oversupply if all schemes were approved and that Members therefore would not expect Officers to recommend approval of all such applications
- the impact on local areas of high levels of students and that accommodation for post-graduate or mature students could have less of an impact, especially in terms of creating a longer-term community
- the lack of community benefits from the development and the need for a significant improvement in what was being offered by the applicant in terms of the S106 contributions
- the importance of refurbishing the 1908 college building and the need for this to be part of the legal agreement
- design issues relating to the new build elements and that the poor design of these reduced the quality of the historic college building

- the design and size of the key worker apartments with the view these would not support lengthy tenure. Concerns were also raised about the suitability of the proposed living accommodation for the 21st century and that people wanted privacy rather than communal facilities
- the definition of key workers, with the Chief Planning Officer stating this should be detailed in relation to salary level

The Panel considered how to proceed

RESOLVED - That determination of the application be deferred to a future meeting to enable negotiations to continue with the applicant on issues raised relating to the size and nature of the key worker accommodation, the design of the new build elevations and the level of S106 contributions and that the Chief Planning Officer be asked to submit a further report addressing all of the outstanding issues, for Members' consideration

185 Minutes

RESOLVED – That the minutes of the City Plans Panel meeting held on 10th April 2014 be approved

186 Matters arising from the minutes

With reference to minutes 176 and 177 of the meeting held on 10th April 2014, which related to two PAS sites, Councillor Leadley advised that he had received correspondence from the Data and GIS Team Leader within City Development indicating an error had been made in the reports regarding the five year housing land supply. It was stated that a meeting between Councillor Leadley and the Chief Planning Officer would be arranged to discuss this matter

With reference to minute 169 and the sad news of the death of Councillor Clive Fox, it was announced that a memorial service would be held on 30th May at 2.00pm at St Giles Church, Bramhope

187 Chair's comments

As this was the last meeting before the Local Elections on 22nd May 2014, the Chair took this opportunity to thank all Members for their hard work on the Panel

The Chair also paid tribute to Councillor Martin Hamilton who was not seeking re-election and thanked him for his time on Council and his work on planning matters

Councillor Gruen echoed these sentiments, made reference to Councillor Martin Hamilton's ability to understand the wider implications of planning applications and paid tribute to his insightful and helpful contributions

Draft minutes to be approved at the meeting
to be held on Thursday, 5th June, 2014

Councillor Gruen also paid tribute to Councillor Taggart for his work not just on planning matters but also electoral and boundary issues. His knowledge, stories and statistics would be greatly missed. Councillor Taggart's dedication and leadership of Plans Panels was also highlighted

The Chief Planning Officer also paid tribute to Councillor Taggart and Councillor Martin Hamilton and thanked them for their valued contributions. The fact that Councillor Taggart had been a planning officer in Wakefield and still undertook planning work was mentioned to highlight the integrity and transparency he brought to his role as Chair through his declarations of interest. Councillor Martin Hamilton's contributions had always been valued and as a former Chair of the Panel, had played a key role in delivering the Trinity shopping centre

In responding Councillor Taggart stated that he had been a Councillor for over 34 years and had thoroughly enjoyed his work in Leeds. He referred to his recent ill health and advised that if his recovery continued, he would seek to stand for election again in 2015

Councillor Martin Hamilton informed the meeting that he had been a Councillor for 12 years, with 11 of these being a member of a Plans Panel, which he regarded as the best role, being able to see the practical results of decisions which had been taken. He also paid tribute to the excellent Officers within the Council and particularly in City Development and paid tribute to the way Plans Panels could operate successfully on a non-political basis. In terms of the future, he stated that he might seek re-election at some point and reiterated how much he would miss being a Plans Panel member

188 Application 14/01825/FU - Alterations to the refurbishment of Merrion House to provide office accommodation including new office annexe and one stop facility for Leeds City Council, together with reconfiguration of Georgian Mall and retail space to provide three new retail units to Merrion Way - (A1,A2,A3 and A4 uses) and improvements to the public realm - Position Statement

Further to minute 127 of the City Plans Panel meeting held on 12th December 2013, where Panel received a presentation on proposals for alterations and refurbishment of Merrion House, Members considered a further report of the Chief Planning Officer setting out the latest position on the proposals

Plans, photographs, artist's impressions, graphics and precedent images were displayed at the meeting

Officers presented the report; outlined the proposals; the highway movements and pedestrian access arrangements and the revisions which had been made to the elevations since the scheme had last been presented to Members

A response to the proposals from Leeds Civic Trust was reported, as was a letter of support received from a member of the public

Members discussed the scheme and raised issues relating to design; landscaping; the sunken courtyard; the mall space, including mitigation for the loss of designated public space; the possibility of Morrisons supermarket

being upgraded and that the Georgian Mall would be replaced rather than reconfigured

Detailed discussion took place on the appearance of the ground floor level; the extent of the windows at this point and the need for some detailing, possibly signage or owls to be included to add interest to this otherwise bland façade

In response to the specific questions raised in the report, the Panel provided the following responses:

- that Members considered the uses proposed to be acceptable
- that the scale and layout was acceptable as was the revised design which was considered to be a significant improvement on the previous proposals
- that the access and transport provisions were acceptable and would provide much improved access
- that the landscape and public realm works proposed were acceptable
- that the S106 obligations were considered to be appropriate subject to details of the levels of contribution
- that equality issues had been adequately considered
- that the application could be delegated to Officers for determination, following further work on the ground floor elevation to introduce possible further glazing, signage/heritage references but not mirrored glass and subject to no third party objections to the scheme as a whole

RESOLVED – To note the report and the comments now made

189 Application 13/05566/FU - Proposals for 113 residential units (17 no 3 bed units and 96 no 2 bed units) land at former Yorkshire Chemicals site between River Aire and Leeds Liverpool Canal - Otter Island

Further to minute 111 of the City Plans Panel meeting held on 21st November 2013, where Panel received a pre-application presentation on proposals for a residential development on land at the former Yorkshire Chemicals site at Wellington Road, Members considered the formal application

Plans, photographs, graphics and 3d images were displayed at the meeting. A recent visit to a similar development in Wakefield had been undertaken by Members and Officers

Officers presented the report and outlined the proposals, with Members being informed for clarity that a new pedestrian and cycle bridge which formed part of the extant permission for the site did not form part of the application under consideration

Draft minutes to be approved at the meeting
to be held on Thursday, 5th June, 2014

An update to the report was provided, with Members being informed that the Travel Plan Co-ordinator would now be in place within 3 months of the first occupation of the first dwelling, which was an improvement on the previous proposal

The Panel discussed the proposals and commented on the following matters:

- the design of the bin stores and that something more substantial than the tressilated fencing proposed should be provided
- the visual prominence of the road
- the landscaping proposals, whether additional soft planting could be provided to soften the roadside, including views of the southern gable end and boundary fencing to the terrace of 3-bedroom houses. The Deputy Area Planning Manager advised that the full planting scheme would be controlled by condition and that what was being shown was for illustrative purposes only
- possible flood risk. Members were informed that the site levels were being raised by 600mm and that the Environment Agency was satisfied with the proposals
- the layout of the scheme and the inclusion of longer blocks of units, unlike the scheme seen at Wakefield which contained groups of four properties. In response to a query from the Chief Planning Officer as to the ability to provide smaller blocks of properties, the Chair invited the applicant and his agent to address the Panel, with Members being informed that this had been considered but would result in a loss of a number of units across the site which could give rise to issues of viability
- that what was being built was back to back properties, with some being north facing so they would not benefit from sunlight
- design issues relating to roof configuration and whilst the inclusion of chimneys was welcomed, the random siting of these across the site was a concern
- the constraints of the site and that the proposals were an improvement on blocks of flats

Members considered how to proceed

RESOLVED - To defer and delegate approval to the Chief Planning Officer, subject to further discussions in respect of the fencing to the bin stores, additional soft landscaping and inclusion of chimneys across the site and subject to the specified conditions set out in the submitted report (and any

others which he might consider appropriate) and also the completion of a Section 106 agreement to include the following obligations:

- provision of 5% (6 no) affordable housing units
- £170,671 greenspace contribution
- £107,598 education contribution
- £31,440 improvement works to local highway network
- £35,470 public transport infrastructure contribution
- £2,565 travel plan review fee and travel plan measures including co-ordinator
- £6,780 provision of free trial membership of the city car club
- Ensure public access to the open space area
- Maintenance of public areas
- Ensuring ability to connect to the bridge over the River Aire
- Use of best endeavours to create 2 no. links to canal towpath
- Retention of meadow area
- Revocation of Hazardous Substances Consent – if this is considered to represent the best method by which this can be achieved
- Local employment initiatives
- Any other obligations which arise as part of the application process

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

Under Council Procedure Rule 16.5, Councillor Nash required it to be recorded that she voted against this matter

190 Thorpe Park - Application 14/01216/FU - Detailed application for Manston Lane Link Road (North - South) - Position statement /Discharge of condition application 14/02406/COND - revised masterplan relating to approved application 12/03886/OT for major mixed use development at

Draft minutes to be approved at the meeting
to be held on Thursday, 5th June, 2014

Thorpe Park/ Application 14/02488 - B1 Office building at Thorpe Park (Surgical Innovations Building)

Further to the meetings of City Plans Panel held on 19th and 26th September 2013, where Panel approved the outline application for a major retail-led development at Thorpe Park, the Panel considered a report setting out further applications on elements of the proposals

Plans and graphics were displayed at the meeting

Officers presented the report and informed Members that further work had been undertaken on the layout of the scheme and that the foodstore plot was now located more centrally which had led to changes to the road alignment with the number of junctions on the road now being reduced. The Manston Lane Link Road (MLLR) had been relocated further east onto Brown Moor and two underpasses had been able to be removed

The introduction of a medi-park was now a feature of the wider scheme, with the proposals for a new office building for Surgical Innovations being an anchor to attract further tenants and create more local employment

An Officer from Highways Development advised the Panel that the changes to the MLLR were supported and that the reduction in the number of roundabouts would help this to become a strategic route and divert traffic away from Cross Gates. The speed limit for this part of the MLLR was still being discussed with Highways Officers of the view this should be set at a maximum of 40 mph

In respect of the full application for the Surgical Innovations building, this would provide 6000sqm of space in two storeys; that the intention was to start work on this building in 2014 and that the S106 for this application would link back to the S106 for Thorpe Park, so there would be triggers in respect of Green Park and local employment

Members discussed the report with the key issues relating to:

- the speed limit for the MLLR at this location
- the need to retain land for a possible railway station
- the strategic importance of the highway infrastructure particularly in view of the number of planning applications which would depend upon the MLLR and ELOR being in place
- design issues of the Surgical Innovations building

In response to the specific questions raised in the report, the Panel provided the following responses:

- that Members were supportive of the revised alignment and junction arrangements of the north-south section of the MLLR
- regarding the implications of the potential number of lanes on the east-west link into Thorpe Park and the potential change to the design speed, to note the reduction in the total width of the highway and that further work was being undertaken to consider if a dual carriage way was required and that these matters

should be left to the technical experts to resolve in conjunction with Ward Members as appropriate

RESOLVED –

Application 14/01216/FU – to note the report and comments now made and to defer and delegate the application to the Chief Planning Officer, in consultation with Ward Members and in the event of major concerns remaining, including those of Ward Members, that a further report be submitted to Panel for determination of the application

Application 14/02406/COND - to defer and delegate approval of the discharge of condition 5 application for the revised masterplan to the Chief Planning Officer subject to addressing any issues raised by Members

Application 14/02488/FU to defer and delegate to the Chief Planning Officer subject to addressing all outstanding issues including issues raised by Members, the imposition of the necessary conditions and the completion of a legal agreement that links the development to the main Thorpe Park S106

191 Date and Time of Next Meeting

Thursday 5th June 2014 at 1.30pm in the Civic Hall, Leeds

NORTH AND EAST PLANS PANEL

THURSDAY, 27TH MARCH, 2014

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, M Harland,
C Macniven, A McKenna, J Procter,
G Wilkinson, J Harper, M Lyons and
J Hardy

112 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

113 Late Items

The Chair admitted one late item of business to the agenda, which related to application 10/05048/EXT – Application for extension of time for outline planning permission 21/199/05/OT Temple Green – land to the south of East Leeds Link Road (minute 122 refers). A copy of the report had been circulated to Members in advance of the meeting. The reason for urgency in considering the report related to discussions regarding the provision of a park and ride and enabling development which would form the first two phases of development on part of the site. As that element of development would be partly funded by Government money, there was a timescale to this and therefore the application before Panel required determination by 31st March 2014

114 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests, however Councillor Lyons brought to the Panel's attention his membership of the West Yorkshire Integrated Transport Authority as some of the applications made reference to Metro

115 Apologies for Absence

Apologies for absence were received from Councillor R Grahame who was substituted for by Councillor Hardy

116 Minutes

Draft minutes to be approved at the meeting
to be held on Thursday, 17th April, 2014

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 20th February 2014 be approved

117 Application 13/04249/FU -Residential development of 32 one and two bed apartment units with associated landscaping and parking - Land at the junction of East Park Road and Charlton Grove Burmantofts

Plans, photographs and drawings were displayed at the meeting

Officers presented the report which sought approval of an application by Leeds City Council for a residential development which formed part of the Council's Housing Growth Programme and would provide 32 one and two bed apartment units, in two blocks which would comprise 100% affordable housing

Members were informed that the site was allocated for housing in the UDP and was a brownfield site. The planning contributions which would ordinarily be required in such a scheme would relate to public transport and greenspace. However, Housing colleagues had indicated there could be viability issues if these requirements had to be met. In considering this, the fact that the entire scheme would provide affordable housing and would meet identified need, had led Officers to the view that on balance, these contributions should be set aside in this case

Details of the design of the blocks; amenity space; parking space and proposed materials were provided. A particular feature of the flats was the ability of the units to be reconfigured to enable the two bedroom apartments to convert to one bedroom units and vice versa

As the bin stores had been relocated and two further units could be accommodated in the scheme, the application had been re-advertised

Members discussed the application and commented on issues relating to:

- the age profile of those who would occupy the accommodation
- the proximity of East End Park to the site
- the absence of a financial viability appraisal for the scheme; the inconsistency of this approach and that a viability assessment would be required from a private developer who proposed not to make the usual planning contributions

The Panel discussed the provision of a viability assessment and required this to be provided and evaluated by Officers

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report and the expiration of the further statutory publicity period, subject to no new significant issues being raised in representations and the submission and consideration of a financial viability appraisal

118 Application 13/03881/FU - Four detached houses to paddock - Jewitt Lane Collingham Wetherby LS22

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought permission for construction of four dwellings within a paddock site at Jewitt Lane, Collingham

Details of the topography of the site; surrounding land uses and the extent of the TPO trees on the site were provided, together with the design of the proposed dwellings

Members were informed that previously the site had been classed as being in the Green Belt but that as set out in the UDP, its status was greenfield so there were no policies to restrict the proposed use, in principle

Reference was also made to the Site Allocations Plan DPD which had identified the site as 'red', i.e. sites not considered suitable for housing. It was stated that the comments in the Site Allocations Plan DPD in respect of the site formed part of an initial site appraisal and was based upon a density of 30 dwellings, whereas the application sought permission for four dwellings

Officers were of the view that the site was in a sustainable location; that the development was well screened from Jewitt Lane and generally fitted in with the other dwellings in the area. Separation distances from the proposed dwellings to the existing adjacent dwellings were provided and Members were informed that the existing public footpath which ran through the site would be retained

A further letter of representation was reported, with the concerns it raised being summarised for Members' information

Errors at paragraphs 10.31 and 10.36 of the submitted report about material considerations and benefits were corrected for Members' information

The Panel heard representations from an objector who provided comments on the application which included:

- sustainability issues
- flooding and drainage issues and the existence of underground springs
- protected trees; the removal of trees and the impact of this on tree roots, leading to possible structural damage
- ecology issues, particularly the presence of bats
- access arrangements
- loss of privacy and loss of views

The Panel then heard from the applicant's agent who provided comments on the application which included:

- that the applicant had worked closely with Officers on the proposals
- that the scheme would preserve the character and appearance of the area
- the proposed screening of the development to preserve privacy of neighbouring residents
- highways issues

Members discussed the application and commented on the following matters:

- sustainability of the site; the proximity of the nearest bus stop and poor pedestrian access arrangements to the nearby village
- highways issues and the ability of Jewitt Lane to accommodate passing vehicles

- trees; the extent of the canopies as shown on the plan and whether tree roots would be damaged by the proposals
- drainage, with Members being informed that a new, lateral sewer would be provided and that the Council's drainage engineer was satisfied with the proposals
- that the principle of development could be accepted but that the proposals as presented raised a number of concerns

The Panel considered how to proceed

RESOLVED - That the Officer's recommendation to approve the application be not accepted and that the Chief Planning Officer be asked to submit a further report setting out possible reasons for refusal of the application based upon the Panel's concerns relating to highways/accessibility; overlooking and harm to residential amenity and impact on character of the area with particular reference to trees and vegetation

119 Application 14/00321/FU - Two storey side extension - 495 Street Lane LS17

Plans, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day. It was noted that the former Plans Panel East had in 2004, refused an application for a change of use of the property to flats and a two storey side extension

The Panel's Lead Officer presented the application and informed the Panel that the proposals were similar to those which had been submitted in 2004 but that the conversion to flats had been omitted from the scheme which would retain the property in single occupancy and areas of hardstanding significantly reduced

In response to a query, details about the internal accommodation was provided

Concerns were expressed about the number of bedrooms the dwelling would contain and whether a change to flats would be made. Members were advised that any change of use of the accommodation to flats would require planning permission

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

120 Application 14/00852/FU - Two storey, first floor and single storey extension and new first floor side window - 6 Sandhill Oval Alwoodley LS17

Plans, photographs and drawings were displayed at the meeting

Members considered a report of the Chief Planning Officer in respect of alterations and extensions to 6 Sandhill Oval LS17, which had been brought to Panel as the applicant was a Councillor, although he did not sit on any of the Plans Panels

Officers presented the report and outlined the proposals; provided details on the materials to be used and highlighted the main issues for

consideration which related to character and appearance and residential amenity

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

121 Application 12/03841/FU - Detached dwelling to side garden plot - Land adjacent 7 Brookside Alwoodley - Appeal decision

The Panel considered a report of the Chief Planning Officer setting out the Inspector's findings on an appeal against refusal of planning permission for a detached dwelling to side garden plot at 7 Brookside LS17. Members had accepted the recommendation of Officers that the application should be refused, with reasons for refusal relating to design, scale and loss of the mature landscaped garden and that this would cause harm to the character of the area

The Inspector was critical of the orientation of the existing bungalow and supported the Council's view that the proposals represented inappropriate development of a garden

The Inspector also commented on the appellant's criticisms of the Council and how the 2008 application had been dealt with, as the appellant was of the view that rather than refusing the application, Members asked that Officers continue negotiating with the applicant on height and siting of the new dwelling. Members were advised that the official record of the meeting – the approved minutes, which had been included in the submitted report – did not bear out the assertions made by the appellant and that these matters had little relevance to the planning merits of the case. It was the decision of the Inspector to dismiss the appeal

The Chair stated the importance of having factual reports and minutes

RESOLVED - To note the report

122 LATE ITEM - Application 10/05048/EXT - Application for extension of time for outline planning permission 21/199/05/OT (warehouse and distribution development with car parking and landscaping) - Temple Green - land to the South of East Leeds Link Road LS10

Further to minute 53 of the North and East Plans Panel meeting held on 3rd October 2013, where Panel considered an application for an extension of time for a warehouse and distribution development at Temple Green LS10, Members considered a report of the Chief Planning Officer on the outcome of further negotiations which had taken place and which changed several matters relating to the S106 Agreement in respect of triggers and deadlines, with these being outlined in the report before Panel. Appended to the report were copies of previous reports to Panel on the application, together with the relevant minutes

The Park and Ride proposals on part of the site were outlined as was the grant funding arrangements and the timetable to be adopted

Members discussed the application, with concerns being raised about the traffic implications from this and other developments in the area. The

Chair clarified the changes to the application related to S106 payments and triggers and asked that Officers to set up a briefing with Ward Members to discuss the concerns raised

RESOLVED -

- i) To defer and delegate approval of the application to the Chief Planning Officer, (subject to the conditions set out in previous panel reports but subject to minor amendments to enable remediation works to be carried out on site without triggering discharge of conditions) and following completing of a Section 106 Agreement to cover the following matters:

- 1 Repayment of East Leeds Link Road monies to the Homes and Communities Agency
- 2 Travel Plan

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

- ii) That a briefing be arranged for Ward Members on the traffic implications arising from the proposals and neighbouring developments

123 Dates and Times of Next Meetings

Thursday 17th April 2014 at 1.30pm
Thursday 15th May 2014 at 1.30pm

NORTH AND EAST PLANS PANEL

THURSDAY, 17TH APRIL, 2014

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, M Harland,
C Macniven, A McKenna, J Procter,
G Wilkinson, J Harper, M Lyons and
J Hardy

124 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

The Chair announced this would be the last meeting for Helen Atkinson, from Legal Services who was leaving the Authority to take up a new post. On behalf of the Panel the Chair wished Helen well in her new job

125 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED - That the public be excluded from the meeting during consideration of the following part of the agenda designated exempt on the grounds that it is likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as designated as follows:

The supplementary information referred to in minute 126 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds it contains information relating to the financial or business of any particular person (including the authority holding that information). It is considered that if this information was in the public domain it would be likely to prejudice the affairs of the applicant. Whilst there may be a public interest in disclosure, in all the circumstances of the case, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

126 Late Items

Although there were no formal late items, the Panel was in receipt of supplementary information in respect of Application 13/02572/FU – Former Whitebridge School Cartmell Drive LS15, which had been circulated to the Panel in advance of the meeting (minute 135 refers)

127 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests, however Councillor Lyons brought to the Panel's attention his membership of the West Yorkshire Combined Authority, as Metro had commented on some of the applications being considered

128 Apologies for Absence

Apologies for absence were received from Councillor R Grahame. The Chair welcomed Councillor Hardy who was substituting for Councillor R Grahame

129 Minutes

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 27th March 2014 be approved

130 Application 13/03881/FU - Four detached houses to paddock - Jewitt Lane Collingham Wetherby LS22

Further to minute 118 of the North and East Plans Panel meeting held on 27th March 2014, where Panel resolved not to accept the Officer's recommendation to approve an application for four detached houses to paddock, Members considered a further report of the Chief Planning Officer which contained possible reasons for refusal of the application, for the Panel's determination

The Panel discussed the proposed reasons, with some concerns being raised about the strength of these and whether they captured all of the issues which had been raised by Panel

RESOLVED - That the application be refused for the following reasons:

1 The Local Planning Authority considers that the proposed dwellings, owing to their siting in relation to Hollybush Green and their elevated position, would appear dominant and would overlook and affect the privacy of the dwellings on Hollybush Green that adjoin the site to the north. Therefore, it is considered that the proposal will have an unacceptable impact upon the living conditions of neighbours, contrary to Policy GP5 of the Council's Unitary Development Plan (Review 2006) and with the guidance contained within SPG 13: Neighbourhoods for Living and the advice contained within the NPPF

2 The Local Planning Authority considers that in the absence of a satisfactory landscaping scheme the proposal to remove the vegetation within the visibility splay at the access point would be harmful to the rural character of the area which is defined by high levels of trees and vegetation. Therefore, it is considered that the proposal will be contrary to Policies GP5 and LD1 of the Council's Unitary Development Plan (Review 2006) and with

the guidance contained within SPG13: Neighbourhoods for Living and the advice contained within the NPPF

3 The Local Planning Authority considers that the proposal would represent an unsustainable form of development owing to the lack of proximity to the public transport network and lack of dedicated pedestrian facilities, contrary to Policies GP5, H4, T2 and T5 of the Council's Unitary Development Plan (Review 2006) and with the advice contained within the NPPF

131 Application 14/01017/FU - New roof to existing garage to side/rear and enlarged canopy to front; retrospective application for outbuildings to rear, enlarged dormer to front and new window to side - Woodthorpe St John's Avenue Thorner LS14

Plans, drawings and photographs were displayed at the meeting

Officers presented a report which sought approval of an application for extensions and alterations to a property known as Woodthorpe, at St John's Avenue Thorner LS14. It was noted that aspects of scheme required retrospective planning permission

Members were provided with a detailed breakdown of the scheme and the key elements to be considered by Panel. An error in the submitted report was highlighted as the Thorner Village Design Statement had not been referenced

Officers were of the view that the proposals would not cause harm to the design and character of the adjoining Conservation Area and that there would be no significant impact on neighbourhood amenity

The Panel heard representations from an objector who provided information which included:

- the proximity of the site to the Conservation Area
- the retrospective elements of the proposals
- design of the proposals and its impact on character and amenity
- that a precedent would be set by granting planning permission

The Panel also heard representations from the applicant's agent who provided information which included:

- the design of the proposals
- the existing cobbles and their re-use, if possible

Members discussed the application with the main considerations relating to:

- the boundary of the Conservation Area
- the boundary treatment and the hope that the cobbles and stone kerbing could be reinstated in St John's Avenue
- that the proposals could be considered to be overdevelopment

The Panel considered how to proceed

RESOLVED – That the application be granted subject to the conditions set out in the submitted report

132 Application 13/04515/FU - Erection of detached bungalow with attached garage and off-street parking - Land rear of 4A Ascot Road Kippax LS25

Draft minutes to be approved at the meeting
to be held on Thursday, 15th May, 2014

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which sought permission for a detached bungalow, with garage and parking on a green field site at the rear of 4A Ascot Road Kippax LS25

The planning history of the site was outlined, with Members being informed that the applicant had made several attempts at devising a form of development which could be supported. The application being considered was now a single unit which had generous separation distances from surrounding dwellings and was being recommended to Panel for approval

Members were informed that the applicant's agent had queried the necessity of the condition requiring the removal of Permitted Development Rights but that Officers considered this should form one of the conditions to be attached to an approval

Concerns from neighbours about the impact of the proposals were highlighted

Members considered the application, with the main issues raised relating to:

- vehicular access arrangements
- the design of the dwelling
- residential amenity issues for the resident at 4a Ascot Road and the residents of the proposed dwelling
- Permitted Development Rights
- construction traffic

If minded to approve the application, the Head of Planning Services recommended that the property be pegged out prior to construction to ensure sufficient space was provided for parking

RESOLVED - That the application be granted subject to the conditions set out in the submitted report and an additional condition requiring the retention of the front garden area of the bungalow and that prior to construction, the new property be pegged out. Members were also advised that Building Control would be informed so that in the event they were the authority which processed the Building Control application, they could monitor the works to ensure there was compliance with the permission

133 Application 14/00944/FU - Retrospective application for outbuildings and pigeon lofts to side/rear of dwelling house - Iris House Scott Wood Lane Miles Hill LS7

The Chair advised that a request for site visit had been received from Councillor Dowson on the grounds of the impact of the proposals on the amenity of local residents and the impact of traffic on the narrow access road

RESOLVED - That consideration of the application be deferred for one cycle to enable a site visit to take place

134 Applications 14/00706/FU and 14/00707/LI - Bar THR3 - Single storey extension including raised decking area with glass balustrading and

Draft minutes to be approved at the meeting
to be held on Thursday, 15th May, 2014

new bin store to rear of a Listed Building - Bar THR3 - 9 Market Place Wetherby LS22

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought planning permission and Listed Building consent for an extension and alterations of premises known as Bar THR3, at 9 Market Place Wetherby LS22

The proposals were outlined to Members. As the site was located in a Conservation Area, the Conservation Officer had considered the scheme and was satisfied with the proposals. The possibility of noise disturbance for nearby residents had been highlighted as a local concern. Members were informed that the currently the area was for sitting out in and whilst there could potentially be an increase in the number of people using this area, on balance, Officers considered the proposal was acceptable. An amendment to the condition regarding amplified music was suggested, to further protect against noise nuisance. Regarding hours of use of the area, Members were informed that the agent was willing to discuss these, if noise nuisance became a problem

The Panel heard representations from an objector who provided information, which included:

- the proximity of the site to residential dwellings
- the nature of the extension; that it would have a retractable roof which could lead to noise nuisance
- possible further conditions to prevent noise breakout

Members discussed the application and commented on the following matters:

- the storage of empty barrels to the rear of the premises
- that elements of the existing premises did not have planning permission
- the suitability of bi-folding doors on a stone, Grade 2 Listed Building and that the use of such doors could increase the amount of noise breakout at the premises
- that the area was a sensitive location and that the proposals had to be considered carefully
- that smokers currently used the area proposed for the extension, which could result in smokers spilling out into the car park area, which was closer to residences
- that determination of the application should be deferred for further consideration of the issues raised

The Panel considered how to proceed

RESOLVED - To defer and delegate determination of the application to the Chief Planning Officer to enable further discussions on the issues relating to noise nuisance, how smokers would be accommodated; the location of the bin store and barrel storage; consideration of possible breaches of planning permission and subject to the conditions set out in the submitted report, with an amendment to condition no 4, to state no amplified music or sound (including television) within the extension and deck area and a further condition regarding the hours of use and in consultation with Ward

Members. In the event agreement cannot be reached, that the application be brought back to Panel for determination

135 Application 13/02572/FU - Layout of access road and erection of 44 dwelling houses on land formerly by Whitebridge School - Cartmell Drive Halton LS15

The Chair informed the Panel that a request had been received to defer consideration of this application to enable a meeting to be arranged with Ward Members

RESOLVED - That determination of the application be deferred for one cycle to enable a meeting to be arranged with Ward Members

136 Date and Time of Next Meeting

Thursday 15th May 2014 at 1.30pm in the Civic Hall, Leeds

NORTH AND EAST PLANS PANEL

THURSDAY, 15TH MAY, 2014

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, M Harland,
C Macniven, J Procter, G Wilkinson,
J Harper, M Lyons, J Hardy and C Towler

137 Opening remarks

Councillor Macniven referred to this being the last meeting for Councillor Janet Harper who was stepping down as a Councillor and thanked her for the experience and expertise she had brought to North and East Plans Panel and wished her well for the future

Councillor Macniven also pointed out that this would be Councillor Congreve's last meeting for some time as he was to be the next Lord Mayor, with Councillor Janet Harper as Lady Mayoress who would discharge these roles with grace and poise

The knowledge and judgement Councillor Congreve had brought to Panel was highlighted as was the sensitive and tactful way he reached decisions and it was stated that he would be a hard act to follow

Councillor Procter also paid tribute to Councillor Harper and Councillor Congreve and acknowledged the difficult job involved in chairing a plans panel, particularly balancing all of the competing interests and considered that North and East Plans Panel under Councillor Congreve's leadership had achieved the right balance and that Leeds was a better place for this

Councillor Campbell echoed these sentiments and stated that Councillor Harper and Councillor Congreve would be missed and that the chairing of the panel had always been with good humour, cheerfulness and in an open-handed and fair manner

On behalf of Officers, the Chief Planning Officer acknowledged the length of time Councillor Harper and Councillor Congreve had been involved with Plans Panels and that they had played important roles in the development of Leeds. Mr Crabtree thanked them for their good working relationships with Officers and wished them well in their Mayoral duties

In responding and also on behalf of Councillor Harper, Councillor Congreve thanked everyone for their kind words and praised the high standard of Planning Officers and the help and support they had provided. The importance of reaching the correct decision, in respect of planning matters was emphasised, with Councillor Congreve stating that it was the hard work of Members and Officers which enabled this to be done and that both he and Councillor Harper would miss this aspect of their work

138 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

139 Apologies for Absence

Apologies for absence were received from Councillor R Grahame and Councillor A McKenna, with Councillors Hardy and Towler substituting for their respective colleagues

140 Minutes

RESOLVED – That the minutes of the North and East Plans Panel meeting held on 17th April 2014 be approved

141 Matters arising from the minutes

With reference to minute 135 of the meeting held on 17th April 2014 – Application 13/02572/FU – residential development on former Whitebridge School Cartmell Drive Halton LS15, which had been deferred for one cycle to enable a meeting with Ward Members to take place, the Panel's Lead Officer stated that the legal clarification was being sought in relation to issues concerning viability and that a report would be brought back to Panel as soon as possible

142 Application 13/05235/FU - Full application for 189 new homes including affordable homes and elderly persons apartments, commercial facilities including retail and industrial/employment units and outline application for additional commercial at the Millennium Village, Park Lane, Allerton Bywater WF10

Further to minute 69 of the North and East Plans Panel meeting held on 31st October 2013, where Panel received a pre-application presentation on proposals for a mixed-use development at the Millennium Village, Park Lane Allerton Bywater, Members considered the formal application

Plans, photographs, drawings and graphics were displayed at the meeting

Officers presented the report and outlined the revisions to the scheme since it had last been presented, which now included a reduction in the number of residential units from 191 to 189; reduced scale and re-design of the commercial zone included in the full application and an outline application for additional commercial uses accessed off Bramwell Road

The layout of the development was outlined, which would be in three components, with access arrangements also being highlighted. Members were informed that the adjacent land – the former timber site - would not be prejudiced by the development under consideration

The proposals for parking within the development were outlined, with Panel being informed that parking areas taken directly off Flockton Road and

Haigh Moor Way, and that there would be a loss of some greenspace to accommodate the parking, something which had been raised in the pre-application presentation. Local objections had been made to the loss of greenspace and whilst this had not originally been envisaged as part of the design code, it was a response to the parking problems which were currently taking place on the site

Receipt of additional representations were reported which included one from Councillor J Lewis supporting residents' concerns about parking on Beeston Way and that the applicant should fund parking restrictions. Two further letters of objection from local residents were reported but that these had not raised any new issues

If minded to approve the application an additional condition regarding investigation in respect of land stability should be included in response to comments which had been received from the Coal Authority

The Panel heard representations from an objector who provided information to the Panel which included:

- local concerns regarding parking and loss of greenspace
- road speed issues
- road safety concerns
- ecological concerns

The Panel heard representations from the applicant's representative who provided information to Members which included:

- details of the parking scheme
- the rationale for the devised parking arrangements

Members discussed the application, with the key areas of debate relating to:

- loss of greenspace
- the inclusion of flats over garages and whether this was against local planning policy. The Panel's Lead Officer advised that he was not aware of any policy which prohibited flats over garages
- affordable housing and elderly persons apartments and whether the correct balance between these had been achieved. Members were informed that the same approach to affordable housing had been used on the adjacent Barratt Homes site and had been successful

- the land owned by Network Rail; the provision of a footpath along the former railway line but that houses were now proposed on part of this area and the reasons for this change
- pedestrian and cycle access through the site and the need to include access arrangements to the land beyond at this stage. The Chair advised that access beyond the site boundary would need to be dealt with if and when an application for that land was submitted

The Panel considered how to proceed

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report; an additional condition requiring investigation in respect of land stability and the completion of a Section 106 agreement to secure the following:

- Affordable housing – 28 units
- Education – Primary - £118,893 and Secondary - £338,592
- Off-site greenspace - £17,649
- Bus stop real time information - £10,000
- Employment and training initiatives

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission the final determination of the application shall be delegated to the Chief Planning Officer

143 Application 14/00944/FU - Retrospective application for outbuildings and pigeon lofts to side/rear of dwelling house - Iris House Scott Wood Lane Miles Hill LS7

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought retrospective approval for outbuildings and pigeon lofts at Iris House, Scott Wood Lane LS7

The planning history of the site was outlined with Members being informed that the approval of an application in 2011 for a detached dwelling removed permitted development rights for additional buildings and required the provision of a turning head and resurfacing of the private road to the property. The application for determination sought to regularise the situation, with representations having been received, details of which were included in the submitted report. Members were informed that although the turning head which had been provided was not 14m in width, as required, Officers were satisfied with what had been provided and were recommending approval of the application

The Panel heard representations from an objector who attended the meeting and provided information to Members which included:

- that the applicant was in breach of planning permission
- that the Local Planning Authority had not properly followed up after granting planning permission and had not taken enforcement action early enough
- the required road width of the previous planning permission had not been complied with
- elements of the report were misleading

The Panel considered the application, with following main issues being discussed:

- involvement of the Council's Environmental Protection Team (EPT) in this case. Members were informed that the EPT had not been consulted and that it was unclear what information could be provided from them which would impact on the planning merits of the case. Concerns about disturbance and nuisance associated with the use could be a material planning consideration, regard had to be had to the scale of the use, the extent of activity and the proximity to neighbouring properties in reaching a decision on the application
- the erection of structures by the applicant despite permitted development rights being withdrawn
- enforcement action which had been taken; that a Stop Notice had not been issued and that such a Notice was not often used but could be used by the Council on a more frequent basis. The Chair acknowledged the importance of Stop Notices and suggested this matter be discussed by Joint Plans Panel
- the number of birds owned by the applicant, with concerns being raised at the impact of this number of pigeons in a residential area
- the verisimilitude of the statements given by the applicant in respect of the number of birds and times of activity in view of the disregard given to requirements of the previous planning permission
- the proximity of the site close to an open field and that the modern pigeon lofts were an improvement visually on the old lofts which had been on site

Members considered how to proceed

RESOLVED - That the application be granted subject to the condition set out in the submitted report

144 Application 13/05941/COND - Consent, agreement or approval required by condition 3 of planning application 13/00955/FU - Oak Tree Cottage 26 Church Lane Bardsey LS17

Plans, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer relating to a condition attached to a previous planning approval at Oak Tree Cottage, Bardsey LS17, which was situated in a Conservation Area. The condition being considered related to the commencement of construction of stonework which required approval of a sample panel prior to the works being carried out

The Panel was informed that the site was one of the oldest dwellings in the village, with the predominant material in the area being yellow sandstone, although some elements of gritstone featured in the area, so grey tones were also in existence

Members were informed that a sample panel had been erected but before written approval was given, works commenced so that a substantial part of the approved extension had been built and comprised predominantly grey stone. Officers had concerns about this and had asked for increased yellow stone to be incorporated; more vertical mortar joints to be provided to improve the appearance and with lime mortar to be used

The latest response from the applicant was read out to the Panel

Members discussed the issue, with the main concerns being raised relating to:

- the type of stone being used
- that reclaimed stone was being used and where this had been obtained from. Members were informed that the stone had been sourced from a former school in Halifax
- that the proposed materials did not reflect the character of the host property and in response to a question from the Panel, the Deputy Area Planning Manager confirmed that if the sample panel had been seen, it would not have been approved
- that a Stop Notice would have prevented further work being undertaken when the matter first came to light
- the importance of planning policy BC7 in this case which stated that development within conservation areas would normally be required to be in traditional, local materials
- the historic nature of Oak Tree Cottage

- the effectiveness of increased mortar joints and that the face of the stone being used was rough which was not in keeping with the character of the village
- the colour of the gritstone and that this could not be altered by washing/sandblasting and would darken as it weathered

Members remained unhappy with the proposals as set out in the submitted report, with the view being that some of what had been partially constructed should be demolished and rebuilt in a stone which matched that used on local buildings

The Panel considered how to proceed

RESOLVED - That the Officer's recommendation to agree the stonework constructed on site be not agreed and that save for those parts of the extension used to retain the rear/side garden, which would be hidden from view, that all parts of the extension which would be exposed should be constructed from a stone which matched that used on local buildings, with the stone being agreed in consultation with Ward Members

145 Date and Time of Next Meeting

Thursday 19th June 2014 at 1.30pm in the Civic Hall, Leeds

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SOUTH AND WEST PLANS PANEL

THURSDAY, 3RD APRIL, 2014

PRESENT: Councillor J McKenna in the Chair

Councillors J Akhtar, J Bentley, A Castle,
M Coulson, R Finnigan, C Gruen, J Hardy,
C Towler, P Truswell and R Wood

109 Chair's opening remarks

The Chair welcomed everyone to the meeting

110 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED - That the public be excluded from the meeting during consideration of the following part of the agenda designated exempt on the grounds that is likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as designated as follows:

The appendix referred to in minute 114 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(5) and on the grounds it contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. Whilst there may be a public interest in disclosure, in all the circumstances of the case, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

111 Late Items

There were no formal late items, however the Panel was in receipt of a photograph of the site at Deanhurst, Gelderd Road Gildersome – Application 13/05511/FU – which had been tabled by Officers in response to a matter which had been raised on the site visit earlier in the day (minute 117 refers)

The Chair also made reference to a document prepared by the Hyde Park Olympic Legacy Action Group, he had just been handed in respect of Application 13/00868/OT – Victoria Road (minute 114 refers) and stated that the document was too detailed to consider at such a late stage

112 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests although later in the meeting two Members brought to the Panel's attention matters in

relation to application 13/05650/FU – 1 Sydenham Street Holbeck (minute 116 refers)

113 Minutes

RESOLVED - That the minutes of the South and West Plans Panel meeting held on 6th March 2014 be approved

114 Application 13/00868/OT - Outline application for residential development and retail store -Victoria Road, Headingley

Further to minute 72 of the South and West Plans Panel meeting held on 5th December 2013, where Panel resolved not to accept the Officer's recommendation to grant outline approval for residential development and retail store and requested a further report be brought back setting out possible reasons for refusal based upon the concerns expressed by Panel, Members considered a further report of the Chief Planning Officer. Appended to the report was information considered to be exempt, which related to legal advice which had been sought by the Council on this matter

Plans, photographs and drawings were displayed at the meeting

Officers presented the report; outlined the issues which had been considered following the Panel meeting in December 2013 and explained the difficulties Officers considered they would have in substantiating the proposed reasons for refusal of the application at an appeal

The report before Panel asked Members to consider the information provided and to re-assess their resolution of 5th December 2013 to refuse the application. Reference was made to the proposed S106 package, with it being stressed that when re-assessing the application that the additional sum of money offered by the applicant towards the provision of sporting equipment in the locality was not material to the planning application

The receipt of an additional 7 letters of representation was reported. Whilst these raised no new material considerations, the concerns raised were summarised for Members' information. Comments received from Councillors P Gruen and J Illingworth were also conveyed to the Panel

Members were informed of requests received to defer or refuse the application and of the recent submission of a further application to register the playing field as an Asset of Community Value. The Council protocol for re-notifying objectors was also explained

Paragraph 1.4 of the submitted report was corrected in light of these further representations. The report stated that no children from the local community attended Kings Camp. This was incorrect and Members were updated verbally that local children did attend Kings Camp. It was also noted that the original report to Panel in October 2013 had identified that the Kings Camp formed part of the formal community use associated with the site

At this point the Chair asked the public to leave the meeting to enable the exempt information to be considered, in private

In discussing the information, the Chair reminded Members and Officers of the need to focus on the information contained in the exempt papers

The following matters were discussed:

- community plans for the site
- funding issues
- that a range of organisations had considered the potential of the site but that no realistic and deliverable proposals had come forward
- the application for listing the site as an asset of community value and that determining the application undermined the Localism Act. The Panel's legal adviser explained that the legislation governing assets of community value set up a separate process outside the planning regime
- the legal advice which had been sought from counsel

At this point the public were readmitted to the meeting

The Panel discussed the proposals, with the main areas of debate relating to:

- the extent of public open space in the area; the former Royal Park Primary School site and that the application site was not linked to the delivery of further open space, with concerns being raised about this
- the promises given to Ward Members that the former Royal Park Primary School site would be retained for community use
- the possibility of the Council becoming involved with the Hyde Park Legacy Action Group to secure the Victoria Road site for community use
- the length of time the site had been vacant for without firm, realistic proposals being brought forward

Members considered how to proceed. A proposal to defer determination of the application to enable work to be undertaken on building a funding package, with support from the Council, was moved and seconded. The vote was lost. The Officer's recommendation to approve the application in principle and defer and delegate the approval to the Chief Planning Officer was also moved and seconded. Having considered the report; the information contained in the exempt appendix to the submitted report and the discussions held at the meeting, the Panel

RESOLVED –

- i) To approve the application in principle and to defer and delegate approval of the application to the Chief Planning Officer subject to the conditions specified in the report to Panel of 10th October 2013 and subject to the completion of a Legal Agreement within 3 months of the date of resolution of Panel, to include:
 - 5% affordable housing contribution (on site 100% Sub Market or an off-site contribution to go towards bringing vacant properties back into family use in the Headingley/Hyde Park area)
 - On site greenspace provision and maintenance

- Off site greenspace contribution for children's equipped play equipment £19,950.14
 - Residential metrocard scheme A – bus only - £11,088.00
 - Contribution towards improving and enhancing sports facilities in the locality - £26,777.00
 - Local employment scheme
- ii) That the Director of City Development be asked to bring forward proposals for the creation of an area of public open space on the site of the former Royal Park Primary School to connect into the existing public open space adjoining the primary school for the benefit and enjoyment of the local community, in consultation with local Ward Members and community groups

(Under Council Procedure 16.5, Councillor J Bentley and Councillor R Finnigan required it to be recorded that they voted against approval of the application)

115 Application 13/05700/FU - First floor side extension - 56 Eden Crescent, Kirkstall, Leeds

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval for a first floor side extension at 56 Eden Crescent LS4

Members discussed the application and commented on the existing extensions of the property, some of which fell under Permitted Development Rights. Concerns were raised about the level of Permitted Development and that this matter should be referred to the Local Government Association. It was noted that the local MP had asked to be informed of the outcome, with a suggestion being made that Rachel Reeves could be asked to raise concerns in Parliament about the extent of Permitted Development Rights. The Head of Planning Services confirmed that concerns would be sent to the Leeds West MP

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

116 Application 13/05650/FU - Application for change of use from residential caretaker's home (Use Class C3) to a mixed use of office use and counselling educational/training support services (Use Classes B1A and D1) - 1 Sydenham Street, Holbeck, Leeds

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Councillor Hardy brought to the Panel's attention that he gave money to the charity involved but this was not a large sum. He also had an open mind about the application. After advice from the legal officer, Councillor

Hardy confirmed that this did not amount to a disclosable pecuniary interest and there was no predetermination

Officers presented the report which sought approval for a change of use of premises to provide outreach and support services for women who are trapped in street prostitution

Members were informed that the location of the premises had been chosen carefully as it was not near residential dwellings but was easily accessible, particularly from the city centre

If minded to approve the application, a condition restricting the use to that specified on the application form would guard against other possible D1 uses in the future, which could have a greater impact on highway safety

The receipt of two further letters of representation was reported

Councillor Coulson brought to the attention of the Panel his involvement as Co-Chair of a Committee dealing with the issue of prostitution. The Panel's legal adviser confirmed this was not a disclosable pecuniary interest and asked whether Councillor Coulson still considered he had an open mind. Councillor Coulson advised that he had not formed a view on the application

The Panel heard representations from an objector who attended the meeting and provided information to Members, which included:

- a lack of public consultation on the proposals
- the problems of prostitution in the Holbeck Area, with concerns the proposals would increase the level of this
- the proximity of the site to an existing residential area and to an area designated for regeneration by the Council
- the level of local objection to the proposals, particularly from residents' groups

The Panel then heard representations on behalf of the applicant, who provided information to Members, which included:

- the work of the organisation known as Joanna
- the nature of the premises which were small and discreet
- the limited opening hours
- an understanding of the local concerns about the proposals

Following a concern raised by a member of the public, Councillor Coulson and Councillor Hardy stated they would not comment or vote on this matter

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

117 Application 13/05511/FU - Variation of condition number 5 (external storage) of planning permission 12/01608/FU (Change of use of former haulage office and HGV parking area to use class B8 unit with ancillary offices and trade counter/showroom with external storage to the rear yard area and additional parking provision) - Deanhurst, Gelderd Road, Gildersome, Leeds

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which sought approval for a variation of a condition of planning permission 12/01608/FU, which restricted the areas available for external storage so that areas on the western, northern and eastern boundaries could also be used for that purpose. It was noted the application was retrospective as the business had been operating in this manner since opening in 2012

As a revised plan had been requested by Officers, Members were now being asked to agree to defer and delegate approval of the application

RESOLVED - To approve the application in principle and to defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report; an additional condition to ensure parking is marked out on site prior to first use; consultation with Ward Members regarding the provision of acoustic fencing to the northern boundary and swapping of car parking on the southern boundary with storage of unpalletised gas containers on the northern boundary, with a revised plan being submitted showing these alterations. In the event that agreement on these matters could not be achieved, that the application be brought back to Panel for determination

118 Application 14/00477/FU - Rebuild of existing factory facility on similar footprint with service yard and internal access road, replacement car parking, widening of existing entrance road, demolition of cottages with hard and soft landscaping at Park Mills, Leeds Road Rawdon

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which sought approval of the rebuild of an existing factory facility, following a fire in 2013

The main issues for consideration were outlined, with Members being informed that despite a proposed increase in height of the factory building, this was considered to be acceptable. In terms of the relationship between properties on the southern boundary, although the new factory would be closer, the separation distances were considered to be acceptable. The proposals would also provide improved noise attenuation measures

The Panel welcomed the proposals and the improvements which had been incorporated into the rebuild of the factory. The Chair also praised the work of the Council in helping the company to relocate quickly after the fire

A request for additional planting to be incorporated into the scheme was made

RESOLVED - That the application be granted subject to the conditions set out in the submitted report, including additional conditions to cover the provision of further soft landscaping on the site and the submission and approval of a landscape plan for the whole of the site

119 Application 12/03580/FU - Erection of 59 dwellings and associated works - Land off Pollard Lane, Bramley, Leeds

Minutes approved at the meeting
held on Thursday, 1st May, 2014

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which sought approval of an application which would complete the redevelopment of a previously industrial site within the Green Belt, but which proposed a change to the accommodation to be provided, with houses replacing flats within the scheme. As a result of the proposals, the extent of built development would increase beyond that previously approved and an area of public open space in the middle of the site would be built on with open space being laid out on additional land beyond the built development

Members were informed that a financial viability statement had been submitted and assessed which had concluded that the additional dwellings and therefore, the additional land would be required, in order that the scheme could be completed. As a result of an increase in the number of houses being provided, an education contribution was also being sought and the applicants had offered a sum of £60,000 towards this

In terms of support for the scheme, existing residents of the part-developed site were supportive of the proposals. Further commitment to the scheme by the developer was the one year time limit for commencement of works on site

Regarding the additional land required for the scheme, although Green Belt, this remained in the curtilage of the former mill and yard and in this case, it was felt this did not constitute inappropriate development in the Green Belt

Members welcomed the scheme and sought clarification on the level of the education contribution to be provided

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the signing of a S106 Agreement for a commuted sum of £123,000 for improvements to footpath to Kirkstall Forge Railway Station and canal tow path, laying out and maintenance of open space and public access areas; the provision of a commuted sum of £60,000 for education; any further detailed design changes required to the proposed house types and layout and subject to the conditions set out in the submitted report

120 Date and time of next meeting

Thursday 1st May 2014 at 1.30pm in the Civic Hall, Leeds

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SOUTH AND WEST PLANS PANEL

THURSDAY, 1ST MAY, 2014

PRESENT: Councillor J McKenna in the Chair

Councillors J Akhtar, J Bentley, A Castle,
M Coulson, C Gruen, J Hardy, C Towler,
P Truswell and G Wilkinson

121 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable interests however Councillor M Coulson informed the Panel of discussions he had been involved in regarding Agenda Item 7, Residential Development for 164 houses and apartments at Cemetery Road, Pudsey.

122 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors R Finnigan and R Wood.

Councillor G Wilkinson was in attendance as substitute for Councillor R Wood.

123 Minutes - 3rd April 2014

RESOLVED – That the minutes of the meeting held on 23rd April 2014 be confirmed as a correct record.

124 Matters arising from the Minutes

Regarding the application at Victoria Park, it was reported that there had been an approach from the Department of Communities and Local Government regarding a possible call-in at the request of a local MP. There had not been any other outstanding objections or objections from Sport England.

125 Discharge Condition Application 14/00720/COND related to Planning Approval Application number 06/01130/FU – Residential Development for 164 houses and Apartments at Cemetery Road, Pudsey, LS28 7HH

The report of the Chief Planning Officer referred to application 06/01130/FU – residential development for 164 houses and apartments at Cemetery Road, Pudsey and a proposal to discharge a condition – application 14/00720/COND.

Members attended a site visit prior to the meeting and site photographs were displayed.

Draft minutes to be approved at the meeting
to be held on Thursday, 29th May, 2014

Further issues highlighted in relation to the application included the following:

- Planning permission for the site had been granted in 2008.
- The condition sought to be discharged related to the footpath at the side of the site. Original plans had included a 1.5 metre high fence with a hedgerow. This had not been carried out and the fencing used was higher and closer to the public footpath which did not leave room for a hedge. There was also a palisade fence still on site.
- Following further negotiations with the developer, it was proposed that the palisade fence would be removed and the additional higher fencing should remain. The entire footpath would be resurfaced and there would be cobbles set in between the path and the fence. There would also be repairs to existing walls.
- The proposals were supported by Public Rights of Way and the Architectural Liaison Officer. There had been some concerns expressed by the Conservation Officer.
- The proposals would not disturb those who had already moved in on site. To go back to the original proposals would involve people having to alter gardens and move items including decking and sheds.

Further to Members comments and questions, the following was discussed:

- Although it was regrettable that the original plans had not been adhered to, it was generally felt that the proposals were reasonable taking into account the impact on residents should the original proposals be enforced.
- There was some concern that the developers had not complied with the original plans.
- The improved footpath would be easier to maintain.
- Landscaping of the undeveloped land – it was reported that this could be negotiated and Ward Members be involved.

RESOLVED – That the application be approved in principle but the decision be deferred for further consideration of the maintenance issues related to an area of land that lies between the footpath and the housing site. If issues referred to could be resolved, the item did not need to return to Panel.

126 APPLICATION 14/01245/FU: CHANGE OF USE OF OUTBUILDING TO ICE CREAM SHOP/PARLOUR at 173 SMALEWELL ROAD PUDSEY, LS28 8HT

The report of the Chief Planning Officer presented an application for the change of use of an outbuilding to an Ice Cream Shop/Parlour at 173 Smalewell Road, Pudsey, LS28 8HT.

Site plans and photographs were displayed.

Further issues highlighted in relation to the application included the following:

- The only outside alteration to the building would be the inclusion of a serving hatch.
- Reference to green belt and retail policies.
- Representation from local residents with concerns regarding vehicular movement and potential for growth.
- Conditions to the application.
- It was a very small development and felt to be compliant with policy.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report. Additional condition to ensure the building can only be used for business purposes.

127 Application number 14/01096/FU – Change of use to betting shop (A2), installation of new shop front, two air conditioning condenser units, one satellite dish and one TV aerial at 7 Cliffe Court, Yeadon LS19 7YU And Application number 14/01094/ADV – One internally illuminated fascia sign and one non-illuminated projecting sign at 7 Cliffe Court, Yeadon LS19 7YU

The report of the Chief Planning Officer referred to the following applications at 7 Cliffe Court, Yeadon:

- Application 14/01096/FU - Change of use to betting shop (A2), installation of new shop front, two air conditioning condenser units, one satellite dish and one tv aerial.
- Application 14/01094/ADV - One internally illuminated fascia sign and one non-illuminated projecting sign.

Members attended a site visit prior to the meeting and plans and photographs of the proposals were displayed.

Further issues highlighted in relation to the application included the following:

- The premises were previously used as a travel agent.
- It was not felt that the proposals would have an impact on the retail function of the area.
- Details of internal layout and signage were explained.
- It was recommended that the proposals be approved.

The Panel was informed of a recent announcement from the Department of Culture, Media and Sport and the Department of Communities and Local Government regarding gambling protection and control. A consultation was to be undertaken and there was a proposal that all betting shops would have to receive planning approval.

An objector to the application addressed the meeting. Issues highlighted included the following:

- The application for signage was not within the fitting of the conservation area.
- Should the application be approved then there should be condition that the applicant reflects the history and cultural heritage of the area.
- There were already 2 betting shops in the area and to add another would be superfluous and unnecessary.

In response to Members comments and questions, the following was discussed:

- There would be difficulties justifying a refusal based on the grounds that it reduced the shopping function of the area.
- The premises would also be subject to licensing permission.
- The air conditioning units would be located to the side of the premises.
- Concern that to approve the proposals would not be consistent with policy and the cumulative impact of too many betting shops.

Members voted against the officer recommendation to approve the application with the regard to the change of use to betting shop (A2), installation of new shop front, two air conditioning condenser units, one satellite dish and one tv aerial and were subsequently asked to provide reasons for refusal.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Thursday, 29th May, 2014

- (1) That Application 14/01906/FU be refused. Officers to bring report to next available Panel with reasons for refusal based upon proposals not contributing to vitality and viability of town centre and over concentration of such uses in the area.
- (2) That Application 14/01094/ADV be deferred pending the outcome of Application 14/01906/FU at the next available Panel.

128 The Former Royal Park School Site - Update

The report of the Chief Planning Officer provided the Panel with an update on the former Royal Park School site and the progress to develop the site for Greenspace.

It was reported that the only building remaining on the site was the former caretaker's house and there was a possibility of this being used by West Yorkshire Police. There were proposals for the site to become a permanent Greenspace and discussions had been held with local Ward Members. There would be a public consultation event in June.

RESOLVED – That the report be noted.

129 Pre-Application Presentation - Alterations to Consented Development and Additional Areas of New Build Residential Development at High Royds Hospital site, Bradford Road, Guiseley

The report of the Chief Planning Officer presented a pre-application presentation for amendments to the consented scheme for the redevelopment of the former High Royds Hospital, Menston including areas of new residential development within the green belt, consented commercial units to become residential and residential conversion of the central administration block in place of the approved assisted living units.

Members attended a site visit prior to the meeting and site plans and photographs were displayed.

Issues highlighted regarding the pre-application included the following:

- The site had been developed under permission approved in 2005.
- Proposed changes to the original plans included the change of use of some of the existing buildings and erection of new buildings.
- The proposals for an assisted living scheme in the administration block had not attracted an operator and there were fresh proposals to develop this into houses and flats.

- Viable operators had not been found for other parts of the proposed development for shops, a GP practice and a crèche.

The applicant's representatives addressed the Panel. Issues highlighted included the following:

- The proposals were heritage led and not building led.
- The revised proposals would have less impact in the terms of demolition and new building.
- English Heritage were supportive of the proposals for the administration building.
- Historical importance of the site and buildings – the proposals aimed to re-develop the existing listed buildings rather than demolish and re-build
- Members were shown a photo montage of the original proposals against the new proposals – the new proposals were less obtrusive and did not obscure views as much as the original.

In response to Members questions, the following was discussed:

- Use of the ballroom for community use – this would be consulted on and existing residents would have to be taken into consideration.
- Design of new buildings – these would be kept within the character of the area and in keeping with the listed heritage.
- Provision of a GPs surgery – there had been a marketing exercise and some initial offers that were not viable.
- Sports and social facilities – discussion was ongoing and there were proposals for a new building on site which would also be used as a pavilion for cricket and football changing rooms.
- Affordable housing – this was being done in 4 phases, the first two were complete and there were approximately 15 to be completed on the third phase.

The Panel heard representations from a local Ward Councillor and Members of the Public. Issues raised included the following:

- Concern regarding the none delivery of employment opportunities, a crèche, shops and GP practice. Alternative solutions would be preferred.
- Concern that the proposals would join onto the boundary with Bradford.
- It was hoped that the ballroom could be restored and open for use to the wider community.
- The importance for new building to be of a quality design.
- Concern that some of the existing buildings were falling into a state of disrepair.
- Concern regarding the loss of Greenbelt land.
- Provision of highways measures, traffic lights and new bus services as proposed had not happened.
- A request for developers to work with the Aireborough Civic Society.
- School places and children having to travel by car to school adding to traffic problems.

In response to Members comments and questions, the following was discussed:

- Concern regarding the quality of some of the new building and assurances that new build would be of a quality design.
- A request for a more extensive site visit.
- Concern regarding the loss of sustainability features.
- Concern regarding none delivery of the Section 106 infrastructure.
- Work should be carried out with those who commission GP services.

RESOLVED – That the report and discussion be noted.

130 Date and Time of Next Meeting

Thursday, 29 May 2014 at 1.30 p.m.

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Licensing Sub-Committee

Monday, 10th March, 2014

PRESENT: Councillor B Gettings in the Chair

Councillors A Khan and G Wilkinson

193 Election of the Chair

Councillor Gettings was elected Chair of the meeting

194 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED - That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:

- a) Appendix D of the report and the supplementary documents referred to in minute 197 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and Access to Information Procedure Rule 10.4 (7) on the grounds that it is not in the public interest to disclose the documents as they include information relating to any particular person and may contain information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
- b) To note that the press and public will also be excluded from that part of the hearing where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules

195 Late Items

There were no formal late items, however the following additional information for inclusion in Appendix D had been circulated in advance of the meeting to all relevant parties:

- typed versions of the witness statements for ease of reading
- a further page of one witness statement
- statements from Trading Standards Officers

Additional information in the form of letters of support were also circulated

A preliminary matter was raised regarding the submission of additional information. The legal representative, Mr Cordingley, for the Premises Licence Holder advised that he had submitted supporting letters on behalf of his client but that these had not been included in the bundle. Members were advised these had been submitted after the cut-off date for submission of further information. PC Dobson of West Yorkshire Police (WYP) confirmed that WYP had no objection to them being admitted but stated there had not been time for the content of the

documents to be checked. The Chair agreed to accept these documents, whilst noting the points made by PC Dobson

Mr Cordingley stated he had not received the witness statements from West Yorkshire Trading Standards which had been circulated. Copies of these documents were provided to Mr Cordingley and his clients, with the Chair advising that both sets of additional documents would be treated by the Licensing Sub-Committee in the same way

196 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest

197 Review of the premises licence for Church Lane Off Licence - 78 Church Lane Manston LS15

The Licensing Sub-Committee considered an application made by West Yorkshire Police under Section 51 of the Licensing Act 2003 for a review of a Premises Licence in respect of Church Lane Off Licence, 78 Church Lane Manston LS15

Present at the hearing were:

PC Dobson – West Yorkshire Police (WYP)

Sergeant Shaw – WYP

Mr R Patterson – WYP

Mr Box – local resident and witness

Ms Emms – local resident and witness

Ms Bradley – local resident

Mr Parvinder Singh Kang – Premises Licence Holder and Designated Premises Supervisor

Mr Harpal Kang – Father of the Premises Licence Holder

Mr Cordingley – Agent for the Premises Licence Holder

The Licensing Officer presented the report, outlined the operating hours permitted in the premises licence, confirmed that by choice, the premises opened each day for 3 hours only, from 19.00 – 22.00 and the steps the Sub-Committee could take when determining the review

The Licensing Sub-Committee then heard from PC Dobson who stated that a review of the premises licence had been brought due to suspicions that the premises were supplying alcohol to children or to adults for the consumption of children waiting outside the store; they had suspected this for some time.. Local residents had come forward to state they had seen under 18s congregating outside the premises shortly before it opened and had witnessed proxy sales. The statements of two mothers who had experienced their daughters being drunk and therefore vulnerable were also highlighted to Members, with those young people having indicated they had obtained the alcohol from the premises. The problems of disorder and anti-social behaviour from alcohol fuelled young people were also outlined and the impact this behaviour had on the lives of local residents

The fact there had not been any failed test purchase for alcohol at the premises was not conclusive in view of the evidence provided by local residents, with the view being that alcohol was sold only to those children known to the proprietors or through proxy sales

Members' attention was drawn to the plan of the shop included in the bundle and it was stated that the layout of the shop had changed, with the counter now being near to the door. Members were informed by Mr Kang that the layout of the premises had been changed on the advice of WYP, following thefts from the store

Reference was made to letters sent by WYP to Mr Pavinder Singh Kang, who was also known as Michael, inviting him to meetings to discuss the concerns which had been raised, which were not responded to. Mr Kang stated that he did not recall having received these letters; that he did not have a problem with postal deliveries and in the event they had been sent to the accommodation above the premises, he had access to this

Details were also provided in respect of a telephone conversation PC Dobson had with a man purporting to be Pavinder Singh Kang, who then admitted to being Harpal Kang. A telephone conversation with Pavinder Singh Kang did take place with PC Dobson being assured that the premises adopted a Check 25 policy, with only photographic ID being accepted

In terms of possible action, WYP considered that only revocation of the premises licence would address the issues

In response to questions from the Sub-Committee the following information was provided:

- the number of licensed premises close to Manston Park, where young people in drink had been found. PC Dobson stated that 78 Church Lane was the closest licensed premises
- recent test purchases, with PC Dobson indicating these had not been carried out due to safety concerns for the child who would be attempting the test purchase
- complaints by local residents and to whom these were made. Members were informed that WYP would be contacted and the proprietors of the premises also informed. Reference was also made to a petition which in the past had been drawn up

The Sub-Committee then heard for Mr Cordingley who provided background information on the current and previous occupation of his client and his father; details of their standing in the local community and the previous trading record of Harpal Kang, known as Paul

Regarding the letters sent by PC Dobson inviting Michael to meetings, these had not been received and if they had, they would not have been ignored. Despite WYP being aware of the opening hours of the premises and the fact that Police Officers and PCSOs passed the premises regularly, contact by letter was relied upon and that it had taken four months for WYP to locate a contact telephone number for Michael

Members were informed that the premises sold a range of products, although the quantity of the items was limited due to space constraints. The layout of the shop had been altered at the request of WYP, following a small number of thefts. The result of the changes had meant that the number of customers who could be in the shop at any one time was also limited, which would result at times in queuing outside the shop

In relation to the statements which had been provided, Mr Cordingley was of the view these comprised hearsay, suggestions and beliefs; that no complaints had been made directly to Michael and Paul Kang and that no hard evidence of underage sales of alcohol or proxy sales from the premises had been provided

The Panel then heard from Michael Kang who stated that the review proceedings had come as a shock; that underage sales did not occur and that it was not in his or his father's interest to alienate local residents. Alcohol was never served to people over 18 where there was a suspicion that it was being passed on to younger people; that no incidents of this nature had been seen and that local residents had not approached him about any concerns and neither had the police prior to the commencement of review proceedings

The Panel also heard from Paul Kang who provided further information on his background, experience and training and that Trading Standards and HM Revenue and Customs had visited the premises and carried out thorough checks, with no issues being raised

In respect of the location of the premises to Manston Park, Paul Kang stated that his shop was the furthest licensed premises from the Park and referred to the 27 letters of support which had been provided, in support of the premises

In response to questions from the Sub-Committee the following information was provided:

- that the premises did not have CCTV inside but there was a camera in the street
- that different trading hours had been tried but that the current hours suited the family best
- that no proxy sales had been seen and that soft drinks were sold which might be assumed by onlookers to be alcohol
- that WYP had not approached Paul or Michael Kang about proxy sales

In response to further questions from Members, PC Dobson confirmed that she had visited the premises once some time ago and that a PCSO had reported there was a problem at the premises and had spoken to residents about it who had then come forward and made statements

In summing up the case for WYP, PC Dobson stated that the main product sold at the premises was alcohol; that witness statements had been made by residents who had witnessed underage sales and proxy sales; that local residents had suffered disorder and anti-social behaviour from young people who had been drinking and feared the summer months due to the number of young people congregating outside the premises. The harm to health caused by drinking when young was also highlighted

The Sub-Committee was informed that WYP considered that only revoking the premises licence would address the problems and that a lesser measure was not considered to be appropriate

The Sub-Committee considered how to proceed and invited all parties back to offer the Proforma Risk Assessment in the event Members were minded to recommend additional conditions be placed on the Licence

In response to this PC Dobson reiterated the view that only revocation of the Licence would suffice and that WYP would appeal the decision if lesser sanctions were decided upon by the Sub-Committee

Following a brief adjournment to enable both parties to consider the Proforma Risk Assessment, the hearing resumed

Sergeant Shaw advised that WYP considered there were no conditions which were of value to protect local residents and stated that it was not the role of the Police to be part of the decision making process; that this fettered their ability to appeal against decisions and in the event of a future review of the premises, WYP would not appear to be impartial

Sergeant Shaw suggested Members might wish to consider adjourning the hearing to enable WYP to take legal advice. When asked if they wished to make an application for an adjournment, they declined

Members deliberated further

The Sub-Committee carefully considered both the written and verbal representations from West Yorkshire Police, the local residents, Michael and Paul Kang, their legal representative and the written representations from Trading Standards and local supporters

Members considered that the evidence was not strong enough for a revocation of the Premises Licence at this time. The Sub-Committee noted that the proceedings were the first time the Premises Licence Holder became aware that there was an issue, even though WYP considered there had been problems at the premises since 2007. There was no action plan meeting proposed until October 2013

The Licensing Sub-Committee considered the other sanctions open to it under the Section 182 guidance and concluded there was no necessity to remove the Designated Premises Supervisor and that excluding licensable activities at the premises would be the same as revocation, so would be disproportionate. There were also no training issues to warrant a suspension of the Licence, however the Sub-Committee felt it was appropriate to impose conditions on the Licence

RESOLVED - To impose the following conditions on the Licence, as set out in Proforma Risk Assessment:

CCTV

A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises.

The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).

The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.

The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.

The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority

The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.

The CCTV system will contain the correct time and date stamp information.

The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.

The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.

A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.

The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a Responsible Authority (under the Licensing Act 2003), be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting.

The CCTV system will be capable of securing relevant pictures for review or export at a later date.

The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.

The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage.

It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.

Designated Premises Supervisor

A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.

The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this

information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.

Incident Report Register

The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti-social behaviour, admissions refusals and ejections from the premises.

The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.

Responsible Sale of Alcohol

The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.

The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.

Litter

The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.

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Licensing Sub-Committee

Monday, 17th March, 2014

PRESENT: Councillor B Gettings in the Chair

Councillors R Downes

198 Election of the Chair

RESOLVED – Councillor Gettings was elected Chair for the duration of the hearing. In accordance with Licensing Procedure Rule 6 and due to the unanticipated none availability of a Sub-Committee Member (Councillor Bruce) it was agreed by the parties present to proceed with a quorum of two for the business of the sub-committee.

199 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

200 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information therefore there were no resolutions to exclude the public.

201 Late Items

There were no late items.

202 Declarations of Disclosable Pecuniary Interests

There were no declarations of interests.

203 Review of the Premises Licence for Miah's Restaurant, 3 York Place, Leeds, LS1 2DR

The report of the Head of Licensing and Registration informed Members of an application for the review of a Premises Licence under Section 51 of the Licensing Act 2003, sought by Leeds City Council's Health and Environmental Action Service in respect of Miah's Restaurant, 3 York Place, Leeds, LS1 2DR.

The Premises Licence holder, Mr Mohammed Miah, was not present at the hearing, neither was the Designated Premises Supervisor (DPS), Mr Zaheer Dean. There had been no applications from either Mr M Miah or Mr Z Dean to adjourn the hearing, and nobody attended the hearing to speak on their behalf. The Licensing Sub-Committee decided to proceed with the hearing in the absence of the Premises Licence holder, the Members being confident that Mr M Miah had been notified of the hearing, and the Members noting that Mr M Miah had repeatedly failed to respond to any contact from the Council to date, either from the Licensing Department or from the Health and Environmental Action Service.

There were a number of members of the public present, including Mr John Boumphrey, Counsel of Zenith Chambers on behalf of Mr Momtaz Hafeez, the owner of Miah's Restaurant, and Mr Bashir Miah and Mr Shelim Uddin, both employees of Miah's Restaurant.

Two Senior Enforcement Officers were present at the hearing; one of which presented the application. This Senior Enforcement Officer informed the Licensing Sub-Committee that the application for the review was brought by the Health and Environmental Action Service on the grounds of two of the licensing objectives:

- the prevention of crime and disorder
- the prevention of public nuisance

The Members were informed of the continual criminal behaviour by Mr M Miah as Premises Licence Holder by large amounts of food and other waste being illegally deposited on the public highway to the rear of the premises.

The Senior Enforcement Officer informed the Members that the matters relating to Miah's Restaurant first arose in August 2012, when waste was found on the highway and the waste receptacle was overflowing.

The Senior Enforcement Officer informed the Sub-Committee that from April 2013, the problems persisted with waste being left on the highway, which naturally attracted vermin. Despite visits to the premises and speaking to various members of staff and sending numerous letters, there had been no action by the Premises Licence holder to co-operate with the Council. Due to the lack of assistance from the Premises Licence holder, the waste at the rear of the premises had had to be removed by the Council on two occasions, the costs being borne by the local taxpayers.

It was reported that legal notices had been sent to the Premises Licence holder, Mr M Miah, at various addresses, including those obtained from Companies House. Similar letters had also been sent to a Mr Saleem Uddin, an individual found to be connected with the business, again at various addresses. Health and Environmental Action Services had received no response from either Mr Miah or Mr Uddin to these letters. The Senior Enforcement Officer also explained to the Sub-Committee that he had personally visited the premises to deliver notification of the review application; again there was no response.

The Senior Enforcement Officer stated that as long as the business remained open, there was no possibility for the Local Authority to take effective action regarding the persistent breaches because of Mr Miah's total lack of accountability for his actions.

In offering a comment Councillor Downes said that the issue of waste persisted to this date. He reported that on his way to the hearing, he had walked via the rear of the premises and had found food waste (including a cooking oil canister) deposited on the ground and not contained in any bin or other receptacle.

Members carefully considered the information brought to the hearing and the information contained within the submitted report and appendices. Particular concern was raised about the breaches of the licensing objective relating to public nuisance. Members considered conditions and suspension of the licence, but were of the view that anything less than revocation would not be acceptable or appropriate.

RESOLVED – That the premises licence be revoked.

Licensing Sub-Committee

Tuesday, 18th March, 2014

PRESENT: Councillor C Townsley in the Chair

Councillors M Harland and G Wilkinson

204 Election of the Chair

RESOLVED –That Councillor C. Townsley be elected Chair for the duration of the hearing.

205 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

206 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

207 Late Items

There were no late items.

208 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

209 Review of the Premises Licence for La Boheme, Cross York Street, Leeds, LS2 7EE

The Head of Licensing and Registration submitted a report which set out details of an application for the review of a Premises Licence under Section 51 of the Licensing Act 2001, sought by West Yorkshire Police in respect of La Boheme, Cross York Street, Leeds, LS2 7EE.

The Licensing Authority was now under a duty to review the Premises Licence held by these premises.

In addressing the report Sergeant Shaw of West Yorkshire Police set out the application for a review of the Premises Licence for La Boheme. Sergeant Shaw referred to the history of the premises and how various operators had struggled to make a success of the venue.

The Sub Committee were made aware that there had been several meetings and interventions between West Yorkshire Police, Leeds City Council Enforcement Service and the premises licence holder and his management team. These meetings were an attempt to deal with breaches of the licence and to limit the increasing crime and disorder which West Yorkshire Police associated with the premises.

Sergeant Shaw highlighted the issues including unauthorised door staff, alleged drug taking at the premises; large scale disorder involving 50-70 people fighting; underage drinking and weapons found at the premises.

Mr G. Mudhar, an Environmental Health Officer referred to the work he had undertaken regarding noise reduction in 2000 when planning permission was first given for a nightclub at the premises. He reported that the number of noise complaints increased and between September and December 2013 with seven complaints being received under Wildcard Leisure Management.

Sergeant Shaw concluded the WYP submission suggesting that the premises licence holder had failed to manage the premises in any respect and that Urban Edge Group Ltd, as landlord, had failed to take appropriate action against its tenant and reiterated the measures sought by WYP; that the Premises Licence should be revoked. If not, he asked for a number of conditions to be imposed on to the licence including a reduction of the hours in which alcohol could be sold, changing it from 6.00am to 1.00am and that all licensable activities should cease at 2.00am. Sergeant Shaw said that if the existing hours were to be maintained, the premises would need to be run as something other than a nightclub.

Mr Woods of Woods Whur appeared on behalf of the current Premises Licence Holder, Urban Edge Group Ltd and was accompanied by Mr Sullings who was the freeholder and Director of Urban Edge Group Ltd. Both acknowledged problems at the premises but stated these were due to the previous operator. Mr Sullings agreed that the venue did not work as a nightclub but he would like to see it remain a late night premises and retain the 06.00am licence.

The Licensing Sub Committee were assured that if the venue re-opened, then a sound proofing system similar to the original one would be installed.

The Licensing Sub-Committee briefly adjourned to take into account the views of all those present, the Licensing Objections and the options available to them.

RESOLVED –

That the Premises Licence be suspended for a for 3 month period to allow for the transfer of the Licence to take place and for a new management team to be put in place.

The period of suspension to be reduced on any earlier completion of the transfer and a new management team being put in place, the period of suspension being reduced to the date of completion

That the former DPSs, David Knight and Joel Baker, the management team of La Boheme and Mr Shalo or anyone who has associations with him, shall have no further involvement in the management of the premises.

In the event that a transfer of the Premises Licence had not taken place by the end of the second month of the 3 month suspension period then the matter is to be brought back before the Licensing Sub-Committee

Licensing Sub-Committee

Monday, 31st March, 2014

PRESENT: Councillor G Hyde in the Chair

Councillors N Buckley and M Harland

215 Election of the Chair

RESOLVED – That Councillor Hyde was elected Chair for the duration of the meeting.

216 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

217 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

218 Late Items

There were no late items.

219 Declarations of Disclosable Pecuniary Interests

No declarations were made.

220 Review of the Premises Licence for Horsforth Manor, Calverley Lane, Horsforth, Leeds, LS13 1NP

The report of the Head of Licensing and Registration informed Members of an application for the review of a premises licence under Section 51 of the Licensing Act, sought by West Yorkshire Police in respect of Horsforth Manor, Calverley Lane, Horsforth, Leeds, LS13 1NP.

The Legal Services Officer explained the procedure to the attendees at the hearing.

Members were given a brief summary of the application by the Principal Licensing Officer outlining the history of the premises to the current licence holder.

Mr Jason Flynn acquired the current licence on 12th December 2012 at that time West Yorkshire Police did not make any representation to the transfer application which was therefore granted as requested.

On 22nd August 2013 the licence holder made a Minor Variation application to remove a condition on the licence which read 'Patrons shall not be allowed to use the beer garden, marquee or any external area after 23:00 hours'. The variation attracted a representation from Environmental Protection Team due to a number of complaints that had been received from the residential properties in the vicinity of the premises. That application was refused entirely as it was the view that to allow patrons to use the external area without measures in place there would be noise breakout and would undermine the prevention of public nuisance objective.

On the 20th December 2013 there was an application to specify Mr Christopher Swales as the Designated Premises Supervisor. No representations were received for this application which was granted.

The premises had been brought to the attention of West Yorkshire Police due to the increased frequency and types of incidents that had occurred since the current licence holder took over in December 2012.

Catherine Sanderson, Licensing Officer, West Yorkshire Police (WYP) presented Members with the representation brought by WYP.

Mr Flynn took over the premises licence in December 2012. The premises opened up a couple of months after Mr Flynn took over the premises licence advertising the venue as 'Horsforth's newest nightclub'. Advertisements were found on social media linked to a promoter who had been hosting under 18 events, which had resulted in anti-social behaviour, under age youths in drink, and disorder. The Licensing Officer (WYP) informed the Licencing Sub-Committee that 'hordes' of youths were in attendance at these events which had also advertised 'Champagne facials' which breach the mandatory conditions these were subsequently stopped and Mr Flynn was told to break contact with the promoter.

The Licensing Officer (WYP) highlighted the minutes on page 106-107 of the submitted report, of a meeting which had taken place with LCC Enforcement Officer, Mr Flynn and herself present. At the meeting a number of issues relating to the premises licence were discussed, the operation of the CCTV which Mr Flynn admitted to be unable to operate, door staff employed at the venue, customers using the external areas of the premises, several reports to the police of assault and after hours drinking.

The number of incidents reported by customers increased during September and October 2013.

The Panel were informed that on 12th October 2013 Mr Flynn's son had contacted the police saying that 15 people were fighting using wooden planks and bottles. The police were called in as tensions were high. When Mr Flynn was asked about the incident he was shocked to hear about the incident, even though he had been working in the venue that night.

The Licensing Sub-Committee were told that a Section 19 Closure Notice had been sent for use of laser lighting and the external areas still being used by customers.

An action plan meeting had taken place on 27th November 2013 which is detailed at pages 110-123 of the submitted report. The Licensing Officer (WYP) drew Members attention to issues raised at the meeting:

- Number of door staff employed, due to the size of the premises;
- Issues in relation to CCTV, not used, blind spots, not stored for 30 days, or system not working;

The Panel were informed of one complainant who had been in hospital for a week after being attacked while at the bar with a friend. The doctor who dealt with the

incident believed that a knuckle–duster may have been used. However, there was no evidence of this incident as there was no CCTV coverage as there was a blind spot. The panel were also told of an incident involving a 15 year old suspect who had assaulted someone with a bottle.

In January 2014 there was an assault took place again there was an issue with CCTV footage not being available. This is detailed on page 30 of the submitted report.

The Members were informed that bar staff are reporting incidents anonymously within the venue reporting up to 2-3 fights on Saturday nights. Only one incident had been reported since the Action Plan meeting of a female who had collapsed into a diabetic coma.

Members were told that Mr Flynn had been in contact with WYP to find out about any incidents.

Members were told that there had been an assault on 1st March 2014 again there was a lack of CCTV footage. They were also made aware that Mr Flynn had employed Protech door staff for a number of months but sometimes there was only one door staff working. The WYP had suggested to Mr Flynn that the premises should have at least 3 door staff one inside the venue, one on the gate and one on the main door.

A Police Officer who asked about the use of external areas of the premises when he was attending was told by Mr Flynn that he had a variation to the licence Mr Flynn had lied about this.

Protech had informed WYP that they had withdrawn their services to the premises on 7th March 2014. WYP were aware of a male who had been employed as door staff for the venue who had a history of serious criminal offences and should not have been employed in this role. WYP were concerned that Mr Flynn was self-employing door staff.

The Licensing Officer (WYP) informed the Members only SIA registered door supervisors should be used on the door of licensed premises. Mr Flynn's son who was SIA registered had been employed by Mr Flynn as door staff.

Complaints had been received in relation to drugs been used and sold at the venue. Drugs wipes had shown cocaine in the toilets area of the premises and there was an underlying smell on the premises of cannabis.

Members' attention was drawn to page 31 of the submitted report last paragraph. It details an interview with Mr Flynn where the Police attending believed that Mr Flynn was under the influence of drugs. Page 32 details a warrant under section 23 Misuse of Drugs Act 1971 at the Horsforth Manor. Drugs were found in the private quarters where Mr Flynn lives. This investigation is still ongoing.

The Licensing Officer in drawing the WYP representation to a close listed the events leading to the representation being brought to a hearing as follows:

- 18 incidents had been called in to WYP only one listed as being from a member staff
- 6 serious assaults
- Use of unregistered door staff
- CCTV not available
- Misleading Police Officers
- No applications for Temporary Events Notice to use external areas
- Drugs used by the premises holder
- Drugs on the premises

WYP were of the view that if conditions were applied to the premises licence they would not be upheld as Mr Flynn was unable to uphold the conditions currently imposed.

Members were given clarification as to the location of the premises on a secluded lane close to where a major development of new build is underway.

When requested Members were informed that there had been 4 incidents since January 2014, 8 since the Action Plan meeting held in November 2013.

Mr Flynn informed the Licensing Sub-Committee that he had lived in Bradford and had been a DJ for a number of years, music played in the venue was 'House Music' he said that he was aware this type of music can sometimes cause problems.

In explanation of the incidents that WYP had presented to the Sub-Committee Mr Flynn informed the Members of the following:

- He was of the view that Protech had not provided him with information as to how many door men he should employ or the use of a head door man until the incidents started to occur.
- Some of the incidents happened outside the premises.
- The incident with the 15 year old assaulting someone with a bottle the suspect had been the daughter of a woman who was holding a private party. The woman had been told that her daughter would have to leave the party at 10pm and was not to drink alcohol. The 15 year old left at 10pm returning later to get house keys from her mum.
- In relation to the incident where he was thought to be under the influence of drugs he informed the Members that he had been at a wake for a friend the day before and had been drinking heavily. On the following day he had attended another wake he had, had no food a few more drinks he had been under the influence of drink not drugs.
- He said that taxis' were a major problem and he had tried to secure deals with SRJ Taxis and Amber Taxis. Smoking bins carried numbers of local taxi firms.
- That the nearest house was approximately 1000 metres across a field from the venue and the music system was directed towards the Ring Road.
- He was unable to afford legal representation as the premises was not doing so well on the last few nights only about 20 people had been in the premises.

- He had used his son as a doorman his son had a licence and had worked for Protech. He had now gone back to using West Yorkshire Security which was the firm that he used prior to Protech.
- In relation to the use of the laser light he said that this had been brought by the company who was holding the Halloween event.
- He now employs a toilet attendant to check the toilets.
- In relation to the drugs found on the premises he said that they belonged to the DJ's who was occupying the room. He (Mr Flynn) had taken the 'wrap' for the drugs as at the time he had thought they belonged to his son who had just turned 18.
- That the incident involving a male whose eye socket was fractured wanted to go home with his wife in a taxi, he had not wanted an ambulance called.
- That this was the first time he had held a premises licence and he had been naïve in what this involved.
- He had tried to get taxi wardens.
- In relation to the incident of 15 people fighting with planks of wood he informed Members it was in fact an aluminium chair.
- One of the females involved in one of the incidents now works as a cleaner at the Horsforth Manor.
- Mr Flynn claimed that he had he had not been informed that he was required to display notice. In response to this the Principal Licensing Officer (LCC) informed the Licensing Sub-Committee that guidance was sent will all licence applications requesting that notices were displayed.
- In relation to the CCTV, this system had been inherited. He gave a drawing to Members in explanation as to the location of the cameras.
- He said that he had also purchased a hand held scanner for detecting metal to scan over customers entering the venue.
- He had been speaking to WYP and incidents had been less since January 2014.
- In relation to the premises been open to 4:00am he said that it was staff going home after cleaning up.

In response to Members questions Mr Flynn informed the Members that the toilet attendant started at midnight until closing time, bar staff checked the toilet area up to midnight.

When Members queried the choice of 'House Music' played at the venue given that Mr Flynn had mentioned concerns that this type of music was problematic at some venues. His response was that he had been of the view that the location of the premises in Horsforth which he thought of a 'nice area' would invite customers from the 'prosecco drinking crowd of Horsforth' but, in fact customers were from Hawksworth and Bramley.

In summing up The Licensing Officer (WYP) told the Sub-Committee that they still had concerns Mr Flynn was still not taking his responsibilities as a Premises Licence Holder seriously, they were concerned that a death would occur.

The Licensing Sub-Committee carefully considered the report and all the evidence presented to them. The Sub-Committee was of the view that Mr Flynn did not

understand his responsibilities in relation to a Premises Licence Holder and modifying imposed conditions on the premises licence would not be adhered to.

RESOLVED – It was the decision of the Licensing Sub-Committee that the licence be revoked.

Licensing Sub-Committee

Friday, 11th April, 2014

PRESENT: Councillor J Dunn in the Chair

Councillors M Harland and G Hussain

221 Election of the Chair

RESOLVED: That Councillor J. Dunn be elected Chair for the duration of the meeting.

222 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the inspection of documents.

223 Exempt Information - Possible Exclusion of the Press and Public

Item 6 Appendix B of the report was identified as containing exempt information. No members of the press or public were present at the hearing.

224 Late Items

There were no late items on the agenda. However, there was a supplementary information pack that was published and circulated to all parties prior to the hearing.

225 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

226 Review of the Premises Licence for Martha's Ale House, Well Lane, Guiseley, Leeds LS20 9BA

Members of the Licensing Sub Committee considered an application for a review of the Premises License for Martha's Ale House, Well Lane, Guiseley, Leeds, LS20 9BA.

The application was submitted by the Enforcement and Liaison Section, and Enforcement Officers Ms S. Longfellow, Mr S. Kennedy and Mr M. Waters were in attendance, as well as Ms C. Sanderson of West Yorkshire Police.

The Licensing Sub Committee was asked to pay particular attention to the licensable hours, particularly at the weekend as this was key to the review. Members were told that Martha's Ale House has the benefit of a Licence that allows for the sale of alcohol until 01.00am on a Friday and Saturday since 2008.

Enforcement Officers told members that the main grounds for the review were based on the premises operating beyond their permitted hours and persistently breaching the terms of their premises licence. Despite numerous action plans held between the management of Martha's Ale House and Council Officers, there was evidence that the sale of alcohol was taking place past the licensable hours, and that the premises were frequently operating past 01.00am.

Concerns were raised regarding CCTV and that the measures that had been put in place were continuously broken resulting in incidents not being captured due to the CCTV coverage, also that Ms D. Waterworth (Designated Premises Supervisor) was unable to operate the equipment to show the Police when the footage had been requested.

Mr P. Wadsworth was present at the hearing as a representative of Leodis Properties and Lordgate Limited, the Premises Licence Holder. Mr Wadsworth informed members that Ms D. Waterworth was no longer the DPS and that a highly experienced DPS, Ms S. La Corte, had now been appointed as the current DPS.

Mr Wadsworth and Ms C. Sanderson of West Yorkshire Police both confirmed that a meeting is taking place on the 24th April 2014 between the Imaging Unit and Management of Martha's Ale House to discuss the installation of a new CCTV system and to advise as to where it is best placed to obtain maximum coverage of the premises Mr Wadsworth agreed that the new CCTV system, which must be approved by the Imaging Unit at West Yorkshire Police, would be in place and fully operational by no later than the 30th June 2014.

The Licensing Sub Committee was made aware of a meeting that had taken place on the 24th March 2014 between officers of Leeds City Council and the management at Martha's Ale House where a discussion took place and an agreement was made for additional measures and conditions as per Appendix E of the Report to be added to the Premises Licence subject to the agreement of the Licensing Sub Committee. Members were assured by all parties present that if the conditions were agreed, they will be strictly adhered to and if any of the licensing objectives are not met, then the case would be brought back for another review.

Members of the Licensing Sub Committee adjourned to discuss the evidence brought forward by all parties.

RESOLVED: (a) To agree the conditions that have been modified and added to the Premises Licence as per Appendix E of the report.

Licensing Sub-Committee

Tuesday, 22nd April, 2014

PRESENT: Councillor B Gettings in the Chair

Councillors K Bruce and C Townsley

227 Election of the Chair

RESOLVED – Councillor Gettings was elected Chair for the duration of the hearing.

228 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

229 Exempt Information - Possible Exclusion of the Press and Public

Item 6 Appendix D of the report was identified as containing exempt information.

RESOLVED- That members of the public be excluded from the hearing in relation to exempt information.

230 Late Items

There were no late items on the agenda. However, there was a supplementary information pack that was published and circulated to all parties prior to the hearing.

231 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

232 Review of the Premises Licence for The Angel, High Street, Wetherby, LS22 6LT

Members of the Licensing Sub Committee considered an application for a review of the Premises Licence for The Angel, High Street, Wetherby, LS22 6LT. The application was submitted by West Yorkshire Police under, three of the licensing objectives:

- Prevention of crime and disorder;
- The prevention of public nuisance; and
- The protection of children from harm.

Ms Checka-Dover, Barrister for West Yorkshire Police (WYP) outlined the issues in relation to the review application as;

- Operating outside of premises licensable hours
- Use of the upstairs of the premises
- Assaults on or within the vicinity of the premises
- Non availability of CCTV when requested
- Lack of door staff as set out in licence

PC Lynn Dobson informed the Members that in April 2010 the Premises Licence Holder (PLH) applied for a variation to the licence for the upstairs of the premises to be used as a function/conference facility during the day and as an overspill bar in the evening. The extension in hours was granted in part and numerous conditions attached to the licence. Members were told that the upstairs was now used as a bar every day of the week.

Members' attention was drawn to page 97 which highlighted a visit to the premises to view CCTV footage. Mr Del Buono had been given notice of the visit but would not let the officers view the CCTV without speaking to his solicitor. After officers had been permitted to view the CCTV and were walking to the office Mr Del Buono shrugged his shoulders and said 'it is only half an hour' Mr Del Buono was informed that he was operating beyond his licensable hours.

The Barrister for WYP then brought the issue of a Temporary Event Notice (TEN) to the attention of the Members. Evidence submitted by Mr Del Buono had included the application of a TEN which was to cover the weekends during December 2013. Members had noted that the application carried no signature and asked for clarification of the TEN application electronic process. The Licensing Officer explained the electronic process for TEN applications and informed the Members that no application had been submitted to the Licensing Team as the email address had been spelt wrongly therefore no TEN had been granted for the Christmas period.

Inspector Dwyer informed the Members that the Angel had become a focus of his attention due to the criminal issues in relation to the upstairs of the premises. He told the Sub-Committee that the upstairs of the Angel was difficult to access as the only means of getting to the upstairs was via a domestic staircase inside the premises. From the police point of view the upstairs could not be monitored. The Inspector explained the need for and availability of CCTV evidence when investigating incidents at licensed premises.

A chronology of disturbances in and around the vicinity of the Angel was read out with a number of dates and incidents highlighted.

The Licensing Sub-Committee viewed CCTV footage and stills which showed bar staff serving drinks after hours on a number of occasions. The information captured on CCTV was not disputed by Mr Del Buono.

Mr Blake-Barnard, barrister for Mr Del Buono informed the Members that Mr Del Buono had been in the restaurant trade for 21 years running successful businesses. He told Members that Mr Del Buono had installed CCTV of a high specification covering both the downstairs which was an Italian restaurant and the upstairs known as 'The Dukes' which was used for drinks. Mr Blake-Barnard said that reducing the licensing hours of the Angel would move customers from the Angel to premises which were not covered by CCTV or door supervision.

Mr Blake-Barnard in response to information presented by WYP, told the Sub-Committee that in relation to the licensing objective protecting children from harm the test purchase in 2011 had been successful, however other test purchases were not successful.

Issues received in relation to drugs problems were historic the toilets where a swab had been previously taken and had shown that cocaine had been present were covered by CCTV, although not in the cubicles. The toilets were checked regularly by staff. The premises also has a 'drugs box', however, the police had never checked the box.

Members' attention was drawn to page 15 of the supplementary information which highlighted the upgrade of the CCTV at the premises, and the maintenance reviews of the system.

Mr Lockhart the Designated Premises Supervisor (DPS) was in attendance at the hearing and informed Members that he had been the DPS at the Angel since 2009. He had regularly attended Pubwatch meetings since 2011. He told Members that it was at a Pubwatch meeting that he had spoken to the Senior Licensing and Enforcement Officer about opening hours for the Christmas period. He said that he was told that Christmas was extended by one hour above the set closing time and whenever you wanted on New Year Eve, he had informed Mr Del Buono of these times.

The DPS informed Members that he had submitted two TEN applications for December 2013. He sent two as he realised that he had sent one blank, he had not realised that the second application had not gone to the Licensing Team as it had not bounced the email back. He had rung the Licensing Team to query the application, and had been told that it was being dealt with. Members enquired if Mr Lockhart had applied previously for TEN's and why he had not realised that he had not received an acknowledgement and not paid the fee.

In relation to footage of him serving drinks after hours he told the Sub-Committee that it may have been a friend but it was not the norm for him to serve friends after operating hours. He also told the Members that it took time getting customers out of the premises therefore customers were still leaving the premises at 1:00am.

Mr Del Buono the Premises Licence Holder (PLH) informed the Licensing Sub-Committee that he had been a licence holder since 1990. He had invested in the conversion of the Angel including installation of a high specification CCTV. He said that he had always responded to police requests and had used Protech Security for a number of years for door staff although it was not viable to employ door staff on a Thursday night. He told Members that the upstairs bar had originally been open each week day for meetings. However, it was not used and is now only open Friday and Saturday night or if there is a private function.

In response to a question from Members he said that he had rung his solicitor to ask about his rights as his partner Miss Spence had not notified him of the request from the police to view the CCTV. He told Members that he was aware that Mr Lockhart had phoned about the TEN and had been assured by his DPS that he was operating properly through December. He had not applied for Christmas or New Year only for the weekends leading up to Christmas as he had ladies parties booked.

In reply to Members question he informed the Sub-Committee that the restaurant was open Sunday to Thursday till 10:00pm and Friday and Saturday till 11:00pm. His staff had all gone by 12:30 and cashier gone by 1:00am. He told Members that it was a Continental style bar operating as a café during the day.

In relation to the successful test purchasers Mr Del Buono had done as requested and displays a Proof 25 Notice behind the bar.

The barrister for WYP in summing up highlighted the obligations of the PLH to inform the police in relation to incidents in or around the premises and that the PLH had breached a number of conditions of the premises licence.

The Licensing Sub-Committee heard from the West Yorkshire Police and the Premises Licence Holder and carefully considered all the information presented to them including modifications of the conditions sought by West Yorkshire Police.

RESOLVED - That the Licensing Sub-Committee resolved to modify the conditions of the Premises Licence as follows:

With regard to the downstairs premises they added a condition

- A minimum of 120 full covers to be maintained at the ground floor level at all times when the premises were open to the public.

With regard to the upstairs premises they modified the condition that:

- All licensable activities to cease at 23:00 hours;
- The PLH/DPS to ensure that no members of the public should be in the upstairs licensable areas after 23:30 hours;

In respect of the premises as a whole:

- No admission to the premises by members of the public after 22:30 hours

In respect of the Premises Licence:

- Conditions 10c-10i to be removed from licence; and
- Conditions 11-108 inclusive to be removed from licence

Licensing Sub-Committee

Monday, 28th April, 2014

PRESENT: Councillor J Dunn in the Chair

Councillors N Buckley and G Hussain

233 Election of the Chair

RESOLVED- That Councillor J. Dunn be elected Chair for the duration of the meeting.

234 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the inspection of documents.

235 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

236 Late Items

There were no late items on the agenda.

237 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

238 Application to vary a premises licence held by Sainsbury's 12 - 16 Arndale Centre, Otley Road, Leeds, LS6 2UE

Members of the Licensing Sub Committee were asked to consider an application to vary a premises licence held by Sainsbury's 12-16 Arndale Centre, Otley Road, Leeds, LS6 2UE.

Members were informed by the Head of Licensing and Registration that the application was mainly to extend the hours for the sale of alcohol, and to remove the embedded restrictions that are attached to the licence.

The premise licence holder Mr T. Morris was accompanied by his solicitor Mr R. Botkei.

Mr R. Botkei told members that the licence currently allows for the sale of alcohol to take place between the hours of 08:00 to 23:00 Monday to Saturday. The store opens at 07:00 and they would like to bring the licence in line with the opening hours. Mr Botkei informed the Licensing Sub Committee West Yorkshire Police had not objected to the application, the existing premises had not caused any problems and that licensed premises on the same parade should be able to match their hours in terms of selling alcohol.

In addressing the points raised by representations submitted by local residents (Appendix F) Mr Botkei said that there was no evidence to suggest that the extended hours would support street drinking and that Sainsbury's was an experienced operator that currently works in 94 Cumulative Impact Area's around the country,

and that an extra hour would not result in anti-social behaviour, nor would it open the floodgates for 24 hour licences.

Mr Botkei requested that the embedded restrictions on the licence (Appendix A) should be removed as they are dated and no longer relevant to the premises.

Members noted that there had been no representation from the Police and that the primary sale is not alcohol.

Members of the Licensing Sub Committee adjourned to give careful consideration to the application and the representations that were made.

RESOLVED-

(a) That the Licensing Sub Committee grant the variation to the premises licence as per the application.

(b) Remove the embedded restrictions.

Licensing Committee

Tuesday, 11th March, 2014

PRESENT:

Councillors K Bruce, N Buckley, R Downes,
J Dunn, B Gettings, T Hanley, M Harland,
G Hussain, G Hyde, A Khan, P Latty,
B Selby, C Townsley and G Wilkinson

110 Election of Chair

In the absence of Councillor Charlwood, Councillor G Hyde was elected as Acting Chair

111 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the inspection of documents

112 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of business to be considered.

113 Late Items

The Committee accepted the inclusion of a late item of business to the agenda "Hackney Carriage Proprietors (HCP) Appropriate Suitability Assessment" (Minutes No.122 refers). Officers reported that the report in question was not available at the time of agenda publication but it was considered to be in the best interests of all parties concerned that the matter be considered without delay

114 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

115 Apologies for Absence

Apologies for absence were received from Councillor Charlwood

116 Minutes

RESOLVED – That the minutes of the previous meeting held on 11th February 2014 were accepted as a true and correct record

117 Communication and Consultation with the Taxi and Private Hire Trade

The Chief Officer Elections, Licensing and Registration submitted a report which provided background information and explained the conclusions of the Licensing Working Group on the issue of communication and consultation with the Taxi and Private Hire trade.

John Kearsley, Chief Officer Elections, Licensing and Registration presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- The current arrangements for communicating and consulting with the taxi and private hire trade
- The views of the Licensing Working Group

In offering comment Councillor Dunn welcomed and encouraged engagement with the taxi and private hire trade in an attempt to address issues as they arose.

Councillor Selby asked if a protocol could be introduced similar to the one used in Plans Panel Meeting which allowed interested parties to make their views known.

In responding John Kearsley, the Chief Officer Elections Licensing and Registration said that interested parties already had the ability to make their views known via the Hackney Carriage Trade Forum.

Councillor Hanley sought clarification around the use of co-opted Members onto the Committee

Mary O'Shea, Section Head, Legal Services reiterated the advice of the City Solicitor, as contained in section 3.1 of the submitted report in that; it was not possible to have co-opted Members on Licensing Committee or any Licensing Sub-Committee. The legislation made it clear that the Licensing Committee must consist of between 5 and 15 Members of the Authority.

In response to further queries Mary O'Shea offered to seek clarification on the issues of non-voting co-optees and to circulate the information to Members.

In summing up the Chair requested officers to provide the necessary clarification around the issue of non-voting co-optees

RESOLVED – That the conclusions of the Working Group be noted.

118 3 Year Driver Licences to Private Hire and Hackney Carriage Drivers and Third Party Renewals for Private Hire Driver and Hackney Carriage Driver Personal Licences.

The Head of Licensing and Registration submitted a report which sought Members views on the principle of a 3 Year Driver Licences to Private Hire and Hackney Carriage Drivers and also Third Party Renewals for Private Hire Driver and Hackney Carriage Driver Personal Licences.

Des Broster, Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- Improvements to the I.T.system within the Disclosure and Barring Service (DBS)
- Good service – Proposals
- Financial implications

In offering comment Councillor Khan welcomed the proposals but sought clarification around the financial implications for drivers and could payments be made in instalments.

In responding Mr Broster said the DBS disclosure cost was £65.50 and it could be made in 2 instalments.

RESOLVED

- (i) To accept the principle of '3 year licences' as recommended by the Working Group and approve the release of the proposals to the Private Hire and Hackney Carriage Trade for a one month consultation period.
- (ii) To note and approve the recommendation of the Working Group in respect of third party driver renewals that it is a key public safety measure that all personal licence renewals should be undertaken in person and not by a third party.

119 Arrangements for Licensing Committee Working Group to review Immediate Suspensions for Plying for Hire , Vehicle Age Policy and TPH Licensing Decision Making Framework

The Head of Licensing and Registration submitted a report which sought the establishment of a new Working Group to review the immediate suspensions for plying for hire, vehicle age policy and the TPH licensing decision making framework.

John Mulcahy, Head of Licensing and Registration presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- The necessity for the establishment of a new Working Group
- The Policies which should be subject of review
- Membership of the Working Group

In offering comment on the issues to be considered by the Working Group, the Chair suggested that the items listed in Section 2 of the submitted report should be the topics for consideration

RESOLVED –

- (i) That Membership of the Working Group should consist of the following Members: Councillors J Dunn, T Hanley, G Hussain, G Hyde, A Khan, C Townsley and G Wilkinson
- (ii) Items to be considered to include the following:
 - Vehicle Age Policy
 - Immediate Suspension for plying for hire
 - Taxi and Private Hire Licensing Decision Making Framework

120 Licensing Work Programme 2014

Members considered the contents of the Licensing Work Programme for 2014.

RESOLVED – That, subject to the inclusion of any additional items of business identified at this meeting, the contents of the Licensing Work Programme be noted

121 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday 8th April 2014 at 10.00am in the Civic Hall, Leeds

122 Hackney Carriage Proprietors (HCP) - appropriate suitability assessment

The Head of Licensing and Registration submitted a report which informed Members of the legislation applicable to Hackney Carriage Proprietors, the existing policy of the Licensing Committee, legal advice and the recommendation of the Licensing Working Group in respect of an appropriate suitability assessment.

Des Broster, Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- Arrangements for the transfer of a HCP licence upon death of a proprietor
- Concerns from the trade about possible disadvantages to non-English speaking relations
- Equality requirements
- Accountability and public safety
- Financial risk

Councillor Dunn supported the removal of the English speaking condition

Councillor Buckley expressed concern at the removal of the speaking English requirement.

In offering comment Councillor Hussain suggested that any change must comply with the Equality and Human Rights test

Mr Broster, referring to paragraph 4.6.1 (Accountability and suitability) said that appropriate control measures would be put in place including the use of a translation service, at the applicant's expense to ensure an acceptance and understanding of the responsibilities and accountabilities of the licence

RESOLVED – That approval be given to release the proposals to the Private Hire and Hackney Carriage Trade for a one month consultation period.

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Licensing Committee

Tuesday, 8th April, 2014

PRESENT: Councillor G Hyde in the Chair

Councillors N Buckley, R Downes, J Dunn,
M Harland, G Hussain, A Khan, B Selby
and C Townsley

123 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the inspection of documents

124 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered

125 Late Items

The Chair accepted the inclusion of a late item of business onto the agenda "Vehicle Age Policy" (Minute No. 136 refers). Officers reported the receipt of an urgent item of correspondence. The correspondence in question was not available at the time of agenda publication and it was considered to be in the best interests of all parties concerned that the matter be considered without delay.

126 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

127 Apologies for Absence

Apologies for absence were received from: Councillor K Bruce, Councillor R Charlwood, Councillor B Gettings, Councillor T Hanley, Councillor P Latty and Councillor G Wilkinson.

128 Minutes of the Previous Meeting

The minutes of the previous meeting held on 11th March 2014 were accepted as a true and correct record

129 Shisha Smoking and Smoke Free Legislation Update Report

The Director of Environment and Neighbourhoods submitted a report which provided an update on "Shisha Smoking and Smoke Free Legislation" and the on-going enforcement work of the Health and Safety Team and its partners

Rachel McCormack, Team Leader, Health & Safety, presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- The number of premises within the City that continued to allow smoking indoors
- Health implications associated with Shisha smoking and the measures undertaken to educate the public about the harmful effects of tobacco
- The work undertaken by the multi-agency teams to address the matter

On a point of clarification Councillor Dunn ask if any action could be taken against individual's shisha smoking in the outside area of licenced premises.

In responding officers said that in such a situation the Council had no power to act

Councillor Khan asked how Members of the public were been made aware of the harmful effects of shisha smoking

Officers reported that the "Niche Tobacco education project" had raised awareness of the health risks of niche tobacco use, the project being delivered by Trading Standards.

In summing up the Chair welcomed the report suggesting that progress was been made.

RESOLVED –

- (i) To support the following staged approach to dealing with shisha smoking indoors:
 - The Council and its partners would continue efforts to educate the community about the dangers of shisha smoking.
 - The Council would carry out advisory visits to such premises and work with the business to secure compliance with smoke free legislation. These visits will serve as warnings to the business.
 - The Council would work with partners, and use best practice to take enforcement action against those who do not respond positively to warnings.

- (ii) That a further update report be brought back to this Committee in 6 months' time (October). An invitation to attend be extended to other multi agency partners

130 Notification of First Draft Event Management Plan for Leeds Festival 2014

The Head of Licensing and Registration submitted a report which advised Members of the arrangements for the 2014 Leeds Festival to be held at Bramham Park between the 22nd and 24th August 2014

Appended to the report was a copy of the Summary of Changes (Appendix A refers)

Stephen Holder, Principal Licensing Officer, Entertainment Licensing together with Mr Melvin Benn of Festival Republic, event organiser, presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- The history of the premises
- A summary of changes for the 2014 event
- Drainage problems due to adverse weather conditions in 2013
- Highway cleansing operations

Commenting on last year's event and the severe wet conditions which resulted in drainage problems on the festival site. Mr Benn said that since that time improvements had been made with a significant amount of drainage works having been undertaken. It was the view of the event organisers that such works would make a substantial difference to this and future events.

Referring to highway cleansing operations Mr Benn reported that he had been in discussions with the Street Cleaning Section and had agreed an increase in the number of remote cleaners to four, last year only one was used. A memorandum of understanding was currently been drafted which would be an appendix to the Event Management Plan.

The report made reference to E cigarettes, Mr Benn confirmed they should be judged within the same context as tobacco cigarettes, only permissible in open spaces and not confined areas.

Referring to paragraph 2.7 of the submitted report, and the capacity figure of 84,999 people for the 2013 event. Councillor Townsley asked how many people did actually attend?

In responding Mr Benn said approximately 70,000 people attended the 2013 event.

Members expressed a wish to undertake a site visit to view the preparations prior to the event taking place.

Mr Benn welcomed the suggestion and offered to liaise with officers to make the necessary arrangements.

RESOLVED –

- (i) To note the summary of changes to the 2014 event
- (ii) That a further report be brought back to the August 2014 meeting of this Committee which provides the final arrangements and Agency comments
- (iii) That arrangements be made for Members of the Licensing Committee to undertake a site visit to view the preparations prior to the event taking place

131 Review of Sex Establishment Fees

The Head of Licensing and Registration submitted a report which sought approval to set a fee scheme that reflected the cost of processing and determining applications for sex establishment licences for 2014

Susan Holden, Principal Project Officer, Entertainment Licensing, presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- The Local Government (Miscellaneous Provisions) Act 1982 states that the licensing authority may set a reasonable fee
- European Services Directive ensures that the fee was limited to cost recovery
- Fee Review 2011 & 2013
- Proposed Fee for 2014

Councillor Selby asked if the proposed fees included costs for Judicial Reviews

In responding Susan Holden said that the proposed fees reflected the actual costs of processing an application and the legal costs associated with the Judicial Review proceedings were not included in the calculations.

Councillor Dunn asked if there were any dispensations for sex establishments in the “Outer Areas” (Special circumstances)

In providing clarification Susan Holden said all venues would be charged the same fee.

RESOLVED –

- (i) That the contents of the report be noted

- (ii) That approval be given to introduce a new fee scheme for sex establishment applications taking immediate effect and to remain in place until such time the scheme is reviewed again

132 Age Restriction on Advertising on Wheelchair Accessible Hackney Carriage Vehicles - Proposal to Extend

The Head of Licensing and Registration submitted a report which informed Members of that part of the "Corporate Advertising" policy applicable to Wheelchair Accessible Hackney Carriages which restrict the applicable age of the policy to those vehicles which were 5 years old from the date of first registration and the potential opportunities to benefit the trade by extending that age limit.

Des Broster, Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- Corporate Advertising favoured new vehicles
- London cabs where decreasing in numbers across the fleet

RESOLVED –

- (i) That approval be given to release the report to the trade and other interested parties for a consultation period of one month
- (ii) That following the consultation period a further report be brought back to this Committee (July 2014) providing feedback on the consultation

133 Update Report on the Uptake of 'Wi-Fi in Cabs'.

The Head of Licensing and Registration submitted a report which informed Members of the take up of free "Wi-Fi" in Taxis. The report also set out the current position on potentially extending the free "Wi-Fi" facility throughout the whole of the licensed fleet.

Des Broster, Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- There had been no take up of Wi-Fi in the licensed Taxi Fleet
- Corporate organisations favoured advertising on "iconic vehicles" London Cab and had no desire to be associated with other vehicle types

Councillor Khan asked if the trade were aware that no vehicle had taken up free Wi-Fi

In responding Mr Broster confirmed that the trade were aware

The Chair asked if there were any proposals for free Wi-Fi in Private Hire vehicles

In responding Mr Broster said the issue of free Wi-Fi in Private Hire vehicles had not yet been explored but there was an intention to do so

The Chair asked if the necessary work could be undertaken and a report be brought back to Committee

RESOLVED

- (i) That the contents of the report be noted
- (ii) That any requests/proposals for the extension of the Policy to the remainder of the licensed fleet be brought back to this Committee upon the receipt of any such requests/proposal
- (iii) That a report exploring proposals for free Wi-Fi in Private Hire vehicles be prepared and added to the Committee's Work Programme for 2014

134 Licensing Work Programme 2014

Members considered the contents of the Licensing Work Programme for 2014

RESOLVED – That, subject to the inclusion of any additional items of business identified at this meeting, the contents of the Licensing Work Programme be noted

135 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 13th May 2014 at 10.00am in the Civic Hall, Leeds.

136 Vehicle Age Policy - Request for Suspension

The Chief Officer Elections, Licensing and Registration referred to the recent receipt of correspondence from the Joint Trade Council (City Cabs Association, Eurocabs Association and Streamline/ Telecabs) requesting that the existing Vehicle Age Policy be suspended until the conclusion of discussions with trade members and the Member Working Group.

A copy of the correspondence had been circulated to Members prior to the meeting.

Mr Kearsley briefly outlined the request and referred to the arrangements for the Member Working Group set up to consider the Vehicle Age Policy and two other issues. The current criteria included provisions for vehicles to continue operating dependent on condition, maintenance and safety inspection. He advised that it would be unusual to suspend a long standing approved policy of the Council in these circumstances and expressed concern about the potential precedent

It was the general opinion of Members that this particular issue should be referred to the next meeting of the Licensing Working Group for urgent consideration.

Councillor Khan asked if it would be possible for Committee Members to be circulated with Trade Forum Minutes.

Officers confirmed that Trade Forum Minutes would be circulated to all Members of the Licensing Committee

RESOLVED – That the matter be considered as part of the Member Working Group review of the existing Vehicle Age Policy.

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Licensing Sub-Committee

Monday, 12th May, 2014

PRESENT: Councillor B Selby in the Chair

Councillors T Hanley and C Townsley

239 Election of the Chair

RESOLVED – That Councillor Selby was elected Chair for the duration of the meeting.

240 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

241 Exempt Information - Possible Exclusion of the Press and Public

Under Access to Information Procedure Rule 10.4(7) item 8 Appendix B and item 9 Appendix B of the report were identified as containing exempt information. Minute 246 and minute 247 refer

242 Late Items

There were no formal late items however supplementary information had been received in relation to items 8 and 9. The information had been received by all parties prior to the meeting.

243 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

244 Application to vary a premises licence held by Asda Supermarket Cross Green, Otley, LS21 1HE

Members of the Licensing Sub-Committee considered an application to vary a premises licence, made by Asda Stores Ltd, for Asda Supermarket Cross Green, Otley, LS21 1HE.

The applicant had applied to increase the hours for the sale of alcohol. The application was for the sale of alcohol off the premises 07:00 until 23:00 hours every day.

Appendix A detailed existing operating hours as 08:00 until 22:00 hours a previous application by Asda for an increase in hours for the sale of alcohol applied for operating hours as 06:00 until 24:00 hours. This application was opposed by local residents, ward councillors, planning and Environmental Health Services. The first application was subsequently withdrawn.

Representing Asda Stores was Ms Johnson, Solicitor, Mr Lamb, General Store Manager and David Maloney, Licensing Manager. Ms Johnson informed the Members that on the 10th December 2013 a meeting had been held with local residents, ward councillor Campbell was also in attendance. Many of the residents were in favour of longer opening hours however they had raised

concerns in relation to noise from service yard doors, loud music, rubbish and security light going on and off.

All concerns raised were noted by Asda and at a meeting held on 18th February 2014 residents were informed of proposal to apply for an increase in hours from 07:00 until 23:00 hours and of proposals to address concerns raised at the previous meeting. The light would operate on a timer linked to operating hours of the service doors which would have a notice on them specifying delivery times as 07:00 until 19:00 hours.

Councillor Campbell had made a representation in regard to this application and was in attendance at the hearing. He informed the Committee that the supermarket was in a residential area in close proximity to houses his concern was that there was the potential for an increase in noise levels and an increase in traffic contributing to public nuisance.

The General Store Manager informed the Members that he had worked at an Asda Store at Little Horton which was located in a residential area the service deliveries started at 06:00 hours and there had been no issues raised.

Councillor Campbell informed the Members that originally the site had been used by Netto. The site was unique with houses on all sides of the store. He told the Members that there had been a number of applications put to both Planning and Licensing for the extension of hours. The concerns of the residents were on the issues of noise nuisance and public nuisance with the increase in traffic and people arriving to purchase items from the store.

In response to questions from the Committee Councillor Campbell said that he had evidence from West Yorkshire Police that alcohol bought from such premises as Asda was consumed on the way home. There was evidence of issues arising outside other licensed premises in Otley.

Members were informed that Netto had opened 08:30 until 20:00 hours, Asda were currently operating within those hours. Councillor Campbell told Members that he received a couple of noise nuisance complaints a year in relation to the store.

Members carefully considered the report and representations that had been made during the hearing, they took into account:

- No responsible authority had made representations on this application
- Previous application had been withdrawn when concerns were raised by residents and responsible authorities
- All concerns raised by residents and responsible authorities on previous application had been addressed
- Some of the concerns raised at this hearing were matters for planning not licensing.

RESOLVED – To grant the licence as per the application.

245 Application to vary a premises licence held by Cafe Lux Manor House, 23 Robin Lane, Pudsey, LS28 7BR

Members considered an application to vary a premises licence, made by Mr Methven Forbes, for Café Lux Manor House, 23 Robin Lane, Pudsey, LS28 7BR.

Mr Methven Forbes the proposed licence holder and Mr Dave Wood, Manager were in attendance at the meeting.

Mr Forbes informed the Members that Café Lux was a Wellbeing Centre was an initiative established by the medical centre next door to increase the wellbeing of residents within the local area. Café Lux is a community café during the day offering a wide range of interests for all ages including a knitting and crochet group, craft club, mother and baby group. The centre also offered other services including counselling, advisory services and workshops.

The centre had recently received funding from the Arts Community to enable the production of plays and music events.

Mr Forbes went on to say that the first music event had been louder than they had expected and a representation from a resident had been made. Café Lux had spoken with local councillors and residents to address the issues raised. He informed Members that the events to be held were for families and would not go beyond the set time limits.

He informed Members that Environmental Health Services had visited the site and offered advice but had not specified the decibels that live music could be played at.

Members carefully considered the report taking into consideration the representation which had been made.

RESOLVED - To grant the application with the condition

- no licensable activities shall take place in the outside areas of the premises after 22:00 hours.

The Chair did explain to Mr Forbes about applications for temporary events notices.

246 Application to transfer a premises licence for Tails And Spirits, 4 Sovereign Place, Leeds, LS1 4SP

An application was received for the transfer of a premises licence held by Tails and Spirits, 4 Sovereign Place, Leeds, LS1 4SP.

The application was to specify Miss Joanna Tomlins as the licence holder.

West Yorkshire Police had made representations in respect of the licensing objective, the prevention of crime and disorder. Members had received a copy of the representation attached to the report at Appendix B. The contents of this appendix were noted as exempt information **Minute 241 refers**. Members were informed that PC Arkle who had been due to attend on behalf of West Yorkshire Police was unable to attend due to illness. Sergeant Shaw was in attendance and was able to present the case on behalf of West Yorkshire Police along with evidence provided by a LCC Licensing and Enforcement Officer.

Members expressed their concerns at the lateness of the presentation of CCTV footage which had only been presented to them that morning. Members queried the use of the CCTV footage as evidence at the hearing and were informed that it related to a specific time frame for the representation against the proposed transfer of the licence holder.

Members were informed by applicant that CCTV footage was from 23:00 hours and if the incident that the Police refer to happened at 03:42 hours it would not have been included on the CCTV footage. Miss Tomlins informed the Committee that she had not viewed and was unable to answer questions on the CCTV footage.

Members were of the view that the hearing be adjourned until a later date to ensure that:

- Miss Tomlins was fully conversant with the CCTV footage;
- CCTV footage covered the specified time frame, Members requesting that the footage run from 01:00 until 04:00 hours;
- The applicants provide a synopsis of the chronology of the CCTV footage by 16:00 Thursday 15th May 2014;
- A statement from the LCC Licensing and Enforcement Officer be provided by 16:00 Thursday 15th May 2014;
- CCTV footage to be provided to Members, West Yorkshire Police and Licensing Services on memory sticks by 16:00 Thursday 15th May 2014;
- Clarification on policies for clocks going forward and back in respect of British Summer Time;
- A person with technical knowledge of the CCTV installation used at the premises; and
- PC Arkle would have returned to duty and be able to attend the hearing.
RESOLVED – That the Licensing Sub-Committee adjourned the hearing until Tuesday 27th May 2014.

247 Application to vary a premises licence held by Tails And Spirits, 4 Sovereign Place, Leeds, LS1 4SP to specify an individual as designated premises supervisor

An application was received to vary a premises licence held by Tails and Spirits, 4 Sovereign Place, Leeds, LS1 4SP to specify an individual as designated premises supervisor.

RESOLVED – That the Licensing Sub-Committee adjourned this item to be heard on Tuesday 27th May 2014.

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Licensing Sub-Committee

Tuesday, 27th May, 2014

PRESENT: Councillor R Downes in the Chair
Councillors B Gettings and M Harland

254 Election of Chair

RESOLVED - Councillor Downes was elected Chair for the meeting

255 Exempt information -Possible Exclusion of the Press and Public

RESOLVED - That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:

- a) Appendices B, C and E of the report and supplementary documents referred to in minute 258 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain; and
- b) The Sub Committee also noted that the press and public would be excluded from that part of the hearing where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules

256 Late Items

There were no formal late items, however Members were in receipt of supplementary written information in respect of the application (minute 258 refers) and a memory stick had been provided by the applicant to view images from a CCTV camera at Tails and Spirits. West Yorkshire Police had also provided visual images extracted from the memory stick

257 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

258 Application to transfer a premises licence for Tails And Spirits, 4 Sovereign Place, Leeds, LS1 4SP

The Sub Committee considered an application for the transfer of a premises licence for Tails and Spirits, 4 Sovereign Place LS1, made under Section 42 of the Licensing Act 2003. The application had attracted representations from West Yorkshire Police (WYP)

Present at the hearing were:

Miss Tomlins – Proposed licence holder
Mr Tate – Proposed designated premises supervisor
Mr Shalo – Co-tenant of Tails and Spirits
Mr Ramby – Marketing
Mr Rollinson – Audio contractor

Sgt Shaw – WYP
Mr Patterson – WYP
Ms Longfellow – Licensing Enforcement Officer

At the start of the meeting, Miss Tomlins indicated she had not received the papers for the meeting, although she had received some of the information, albeit not in the agenda pack compiled for the meeting. A short adjournment was allowed to enable Miss Tomlins to read the information. Following this and with the agreement of Miss Tomlins, the Sub Committee continued to consider the application

Miss Tomlins informed Members that many of the objections to the application raised by WYP referred to another premises, La Boheme, (run by Mr Shalo) - now closed - which she had not been involved in the day to day running of and could not respond to the concerns raised about those premises

As a Co-tenant of the lease for Tails and Spirits she had brought in an experienced person – Ryan Tate – who was applying to be the DPS to run the premises. Although not working full-time at the premises, due to other work and childcare commitments, Miss Tomlins would have regular contact with Mr Tate to discuss issues

Reference was made to an incident which occurred at the premises on its opening night, where the report of an assault had been made to British Transport Police (BTP) and that although Mr Tate has not witnessed the incident, Mr Shalo had and provided BTP with an account of the incident

Regarding the provision of sheesha on the premises, although the Deputy Manager had indicated on an enforcement visit that this was taken to patrons' tables, this had in fact been provided free for use outside when a sum of £10 was spent at the bar but was no longer offered. Miss Tomlins advised that the Deputy Manager was by nature nervous of the police

Concerning the sale of alcohol beyond permitted hours, this had occurred when the clocks had changed to British Summer Time; that the bar had been busy; that time had run away with the staff and that it was accepted that a mistake had been made and that it would not occur again

Miss Tomlins advised that she did not have a copy of the licence for the premises and stated that she wanted to work with the police and the Council

In response to questions from the Panel, Miss Tomlins outlined how the licensing objectives would be promoted and provided information on the security measures at the premises, included Check 25 and membership of Pubwatch. Fire safety measures were outlined as were measures to address noise nuisance and the protection of children from harm. Miss Tomlins also stated that Mr Shalo was currently working as a bar man in the premises and that if Mr Tate was not present and an issue arose, it would be the Deputy Manager, Mr Norcup who would assume

responsibility. Members were informed that the capacity of the premises was 300-400

The Sub Committee then heard from WYP, with Sgt Shaw making reference to the links between Miss Tomlins, Wildcard Leisure; Mr Shalo and the premises known as La Boheme

Sgt Shaw raised concerns about the ability of Miss Tomlins to fully undertake her responsibilities as a PLH of Tails and Spirits in view of her other commitments; questioned the extent of her experience in the Licenced Trade and stated the view that it would be Mr Shalo who would be controlling operations at this venue, just as he had at La Boheme and therefore WYP had genuine concerns about crime and disorder at Tails and Spirits in view of the incidents which had occurred at La Boheme

Reference was made to the incident which had occurred on 29th March – the opening night – at the premises where an assault had been reported, with the Police Officer who attended concluding that it was Mr Shalo was in charge, with Mr Tate deferring to him. Members were informed that the incident related to the alleged non-payment of a promoter, something which had been a feature of incidents at La Boheme. Sgt Shaw stated that as Mr Shalo was unable to hold a premises licence, the application had been made in Miss Tomlin's name

In relation to the incident of serving beyond licensable hours on the Saturday night/Sunday morning when British Summer Time commenced, CCTV footage would show that Mr Shalo was serving alcohol at 3.20am, way beyond the additional hour which had been attributed to an error caused by the clocks changing. As Miss Tomlins did not dispute this had occurred, the Sub Committee stated they did not wish to view the DVD evidence at this time. Regarding the terms of the licence, Sgt Shaw stated the licence for the premises was compact, running to 3-4 pages in length and there was no excuse for not knowing the obligations of the licence

Regarding the use of sheesha on the premises, the Deputy Manager had been questioned about this on the enforcement visit and after 11.20pm, which was beyond the time permitted for outside use of the premises

Sgt Shaw then asked Ms Longfellow, LCC Enforcement Officer to provide information on the enforcement visit to the premises which she had participated in. Ms Longfellow stated that having spoken to the Deputy Manager, she was informed that the sheesha was coal rather than electric and would be taken to customers' tables, even if they were seated in the upstairs bar. Another colleague of Ms Longfellow's had asked a member of staff at the premises about the use of sheesha and was told it was for use outside. In view of this discrepancy, Ms Longfellow queried this with the Deputy Manager who advised it could be smoked inside but that he had now indicated he had not said this. Ms Longfellow stated that the premises were clearly trading beyond permitted hours; that a copy of the premises licence and conditions had been downloaded as a request was made on 29th March 2014 for an extension to the licensable hours for that weekend, which was refused due to the short notice

Sgt Shaw then summarised the concerns raised by WYP as outlined in their submission

Miss Tomlins confirmed that although working behind the bar currently, Mr Shalo would not be working at the premises once the organisation was up and running. She stated that WYP and BTP had made assumptions about the

application and that on visits, Mr Shalo had been asked for by name, rather than 'the manager'. Miss Tomlins stated that she took the licensing objectives very seriously and acknowledged that help was needed to ensure these were promoted. With reference to the DVD footage of Mr Shalo serving after permitted hours, Miss Tomlins advised that this was not a transaction but that Mr Shalo was serving a drink to a friend. The incident of serving beyond licensable hours had been an error and that sheesha had not been smoked inside the premises and was no longer available. Her willingness to work in partnership with the Police and Local Authority was reiterated

The Sub Committee then asked to view the DVD evidence which had been supplied by WYP

Following this, both parties were asked to leave to enable the Sub Committee to deliberate on the application

The hearing resumed with the Sub Committee's legal adviser indicating that Members wished to attach conditions to the licence. Mr Patterson advised this could not be done in this case as what was being considered was an interim application

Both parties were again asked to leave the room to enable clarification to be sought

Following further deliberation and clarification of the point raised by Mr Patterson the Sub Committee:

RESOLVED - That exceptional circumstances in this case had been established in relation to the crime and disorder licensing objective to reject the application as it was not possible to attach conditions to the licence as the Sub Committee would have liked to have done. Had Members been able to grant the licence with conditions these would have related to limiting the presence of Mr Shalo at the premises to unlicensed hours only and that Miss Tomlins and her DPS should meet at least monthly with WYP for at least six months and that Miss Tomlins be advised to attend a suitable, accredited training course

259 Application to vary a premises licence held by Tails And Spirits, 4 Sovereign Place, Leeds, LS1 4SP to specify an individual as designated premises supervisor

In view of the decision to reject the application for the transfer of a premises licence at Tails and Spirits, 4 Sovereign Place LS1, this application was not considered by the Sub Committee

EMPLOYMENT COMMITTEE

MONDAY, 31ST MARCH, 2014

PRESENT: Councillor J Blake in the Chair
Councillors S Bentley, J Dowson, P Gruen,
J Jarosz and Lamb

17 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection documents in accordance with Procedure Rule 19 of the Access to Information Procedure Rules.

18 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of Disclosable Pecuniary Interests made.

20 APPOINTMENT TO THE POSITION OF DEPUTY DIRECTOR (CHILDREN'S SERVICES)

Nigel Richardson Director of Children's Services and Lorraine Hallam, Chief Officer HR were in attendance in an advisory capacity.

The Committee interviewed 1 applicant for the position of Deputy Director (Children's Services).

RESOLVED – That Paul Brennan be offered the post of Deputy Director (Children's Services).

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EMPLOYMENT COMMITTEE

THURSDAY, 12TH JUNE, 2014

PRESENT: Councillor R Lewis in the Chair

Councillors J McKenna, S Golton, P Gruen,
P Harrand and E Taylor

Apologies Councillor G Harper

1 **APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 19 of the Access to Information Procedure Rules.

2 **EXCLUSION OF PUBLIC**

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

3 **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of Disclosable Pecuniary Interests made.

4 **APOLOGIES**

Apologies were received from Councillor G Harper. Councillor J McKenna was in attendance as substitute.

5 **APPOINTMENT TO THE POSITION OF CHIEF ECONOMIC DEVELOPMENT OFFICER**

Martin Farrington Director of City Development and Lorraine Hallam Chief Officer HR were in attendance in an advisory capacity.

The Committee interviewed one applicant for the position of Chief Economic Development Officer.

RESOLVED – That Tom Bridges be offered the post of Chief Economic Development Officer.

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HOUSING ADVISORY BOARD

TUESDAY, 8TH APRIL, 2014

PRESENT: Councillor P Gruen in the Chair

Councillors B Anderson, J Bentley,
K Maqsood and P Truswell

Tenant / Leaseholder

Madeline Hunter
Ted Wilson
Andy Liptrot

Independent Representative

Timothy Woods
Matthew Walker
Andrew Feldhaus

Co-opted Member

David Glew
Jo Hourigan

18 Chair's Opening Comments

The Chair welcomed everyone to the second meeting of the Housing Advisory Board.

It was reported that a number of Membership changes had occurred following the first meeting of the Board with Madeline Hunter and Andy Liptrot being elected to the Board. Existing Board Member Jo Hourigan was standing down from her temporary position following Mr Liptrot's appointment.

The Chair welcomed Mrs Hunter and Mr Liptrot commenting that their contributions to future debates would be most welcome.

In paying tribute to Jo Hourigan, the Chair said Jo had served as a Member of the Shadow Housing Advisory Board and made some valuable contributions and it would be disappointing to lose such a valued Member.

The Chair reported that he had spoken to Jo about the possibility of remaining on the Board and had received a favourable response.

The Chair proposed that Jo Hourigan be appointed as a Co-opted Member to the Board.

Board Members were supportive of the proposal

RESOLVED – That Ms Jo Hourigan be appointed as a Co-opted (Non-voting) Member of the Board

19 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the Inspection of Documents

20 Exempt Information - Possible Exclusion of the Press and Public

There were no formal late items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered

21 Late Items

There were no formal late items submitted

22 Declaration of Disclosable Pecuniary Interests

There were no declarations of any disclosable pecuniary interest

23 Apologies for Absence

Apologies for absence were received from Councillor A Lowe

24 Minutes of the Previous Meeting

The minutes of the previous meeting held on 28th January 2014 were submitted for comment / accuracy.

Referring to Minute No. 9 David Glew ask for a minor correction to indicate that he represented Leeds Metropolitan University and not Leeds University

RESOLVED – That with the inclusion of the suggested amendment, the minutes of the previous meeting held on 28th January 2014 were accepted as a true and correct record

25 Matters Arising

The following Matters Arising from the Minutes were highlighted:

Housing Leeds Capital Programme 2014/15 (Minute No. 11 refers) – Referring to recommendation (ii) “to develop a Leeds Decent Homes Standard which gives greater prominence to thermal efficiency requirements”. Councillor Truswell suggested that this needs to tie in with the Housing Design Standard, space standard was a vital element

Mears – Service Improvement and Modernisation Plan (Minute No.13 refers)
– Andy Liptrot sought clarification as to how tenant satisfaction was monitored.

In responding Steve Hunt, Chief Officer, Property and Contract said that targets would be set for a 6 month period and would be measured by performance indicators. Both Mears and Housing Leeds had their own performance indicators to evaluate performance

26 Housing Advisory Panels

The Director of Environment and Housing submitted a report which provided an update on the creation of Housing Advisory Panels (HAPs) and highlighted some of the development areas which would be included in the emerging forward work programme.

The report also sought approval of the Terms of Reference for both the Housing Advisory Panels (HAPs) and the Cross City Chairs Group (CCCG)

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Draft Terms of Reference Local Housing Advisory Panels – (Appendix 1 refers)
- Draft Terms of Reference Cross City Chairs Group – (Appendix 2 refers)

Ian Montgomery, Customer Involvement Manager, Housing Leeds, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The need for an effective level of governance and financial control
- The need to provide clarity and consistency of operation
- The need to develop a forward work programme to address a range of issues including the future level of resources available to the panels, financial protocols, marketing and communications, training and development, reporting processes and recruitment to ensure they work productively.

Commenting on paragraph 2.9 of the draft terms of reference for the Local Housing Advisory Panel, Councillor Anderson said that Elected Members would be nominated via the Community Committees Not Area Committees as referred to in the report

In conclusion the Chair welcomed the report suggesting it was a step in the right direction

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Tuesday, 3rd June, 2014

- (i) To approve the Terms of Reference of the Housing Advisory Panels;
- (ii) To approve the Terms of Reference for the Cross City Chairs Group; and
- (iii) To support the creation of a forward work programme, developed and monitored with the CCCG, to ensure consistent working practices and appropriate operational and financial controls.

27 HRA Capital Financial Position Period 11

The Director of Environment and Housing submitted a report which provided the financial position statement on the Housing Revenue Account Capital Programme at period 11 of the financial year 2013/14

Richard Ellis, Head of Finance, Environments and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The delivery of a refurbishment programme 2013/14 reporting spend commitments of £43.6m
- Projected outturn at period 11 was expected to be delivered within revised available resources of £53m
- Strategic Landlord actual spend was £456 (Period 11) Resources available in 2013/14 were £1m

RESOLVED – To note the projected financial position at period 11 of the financial year 2013/14

28 HRA Financial Update - Period 11 (February 2014)

The Director of Environment and Housing submitted a report which provided an update on the financial position of the Housing Revenue Account (HRA).

The report included details of Right to Buy; sales and arrears

Richard Ellis, Head of Finance, Environments and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The Housing Revenue Account was projecting a surplus of £2.0m (Period 11)
- Right to Buy Sales projected to be 450 by the end of the year, 316 more than budget

Referring to paragraph 5.2 of the submitted report, Councillor Anderson queried the figure for rent arrears for under – occupiers

In providing clarification the Head of Finance confirmed that the figure of £710,000 was the correct figure

Madeline Hunter sought clarification on the period of time that should elapse before a tenant who had purchased a Council property could sell it on

The Head of Finance reported that currently it was 5 years before a property could be sold on, but from January 2015 the amount of time would reduce to 3 years

RESOLVED – To note the projected year-end financial position of the Housing Revenue Account, Right to Buy sales and arrears

29 Towards a New Housing Strategy

The Director of Environment and Housing submitted a report which provided an overview of the review, production and implementation of the Local Authority's revised Housing Strategy.

The report also set out the timeframe, resources, challenges and actions required to revise and develop a new strategy to enable the authority to fulfil its ambition of being the best city and Council in the UK

Appended to the report was a copy of the Housing Strategy (2014) Outline (Appendix A refers)

Rob McCartney, Head of Housing Support, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The need to undertake relevant research and consultation to identify key themes
- To acquire an understanding of the housing needs and aspirations of local communities
- An understanding of demographic projections
- Potential implications in terms of health and wellbeing, social care, community safety and other needs
- An awareness of the nature and condition of all housing stock and how it correlates with identified need

In offering comment Matthew Walker welcomed the report and suggested the right priorities had been identified.

David Glew questioned how relevant research and consultation to identify key themes would be undertaken

In responding Rob McCartney suggested this would be achieved using existing resources

Mr Glew said Leeds Metropolitan University may be able to offer support in terms of the research element of the strategy

Members and Officers welcomed the offer of research support from Leeds Metropolitan University.

The Chair said officers would make the necessary approach

Councillor Bentley also welcomed the report, in offer comment he said the timescales appeared to be quite ambitious but hoped they would be deliverable. He suggested that the delivery of the strategy needs to be tested.

Andy Liptrot suggested that there appeared to be no tenant involvement in the strategy and expressed the view that topics such as Crime and Health were areas where useful contributions could be made.

Councillor Truswell also welcomed the report suggesting there was a clear idea of the consultation process required and the strategy contained the necessary components.

In offering comment, the Director of Environment and Housing referring to the consultation process said it was important that tenants and Community Committees identified priorities which would guide investment; this would also set the direction for future years

Referring to Section 3 of the submitted report and the five priority themes:

- Housing Growth
- Improving Housing Conditions
- Enabling Independent Living
- Housing and Health
- Creating Sustainable Communities

The Chair requested Board Members to provide an indication as to which priority theme they would wish to contribute to, and which could involve establishing a Working Group/Groups to oversee development, implementation and production of a strategy.

Board Members responded as follows:

Housing Growth

Matthew Walker
Cllr Barry Anderson
Tim Wood

Draft minutes to be approved at the meeting
to be held on Tuesday, 3rd June, 2014

David Glew
Andrew Feldhaus
Cllr Paul Truswell

Housing and Health

Matthew Walker
Jo Hourigan
Ted Wilson
Andy Liptrot
Cllr Paul Truswell

Enabling Independent Living

Tim Wood
David Glew
Madeline Hunter
Cllr Alison Lowe

Improving Housing Conditions

Matthew Walker
Cllr Barry Anderson
Jo Hourigan
Andy Liptrot

Creating Sustainable Communities

Matthew Walker
Cllr Barry Anderson
David Glew
Jo Hourigan
Cllr Jonathan Bentley
Cllr Kamila Maqsood

(Chair to be ex-officio on the groups)

RESOLVED –

- (i) To welcome the offer of support from Leeds Metropolitan University
- (ii) To approve the process, timescales and priorities as outlined in Section 3 of the submitted report
- (iii) That the Housing Advisory Board to act as a Project Board to oversee the production and future monitoring of the Housing Strategy

Draft minutes to be approved at the meeting
to be held on Tuesday, 3rd June, 2014

30 Right to Buy - Cessation as Mortgage Lender in Last Resort

The Director of Environment and Housing submitted a report which sought the agreement / views for the Council to cease to act as Lender in Last Resort in the provision of voluntary mortgages for tenants wishing to buy their home under the Right to Buy scheme.

Richard Ellis, Head of Finance, Environments and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- With effect from April/May 2014 there would be an increase in the maximum discount percentage for houses increasing from 60% to 70%
- The qualifying period for Right to Buy was proposed to be reduced from 5 years to 3 years
- There was also a proposal to increase the maximum discount of £75,000 by an allowance for inflation each year
- The government intention to provide further support for the Right to Buy by introducing Right to Buy agents to help buyers complete their home purchase, and provide £100 million to increase Right to Buy sales by improving applicants' access to mortgage finance

Referring to paragraph 2.2.1 of the submitted report and the figure of 24,489 on the housing waiting list, Councillor Anderson expressed caution about using that number as a baseline figure

Members were supportive of the proposals with the exception of Councillor Anderson who indicated he could not support the proposal

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To support the cessation of the Council acting as Lender in Last Resort, subject to the formal approval of the Environment and Housing Panel

31 Affordable Housing Growth and Investment through the Affordable Homes Programme

The Director of City Development and Environment and Housing submitted a report which provided an update on the delivery of affordable housing, particularly in the context of the Homes and Communities Agency's Affordable Homes Programme (AHP)

The report provided an overview of how the Council had responded to the 2015 – 2018 Affordable Housing Programme from the Homes and

Communities Agency and how the Council aims to maximise development of affordable housing units throughout the programme

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Tranche 1 Sites marketed to Registered Providers (Appendix 1 refers)
- Tranche 2 Affordable Housing Sites for Disposal to Registered Providers (Appendix 2 refers)
- Future Affordable Housing Development Sites (Appendix 3 refers)

Neil Evans, Director of Environment and Housing, presented the report and responded to Members comments and queries.

It was reported that the report had been considered and approved by the Executive Board at its meeting on 2nd April 2014

Detailed discussion ensued on the contents of the report which included:

- The importance of a mixed economy of housing provision in Communities across the city;
- Emphasis was placed upon the need for the proposed provision of Affordable housing to be delivered within a 5 year period as part of the Council's 5 year land supply;
- The quality standards required for any new housing provision in Leeds.
- Enabling report to promote growth, £46m Plan to spend, funding for 1200 properties

In offering comment Councillor Truswell welcomed the report suggesting it would create affordable rent across a mixture of tenures

In summing up the Chair suggested Members appeared to be supportive of the proposals

RESOLVED – That the contents of the report be noted and welcomed

32 Review of Tenancy Management Policies on keeping pets in Council Homes, Electric Mobility Scooters and Installing Satellite Dishes

The Director of Environment and Housing submitted a report which sought approval for the following Tenancy Management Policies:

- Keeping Pets in Council Homes
- Electric Mobility Scooters
- Installing Satellite Dishes

The report also sought approval for the Council to work towards achieving the RSPCA's Gold Standard Community Animal Welfare Footprint award

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Policy of Keeping Pets in Council Houses (Appendix 1 refers)
- Policy on Electric Mobility Scooters (Appendix 2 refers)
- Policy on Installing Satellite Dishes (Appendix 3 refers)
- Equality Impact Assessment – Pets Policy (Appendix 4 refers)
- Equality Impact Assessment – Electric mobility Scooters Policy (Appendix 5 refers)
- Equality Impact Assessment – Installing Satellite Dishes Policy (Appendix 6 refers)

Liz Cook, Chief Officer, Housing Management, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The revised Policy on Keeping pets in Council Homes
- The new Policy on Keeping Electric Mobility Scooters
- The Policy on Installing Satellite Dishes

In offering comment Ted Wilson said that tenants enter into a Tenancy Agreement, when disputes occur tenants expect the Tenancy Agreement to be followed

Responding to a question on Mobility Scooters Liz Cook said that some users received permission on health needs

In summing up the Chair suggested that Members had raised some useful comments but a Tenancy Agreement was there for a reason and the terms of that agreement had to be applied

RESOLVED –

- (i) That the new policies on keeping pets in Council homes, electric mobility scooters and installing satellite dishes as described in Appendices 1, 2 and 3 of the submitted report be approved**

- (ii) That ‘section 2’ or Index Exempt Dogs are not permitted in Council properties.**

- (iii) That the Council seeks to achieve the RSPCA’s Gold Standard CAWF award in 2014/15.**

- (iv) **That in order for the Council to achieve the RSPCA's Gold Standard Award, the Orchard Housing Management system be amended to allow the Council to monitor the number and type of animals kept in council homes.**
- (v) **That the revised policies be publicised to tenants through tenants' newsletters giving feedback from the consultation.**
- (vi) **That housing staff be briefed on the revised policy prior to its implementation.**

33 Housing Leeds Tenant Scrutiny Panel (South) Recommendations from the Complaints Inquiry

The Director of Environment and Housing submitted a report which presented the Recommendations from the South's Tenant Scrutiny Panel's inquiry into the way housing related complaints are managed and the extent to which the service focusses on the quality of outcomes for customers.

The report also invited the Board to review and accept the officer action plan in response to the recommendations

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Tenants Scrutiny Panel Report – Complaints Inquiry (Appendix 1 refers)
- Leeds City Council Proposed Actions in Response to Tenant Scrutiny Panel's recommendations (Appendix 2 refers)

Ian Montgomery, Customer Involvement Manager, Housing Leeds, and John Gittos, tenant representative, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The need for accurate recording of information
- The need to empathise with the complainant
- The need to ensure good communication between the customer, the City Council and the contractor
- The need to feedback to the customer at every stage of the process, using accurate data

In offering comment Councillor Truswell said that he welcomed the report suggesting the Enquiry demonstrated real value

RESOLVED –

- (i) To acknowledge the work of the Scrutiny Panel and their positive contribution to service improvement and delivering better outcomes for tenants.
- (ii) To review and accept the Officer Action Plan in response to the Tenant Scrutiny Panel's recommendations

34 STAR Survey 2014/15 - Method and Approach

The Director of Environment and Housing submitted a report which provided a summary of what was learnt from STAR survey 2012, and how the services had changed as a consequence.

The report also proposed a method for carrying out a large city-wide customer perception survey of general needs tenants during 2014/15.

Frank Perrins, Research Manager, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- An explanation of the method and approach to the survey
- A summary of the findings
- Proposals for the 2014/15 STAR Survey

Members welcomed the report and were supportive of the proposal for the survey to be accurate to ward level

RESOLVED –

- (i) **To approve that a large scale tenant perception survey be carried out in 2014/15, by the internal Research Team, repeating the same approach as STAR 2012 and at the same time of year.**
- (ii) **To only produce an English language version of the survey (and versions for sight impaired customers)**
- (iii) **The survey to be accurate to each management areas (and BITMO), with improved reliability at WARD level, at an additional cost of up to £1500.**
- (iv) **That during the project planning phase a central function be agreed, through consultation with service managers, to**

coordinate and monitor planned service improvements across the city.

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35 Housing Management Review - Update

The Director of Environment and Housing provided an update on the delivery of the Housing Management Review

It was reported that all Senior Management positions had been filled. Proposals for the remainder of the structure would be developed over the next few weeks. It was intended that the new structure would be finalised and implemented by the end of July 2014

RESOLVED – To note the progress being made in delivering the Housing Management Review

36 Housing Advisory Board - Work Programme 2014

Members considered the contents of the Housing Advisory Board Work Programme for 2014.

RESOLVED – That, subject to the inclusion of any additional items of business identified at this meeting, the contents of the Housing Advisory Board work programme be noted

37 Date and Time of Next Meeting

RESOLVED – To note that future meetings of the Board will take place as follows:

Tuesday 3rd June 2014
Tuesday 9th September 2014
Tuesday 11th November 2014

All meetings to take place at the Civic Hall, Leeds commencing at 5.00pm

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Corporate Governance and Audit Committee

Wednesday, 9th April, 2014

PRESENT: Councillor G Hussain in the Chair
Councillors P Grahame, N Taggart,
R Wood, E Taylor, J Illingworth, J Bentley,
J Hardy and C Gruen (as substitute for T
Hanley)

Apologies Councillor T Hanley

56 Councillor Fox

On the day of the meeting the Committee learned of the death of Councillor Fox. The Chair paid tribute to Councillor Fox highlighting his contribution to the work of Committee. Other Members highlighted Councillor Fox's other achievements. It was agreed by all Members that a card of condolence be written from the Committee to Councillor Fox's family.

A minutes silence was held prior to the commencement of business.

57 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

58 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public at this point of the meeting.

59 Late Items

There were no late items.

60 Declaration of Disclosable Pecuniary and Other Interests'

No declarations were made.

61 Apologies for Absence

Apologies for absence were received from Councillor T Hanley. Councillor C Gruen was in attendance as substitute.

62 Minutes 21st January 2014

RESOLVED – the minutes of the meeting held on 21st January 2014 were approved as a correct record.

63 Matters Arising

Minute 44 Exempt Information - Possible Exclusion of the Press and Public

Members asked for an update on the ongoing investigation at a partner organisation by Internal Audit and West Yorkshire Police. The Chief Officer (Audit and Investment) confirmed that during discussion of agenda item 10 (minute 69 refers) further details could be provide to the Committee and, if the committee resolved to enter exempt session and exclude the press and public, additional updates could be provided.

Minute 52 Update 4 - Shared Service Partnership with Calderdale Metropolitan Borough Council to meet Adult Social Care Technology Requirements

Following an earlier briefing to the chair of the committee, and at his request, the Chief Officer (Resources and Strategy) and the Chief Officer (Partnership Development and Business Support) were in attendance to update the Committee on the recent secondment of staff from the Adult Social Care System Review Programme to support the urgent ICT needs of Children's Services in the deployment of their own 'Frameworkki ' ICT system to meet OFSTED requirements.

It was noted by the Committee that although implementation of the new Adult Social Care system had been delayed until October 2014, it would still be delivered within budget.

Members discussed the possibility of training staff during the 6 week school summer holidays. However due to staff absence during this period it was considered un-workable.

RESOLVED – The Committee resolved to request a further report to its July meeting providing an update on implementation of the project and detailing the capacity of Calderdale Council to contribute towards successful implementation.

Minute No.54 Internal Audit Update Report 1st September to 30th November 2013

The importance of the work of the Scrutiny Board (Resources and Council Services) concerning the use of agency staff was highlighted and assurance was provided that Internal Audit's work looking into this area was complementary to that work.

64 Mandatory implementation of the DCLG Code of Recommended Practice for Local Authorities on Data Transparency

The Executive Officer (Information Governance) and the Senior Information Governance Officer presented a report submitted of the Deputy Chief Executive which provided the Committee with assurance that the Council is meeting its obligation to publish mandatory datasets as prescribed by the Code of Recommended Practice.

Members discussed the positive reasons for publishing the Members' Allowance Scheme which DCLG has recommended be removed. It was highlighted that Members Allowances were still published on the Councils website.

Members considered that the £5000 threshold for publishing contracts entered into by the Council appeared very low and noted that this could potentially be an added financial burden to the authority. Members also discussed the publication of posts that attract salaries of over £50,000, and how this affects part time staff who would earn this figure if they were full time.

RESOLVED – The Committee resolved to note the assurances provided, to ensure the Council meets its obligations in complying with the code.

65 Business Continuity Arrangements for LCC's Critical Services

The Business Continuity Programme Manager presented a report of the Deputy Chief Executive which provided assurance that the business continuity plans and arrangements in place for LCC's critical services are fit for purpose, up to date, embedded and being routinely complied with. The report also provided assurance that LCC is compliant with the statutory duties detailed in the Civil Contingencies Act 2004.

Members sought assurance that plans were in place to deal with a major city centre emergency such as a flood or loss of power. Members were informed that plans are in place and that simulation exercises are undertaken to test the plans, however city centre emergency plans fall under the remit of emergency planning.

Members discussed the position of academies and were informed that the Council does not have Business Continuity Plans in place for individual academies as they operate as separate businesses, but that they would be treated as any other LEA school should a disaster occur.

Members sought assurance that the issue of homelessness has business continuity plans in place – the Business Continuity Manager undertook to make further enquiries and provide a response to the committee.

RESOLVED – the Committee resolved to:

- (a) note that the level of assurance on the adequacy of business continuity management arrangements; and
- (b) note the report for information and receive an annual update detailing progress and achievements in April 2015.

66 Update of the Whistleblowing Policy and Raising Concerns Policy

The Principal Audit Manager presented a report of the Chief Officer (Audit and Investment) that consulted the Committee on a review of the Council's

Whistleblowing Policy and Raising Concerns Policy. The report informed the Committee of the revisions in accordance with the changes to Public Interest Disclosure legislation, and provided an opportunity to comment on the current proposals.

Members received assurance that all whistle blowing referrals are taken seriously and investigated thoroughly. Members were also provided with assurances as to how vexatious referrals are treated. Members were informed that a total of 90 whistleblowing referrals had been received over the last 12 months.

Members asked about the protections, afforded to employees of contractors and partner organisations, and whether the Council's policy covers such organisations. Members were informed that there is limited scope for the Council to provide indemnities and the policy acknowledges that 'the whistleblowing policy does not protect employees of external organisations in the same way as Council employees and workers'.

RESOLVED – The Committee resolved to note the contents of the report and receive a final version of the Whistleblowing policy following approval.

67 Corporate Governance and Audit Committee Annual Report

The Head of Governance Services introduced the report of the City Solicitor which presented the Committee Annual report which provides an overview of the work completed by the Committee over 2013/14 municipal year.

RESOLVED - The Committee resolved to:

- (a) approve the contents of the annual report; and
- (b) request the report be circulated to all Members.

68 work programme report

The City Solicitor submitted a report notifying Members of the work programme.

The Committee reviewed its forthcoming work programme.

RESOLVED – The Committee resolved to note the work programme.

69 Internal Audit Update Report 1st December 2013 to 28th February 2014 and Internal Audit Plan 2014/15

The Chief Officer (Audit and Investment) presented his report which provided a summary of Internal Audit Activity for the period 1st December 2013 to 28th February 2014. The report highlighted the incidence of any significant control failings or weaknesses.

The proposed Internal Audit Plan 2014/15, as discussed and agreed with the Deputy Chief Executive as the Council's statutory responsible financial officer,

was also included as part of the report for members observations and comments.

Members asked questions about work undertaken on spending money wisely. It was confirmed to the Committee that Internal Audit will be looking at any car user mileage rates that are higher than HMRC rates.

Members sought assurance that the number of days featured within the audit plan would be enough to provide an evidence based opinion on the Council's control environment. It was noted that the work done by Internal Audit would be made available to KPMG so that they may assess whether they can rely on the work as part of their audit of the statutory accounts. The Chief Officer (Audit and Investment) also confirmed that Internal Audit works closely with KPMG throughout the year and at year end to ensure this is the case.

During discussion of this item, the committee resolved to exclude members of the public and press as information to be conveyed verbally to the committee concerning ongoing investigations at a partner organisation, was considered likely to be exempt under paragraph 10.4.(7) of Schedule 12A(3) of the Local Government Act 1972 and that to continue the discussion in private outweighs the public interest in receiving the information in public.

RESOLVED – The Committee resolved to note the contents of the report and note the Internal Audit Plan.

70 Retirement of Councillor Taggart

The Chair informed the Committee that this would be Councillor Taggart's last attendance at this Committee due to him not standing for re-election at the forthcoming elections.

The Chair thanked Councillor Taggart for all his contributions to the Committee over the last five years.

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GENERAL PURPOSES COMMITTEE

WEDNESDAY, 28TH MAY, 2014

PRESENT: Councillor K Wakefield in the Chair

Councillors A Blackburn, J Blake, S Golton,
P Gruen, G Harper, G Latty, A Lowe,
E Nash, J Procter, M Rafique and S Varley

Apologies Councillor D Blackburn <SUBS>

36 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

37 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

38 Late items

There were no late items submitted.

39 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

40 Apologies for absence

Apologies for absence were received from Councillor D Blackburn. Councillor A Blackburn was in attendance as substitute.

41 Minutes - 4th March 2014

RESOLVED – That the minutes of the meeting held on 4th March 2014 be approved as a correct record.

42 Constitutional Provision for Community Committees

The Assistant Chief Executive (Citizens and Communities) submitted a report which requested that the Committee recommended to full Council the changes to the constitution necessary to effect the change from the current Area Committee arrangements to the proposed Community Committee model allowing greater freedom to engage in the locality in the manner most suited to the neighbourhoods, citizens and communities represented. In doing this the report set out the outcome of consultation in relation to the new community committee arrangements, which followed the resolutions of Executive Board made on 18th December 2013.

An amendment to Article 10, detailed in the submitted report was moved, the Kirkstall Ward be transferred from the boundary of the North West (Inner) to the boundary of the West (Inner) Community Committee. This amendment was proposed to balance the respective Community Committee membership

owing to the increased responsibilities of Community Committees. All Members present agreed to this amendment.

RESOLVED – The Committee resolved to recommend that:

- (a) The amendments to the constitution detailed within the submitted report and appendices A to C be considered by full Council subject to the amendment to Article 10 detailed above; and
- (b) The principles set out in Annexes 1 and 2 of the submitted report be noted.

43 Review of all Polling Districts, Polling Places and Polling Stations

The Head of Licensing and Registration presented his report which sought to agree the process and timetable for the Review of Polling Districts, Places and Stations.

Members discussed accessibility to polling stations and noted that this will be fully considered at the next meeting of the Electoral Working Group.

RESOLVED – The Committee resolved to:

- (a) Agree the process for the Review of Polling Districts, Places and Stations as set out in the submitted report;
- (b) Agree the timetable for the Review as set out at Appendix A of the submitted report; and
- (c) Agree that Elections Working Group will be used as a working group to discuss the results of any representations received in response to both consultation exercises, and provide recommendations for General Purposes Committee's consideration as set out in the submitted report.

44 Webcasting of Council Meetings

The City Solicitor submitted a report which set out the background and provided information on the webcasting of Council meetings during the last Municipal Year. The purpose of the report was to seek Member's views on whether Council meetings should continue to be webcast and, if so, asked Members to determine the period of time by which the existing contract should be extended.

RESOLVED – The Committee resolved to agree to continue webcasting Council meetings and approve the Officer recommendation of an extension of a 12 month period.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Draft minutes to be approved at the meeting
to be held on Date Not Specified

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HOUSING ADVISORY BOARD

TUESDAY, 3RD JUNE, 2014

PRESENT: Councillor P Gruen in the Chair
Councillors K Maqsood and P Truswell

Tenant / Leaseholder

Ted Wilson
Andy Liptrot
Medline Hunter

Co-opted Member

J Hourigan

- 38 Exempt Information - Possible Exclusion of the Press and Public**
RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-
- Appendices 1 and 2 to agenda item 10 entitled, 'Progress on Delivering the Council Housing Growth Programme', is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains commercially sensitive and sensitive financial information that could be used to gain an advantage through any future procurement exercise, and as such it is deemed that it is in the public interest not to disclose this information at this time. (Minute No. 45 referred).
- 39 Declaration of Disclosable Pecuniary Interests**
There were no declarations of Disclosable Pecuniary Interests made at the meeting.
- 40 Apologies for Absence**
Apologies for absence from the meeting were received on behalf of Councillors Anderson, J Bentley and Lowe, and Timothy Woods, Matthew Walker, Andrew Feldhaus and David Glew.
- 41 Minutes of the Previous Meeting**
RESOLVED – That the minutes of the meeting held on 8th April 2014 be approved as a correct record.

42 Matters Arising from the Minutes

The following matters arising from the minutes were highlighted:-

Housing and the Jobs and Skills Agenda (Minute No. 6 of the 4th December 2013 Shadow Housing Advisory Board meeting referred)

Members noted that work in this area continued, and that a report regarding Housing Construction Apprenticeships could be found elsewhere on the agenda.

Tenant Involvement (Minute No. 7 of the 4th December 2013 Shadow Housing Advisory Board meeting referred)

The Board noted the progress which was being made in this area. Members welcomed the investments in local environmental and community projects which had been made by Housing Area Panels (HAPs) to date. However, emphasis was placed upon the need to ensure that an effective communications plan associated with the HAPs funding allocation procedure was established.

It was noted that an update report regarding tenant engagement could be found elsewhere on the agenda, and as such, any actions arising from Minute No. 7 of the 4th December 2013 Shadow Housing Advisory Board be designated as closed.

Development of a Leeds Decent Homes Standard (Minute No. 11(ii) of the 28th January 2014 Housing Advisory Board meeting referred)

Responding to an enquiry, it was noted that a report on this matter was scheduled to be submitted to the Board in November 2014.

43 Housing Leeds Capital Financial Position Outturn 2013/14

The Head of Finance (Environment and Housing) submitted a report presenting a financial position statement on the Housing Leeds Capital Programme Outturn for the financial year 2013/2014.

Specifically, the submitted report provided details upon the Housing Leeds and BITMO refurbishment programme and also the Housing Leeds New Build Programme.

Responding to the Board's enquiries, officers provided clarification on a number of figures detailed within the report. In addition, officers also undertook to provide details to the Board regarding those 20 empty properties and 2 community centres which had been identified as part of an initiative to convert and let as Council housing.

RESOLVED – That the outturn position for the financial year 2013/2014 be noted.

44 Housing Revenue Account - 2013/14 Outturn

The Director of Environment and Housing submitted a report providing an update on the 2013/2014 draft outturn position on the Housing Revenue Account (HRA). In addition, the submitted report also presented the 'Right to Buy' (RTB) initiative's sales and arrears figures.

Draft minutes to be approved at the meeting
to be held on Tuesday, 9th September, 2014

In considering the submitted report, the Board discussed and received further information on the following:

- The level of 'Right to Buy' sales which had been achieved, the £20.5million receipts which had been generated by such sales, the £15.1million sum retained by the Council, of which £6.4million was to be passported to the Registered Social Landlord;
- Members noted the current arrears levels and received clarification regarding the under-occupancy statistics, as detailed within the submitted report;
- The Board paid tribute to the proactive work which had been undertaken by officers and which had led to rent collection rates being 97.85% at the 2013/14 year end. It was noted that Leeds' collection rates compared positively to other Local Authorities.

RESOLVED – That the draft outturn position of the Housing Revenue Account, together with the 'Right to Buy' initiative's sales and arrears figures, be noted.

45 Progress on Delivering the Council Housing Growth Programme.

The Director of Environment and Housing submitted a report providing an update on the Council Housing Growth Programme and the sites which had been identified for development, and providing details of the sites where a bid had been submitted to the Homes and Communities Agency (HCA) for grant funding. In addition, the report detailed the rental strategy to be adopted, as new properties developed through grant funding from the HCA would need to be charged as affordable rents (which is 80% of market rent levels) and also provided an update on the work undertaken to develop a 'Leeds Standard' which would include design approaches to reduce running costs by providing a more energy efficient product.

Finally, the report sought the Board's views on the creation of a local lettings strategy for new build properties across the city, the first of which would be ready for occupation in September 2014.

By way of introduction to the report, the Chair highlighted the comprehensive and complex nature of the initiative, whilst emphasising the significant impact it would make upon the future of social housing in Leeds.

In receiving the submitted report, the Board considered the following:-

- The Board received information regarding the relationship between the respective levels of private rents, social rents and affordable rents and how such levels ranged throughout the city;
- Members discussed the issues of rising house prices and the relationship with private rent levels;

- The Board noted the 'extra care' provision which had been established at Howarth Court, Yeadon, and responding to an enquiry was advised that the allocation of further provision would be guided by demand for such schemes;
- The Board was provided with information on proposals regarding a fresh approach towards the allocation of new properties, which could provide incentives to good tenants. In response, the Board welcomed this initiative;
- Emphasis was placed upon the importance of enforcement when considering the issue of compliance with the tenants' agreement.

In conclusion, the Board's support for the proposals set out within the report were welcomed and it was noted that further update reports would be submitted to the Board in due course.

Following consideration of Appendices 1 and 2 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), it was

RESOLVED –

- (a) That the progress achieved on the development of the Council Housing Growth Programme be noted.
- (b) That the development of a new rental strategy for new build Council properties which are funded through the Homes and Communities Agency's Affordable Homes Programme, be agreed.
- (c) That the progress achieved against the development of the Leeds Standard, as it relates to the development of new council housing, be noted.
- (d) That the comments made during the discussion, together with the support for the proposals detailed within the submitted report be noted, together with the fact that such support would be communicated to Executive Board when it considers a report regarding the allocations policy for new build properties in the city.

(Councillor Truswell left the meeting at 6.10 p.m. at the conclusion of this item)

46 Housing Strategy Update and Housing Advisory Board Working Arrangements

The Director of Environment and Housing submitted a report presenting the current arrangements for the Housing Advisory Board to engage on areas of work in which it had interest and influence, in order to fulfil its functions as an Advisory Committee. Specifically, the Board was requested to consider such arrangements in order to determine whether they were adequate for fulfilling the Board's functions.

The Head of Housing Support highlighted that such arrangements included the direct involvement of Board members in the development of a new Housing Strategy for Leeds, as previously agreed by the Board. In addition, Members received an overview of the five themes which had been agreed at the previous meeting, as a means of focussing the Board's involvement in strategic areas of work.

An update was provided on the work which had been undertaken on such matters to date, and the Board's views were sought on whether the model was fit for purpose. In response, the Board confirmed that it was agreeable with the model proposed.

The Chair highlighted that Councillor Gabriel would replace Councillor Lowe on the Board in the new municipal year, and as such, Councillor Lowe would no longer sit on the 'Enabling Independent Living' working group. The Chair paid tribute to the work which Councillor Lowe had undertaken in this field, specifically in the West North West area, and highlighted that he looked forward to Councillor Gabriel becoming involved in the work of the Board.

Responding to an enquiry regarding how the interests of young people would be incorporated into the engagement arrangements, officers advised that such matters would be picked up as part of the 'Enabling Independent Living' theme.

RESOLVED – That the working arrangements, as set out within the submitted report be agreed, with a view to them enabling the Board to fulfil its functions as an Advisory Committee of the Council, in accordance with its Terms of Reference.

47 Tenant Engagement Update

The Chief Officer (Housing Management) submitted a report providing an update on the progress made in the development of the Housing Leeds Tenant Engagement Service.

By way of an introduction to the report, the Board was provided with an update on a number of issues including:

- Tenant Scrutiny Board;
- Housing Advisory Panels and the Cross City Chairs' Group;
- Service or Customer Specific Forums;

- Community Development;
- Leeds Tenants' Federation;
- Tenants' and Residents' Associations and Community Voices;
- Marketing and Communications;
- Monitoring activity and outcomes; and
- Equality analysis.

Responding to a specific enquiry, the Board received clarification regarding the process by which the training provider for the Tenant Scrutiny Board had been identified, and how such training providers would be selected in the future.

With regard to Tenants' and Residents' Associations (TARAs), the Board highlighted the invaluable role of these organisations and highlighted that work needed to continue in order to encourage the development of such organisations so as to reduce the number of areas not currently covered by a local TARA.

Regarding the tenant newsletter, emphasis was placed upon the need to ensure that a more structured approach was taken towards engagement with tenants on this initiative. In response, it was noted that further work would be undertaken to ensure that the number and range of groups involved would be maximised, and it was suggested that an editorial panel involving Councillor Maqsood could be established in order to help deliver this.

RESOLVED –

- (a) That the contents of the submitted report, the current position regarding tenant engagement, together with the comments and suggestions made during the meeting, be noted.
- (b) That a further report be submitted to a future meeting in order to highlight in more detail, the geographies and customer groups that are currently un-represented or underrepresented and how the Council will try and tackle this as part of the new service arrangements.
- (c) That in line with the comments outlined above, further work be undertaken on the process by which tenant groups are involved and engaged in the production of the tenant newsletter.

(Councillor Maqsood left the meeting at 6.45 p.m. At this point, the meeting became inquorate, as the quorum for the Housing Advisory Board included a minimum of 2 Leeds City Councillors. As such, the Board was unable to make any formal decisions for the remainder of the meeting. Any recommendations from this point onwards could be ratified at the next meeting of the Board)

48 Housing Leeds Multi-Storey Flats CCTV Network

The Chief Officer (Property and Contracts) submitted a report providing an update on Housing Leeds' plans to work with the Council's 'Leeds Watch' service to extend the existing multi-storey flat monitored CCTV system. The report outlined plans developed which could see all blocks within the west of the city being covered by the scheme, which would result in all of the city's blocks having monitored CCTV services in place.

In addition to receiving an update on the proposed expansion of CCTV provision, the Board also received details of the ongoing work which was looking to explore the possibility of providing broadband internet connectivity for residents of multi-storey blocks.

RECOMMENDED – That the proposed expansion of the multi-storey block CCTV system into West Leeds be supported.

49 Housing Construction Apprenticeships

The Chief Officer (Property and Contracts), Housing Leeds submitted a report providing an update on the work being undertaken in order to increase the number of construction apprenticeships being offered directly by the Council and by Contractors undertaking major works projects within the city, particularly those that had a housing element.

In receiving the report, the Board noted the collaborative approach which was being taken towards the provision of apprenticeships, with a view to apprentices being moved between contractors, in order to provide a broader and more varied range of training and development. In addition, it was noted that further detail on the work being undertaken to develop apprenticeships in the area of housing management would be reported to a future meeting.

Responding to an enquiry, the Board received further details on the processes by which potential apprentices were recruited, and it was suggested that the websites of the Council and other appropriate partners could be used as part of the recruitment process in the future.

RECOMMENDED – That the work being undertaken on apprenticeships through Housing Leeds, Construction and Housing Yorkshire and The Alliance, be noted.

50 Implementation of the Review of Housing Management Services: Update Report

The Director of Environment and Housing submitted a report providing an update on the progress made regarding the delivery of Housing Management Review outcomes.

Specifically, the Director advised that the appointments to JNC level positions had now been completed and that work continued with a view to the structure proposals being fully delivered by the end of July 2014.

The Board noted the work being undertaken which aimed to ensure that a more flexible and consistent approach could be taken across Housing Management Services.

RECOMMENDED – That the progress being made to deliver the outcomes of the Housing Management Review, including the recent appointments to senior manager posts and service redesign be noted, and that further updates be submitted to the Housing Advisory Board as the implementation plans progress.

51 Housing Advisory Board - Work Programme 2014

The Board considered the contents of the Housing Advisory Board Work Programme for 2014, and members were invited to submit any items of business which they would like incorporating into it.

An enquiry was raised regarding the possibility of Board members receiving Council ID badges. In response, officers undertook to look into this matter further.

RECOMMENDED – That the contents of the submitted Housing Advisory Board Work Programme, be noted.

52 Date and Time of Next Meeting

RECOMMENDED – That the following schedule of Housing Advisory Board meetings for the 2014/2015 municipal year be noted:

- Tuesday, 9th September 2014
- Tuesday, 11th November 2014
- Tuesday, 3rd February 2015
- Tuesday, 7th April 2015

(All meetings to take place in the Civic Hall, Leeds, commencing at 5.00 p.m.)

HEALTH AND WELLBEING BOARD

WEDNESDAY, 12TH MARCH, 2014

Councillors

Councillor L Mulherin in the Chair

Councillors J Jarosz, S Golton, N Buckley, and A Ogilvie

Representatives of Clinical Commissioning Groups

Dr Jason Broch	Leeds North CCG
Dr Gordon Sinclair	Leeds West CCG
Matt Ward	Leeds South and East CCG

Directors of Leeds City Council

Dr Ian Cameron – Director of Public Health
Nigel Richardson – Director of Children’s Services
Dennis Holmes – Deputy Director, Adult Social Care

Third Sector Representative

Susie Brown – Zest – Health for Life

Representative of Local Healthwatch Organisation

Linn Phipps – Healthwatch Leeds
Mark Gamsu – Healthwatch Leeds

73 Late Items

There were no late items as such however an additional appendix to Agenda Item 10, Better Care Fund Update was tabled.

74 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest.

75 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor G Latty, Councillor J Blake, Dr A Harris (Leeds South and East CCG), N Gray (Leeds

North CCG), P Corrigan (Leeds West CCG) , S Keene (Leeds City Council) and A Buck (NHS England).

Councillors N Buckley and J Jarosz were in attendance as substitute members and Dennis Holmes was invited to participate by the Board in the absence of Sandie Keene.

76 Open Forum

The Chair allowed a period of up to 10 minutes for members of the public to make representations on matters within the terms of reference of the Health and Wellbeing Board. On this occasion no members of the public wished to speak.

77 Minutes - 29 January and 12 February 2014

RESOLVED – That the minutes of the meetings held on 29 January and 12 February 2014 be confirmed as a correct record.

78 Delivering the JHWS - Focus on Outcome 5 - People Will Live in Healthy and Sustainable Communities

The report of the Chief Officer, Health Partnerships presented a detailed picture of current work being undertaken to deliver the Leeds Joint Health and Wellbeing Strategy 2013-15. It focussed on Outcome 5 of the Strategy – ‘People will live in healthy and sustainable communities’.

The following were in attendance for this item:

- Steve Carey
- Liz Cook
- Brenda Fullard

Members were given a presentation regarding the Focus on Poverty which covered issues including the impacts of Welfare Reform. Further issues highlighted from the report and during the presentation included the following:

- Housing – quality and housing growth
- Fuel poverty
- Vulnerable groups with lower life expectancy including homeless and traveller communities.
- Access to housing, employment and financial inclusion
- Educational attainment and links to health outcomes.
- Impact of drugs and alcohol.

In response to Members comments and questions, the following was discussed:

- Link between good nutrition and learning outcomes for children.
- Improving the health of the poorest.
- Housing decency standards and the provision of greenspace and the effects on health.
- Access to welfare, financial and debt advice for vulnerable groups and can this be integrated into assessment pathways? It was reported that there had been an agreed contract for debt advice with the Step Change charity and further progress was being made when commissioning services for building these access issues into pathways, particularly for vulnerable people.
- Supporting those with mental health problems into employment.
- The Leeds Home Care Standard and focus on external quality as well as internal.
- Concern regarding the quality of private sector housing and what steps could be taken to address this. Reference was made to current enforcement practice.
- Support for vulnerable in managing finances.
- Provision of advice in primary care settings.
- Tackling high cost lending.

RESOLVED –

- (1) That the report be noted.
- (2) That the Board support the recommendations and priorities as outlined in the report.
- (3) That the current indicator 22 continue to be monitored but also to request Mental Health Partnership Board to look at Public Health Outcomes Framework. Action to monitor both indicators for the next period
- (4) That the results of a survey conducted by Healthwatch Leeds on homeless access to housing be shared by email with the Board.

79 Leeds Lets Get Active

The report of the Head of Sport and Active Lifestyles presented an overview of the Leeds Let's Get Active Project, its progress to date and future considerations should the project prove successful. So far progress appeared to be ahead of target with some encouraging initial results being achieved, including over 15,000 people already signed up to the programme.

The following were in attendance for this item:

- Mark Allman
- Rachel Brighton
- David O'Loan

The Board was given a presentation on the Leeds Lets Get Active (LLGA) scheme and the following was highlighted:

- The correlation between lower levels of participation and health inequality.
- Integration of day centres into leisure centres.
- A higher than expected take up of membership into the scheme.
- Funding for LLGA from Health and Sport England

In response to Members comments and questions, the following was discussed:

- Barriers to exercise – transport, provision of equipment, childcare – it was key? to engage third sector partners to look at breaking down these barriers.
- Figures for exercise by the city’s population could be broken down into postcode areas.
- Evaluation of the project.
- Benefits to mental health and wellbeing
- Role of GPs and care providers in encouraging exercise.

RESOLVED –

1. That the Leeds Let’s Get Active update and progress towards meeting Sports England targets be noted.
2. That the Leeds Let’s Get Active team meet with Third Sector Leeds representatives to further break down the barriers to an active lifestyle.
3. Ward-based and age-based usage data to be circulated to Board members.
4. An update to return to the Board -once the LMU evaluation is complete.

80 Better Care Fund Update

The report of the Deputy Director Commissioning (ASC) and the Chief Operating Officer set out the key issues for refining Leeds’ BCF Plan ahead of the final submission on 4 April 2013 based on feedback from the Board meeting in February.

Members attention was brought to the additional appendix to the report which gave RAG ratings for the conditions and metrics. It was reported that the metrics -were at red - for emergency admissions because they did not tally with the CCG plans as a result of a nationally determined calculation of the base line figures and this would be made clear in the final submission.

RESOLVED –

- (1) That the first draft of the BCF submitted on 14 February 2014, incorporating comments made by the Board at the sign off meeting on 12 February be noted.
- (2) That the feedback from NHS England and LGA through the assurance process, received on 7 March 2014 be noted.
- (3) That the progress to date on key issues in developing the BCF and that work will continue to ensure Leeds’ BCF plan is in the best shape possible up until the final deadline of 4 April 2014 be noted.

- (4) That the Health and Wellbeing Board will be required to sign off the final version before submission to NHS England be noted and that this will be circulated no later than 25 March 2014.

81 Clinical Commissioning Group 2 Year Planning - Progress Update

The report of the CCG Planning Leads referred to the requirement to provide information in relation to CCG plans. This included financial templates, provider activity forecasts, the Better Care Fund plan and 2 year CCG operational plans. These had been submitted in draft format to a previous Board meeting and this report set out specific areas within the 2 year operational plans for the three Leeds CCGs.

The Board was given a brief overview of the report and the following was highlighted:

- Outcome measures – trajectories on Potential Years of Life Lost.
- Development of Local Quality Premiums.
- Patient experience measures.

RESOLVED – That the report be noted and a further report be brought to the next meeting of the Health and Wellbeing Board.

82 Any other business

There was no other business

83 Date and Time of Next Meeting

Thursday, 27 March 2014 at 9.30 a.m.

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HEALTH AND WELLBEING BOARD

THURSDAY, 27TH MARCH, 2014

Councillors

Councillor L Mulherin in the Chair

Councillors T Hanley, S Golton, G Latty, and A Ogilvie

Representatives of Clinical Commissioning Groups

Dr Jason Broch	Leeds North CCG
Dr Andrew Harris	Leeds South and East CCG
Nigel Gray	Leeds North CCG
Matt Ward	Leeds South and East CCG
Phil Corrigan	Leeds West CCG

Directors of Leeds City Council

Dr Ian Cameron – Director of Public Health
Steve Walker – Deputy Director, Children’s Services
Sandie Keene – Director of Adult Social Care
Dennis Holmes – Deputy Director, Adult Social Care

Representative of NHS (England)

Andy Buck, Director, NHS England (WY)

Third Sector Representative

Susie Brown – Zest – Health for Life

Representative of Local Healthwatch Organisation

Linn Phipps – Healthwatch Leeds

83 Late Items

There were no late items as such, however the following information had been circulated and published:

- Agenda Item 7 – Financial Planning – Better Care Fund Final Submission – Additional Information

- Agenda Item 8 – Establishment of a New Health Protection Board – Revised Report

84 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

85 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor A Ogilvie, M Gamsu (Healthwatch Leeds), N Richardson (Leeds City Council) and G Sinclair (Leeds West CCG).

Councillor T Hanley was in attendance as substitute for Councillor A Ogilvie.

The Board invited Steve Walker to participate in the absence of Nigel Richardson and Dennis Holmes in place of Sandie Keene who had to leave the meeting early.

86 Open Forum

The Chair allowed a period of up to ten minutes for members of the public to make representations on matters within the terms of reference of the Health and Wellbeing Board. The following was discussed:

- A resident of Hyde Park made reference to problems with noise disturbance and the impact on health and wellbeing particularly in the Hyde Park and Headingley areas of the city. Concern was expressed that a local resident had applied for a Temporary Event Notice for a house party and although contact had been made with the Council's Noise Nuisance team they could only act whilst the disturbance was occurring. It was agreed that the Director of Public Health would raise these issues with Environmental Health and Licensing.
- Reference was made to commissioning of services and concern regarding the future provision of drug and alcohol addiction services and sexual health services. Concerns focussed on a move towards insurance based health services, privatisation of services and TUPE conditions for staff. It was reported that the commissioning of these services was now under the responsibility of the local authority and there was a focus on ensuring specifications were right and quality services would be provided. Service users had been actively involved in commissioning plans and Healthwatch hoped to have a strategic influence. (The latter point related to the Hyde Park Resident and a matter that she did not raise in the meeting. She was invited to attend a future meeting to raise that issue.

87 Financial planning - Better Care Fund Final Submission, Clinical Commissioning Group draft 2 year (operational) and 5 year (strategic) plans

The report of the Chief Officer, Health Partnerships referred to the following updates focussing on financial and strategic planning across the NHS and social care in Leeds that the Board was due to receive:

- Better Care Fund update – final narrative and plans for submission
- Update on CCG 2 year plans and 5 year plans.

Better Care Fund update - Members' attention was brought to changes and enhancements to the revised papers that had been circulated and in light of comments from NHS England. It was reported that there would be a further meeting of the task and finish group before the final submission.

In response to Members comments and questions, the following was discussed:

- Role of the ICE Board and Transformation Board.
- Healthwatch involvement.
- Finance – there were still strands of work where evidence was being gathered. Further information could be provided at a future meeting.
- The challenge of moving health care from hospitals to the community at a lesser cost. There was little evidence base to work against and there was a significant risk.
- Correlation between the BCF and CCG strategy planning.
- BCF was not live until 2015/16 with this being planning for a shadow year. It was suggested that a future meeting of the Board could consider how the ICE and Transformation Boards had taken things forward and that the Scrutiny Board could monitor progress.

In response to questions and comments regarding the 2 year CCG plans, the following was discussed:

- Final submission of the plans would be on 4 April 2014.
- Concern regarding the lack of time for public involvement in the development of quality premiums.
- Selection of local quality premiums.
- The need to close inequality gaps whilst improving outcomes all across the city.
- It was requested that the Board received regular updates.

Members were given a presentation on the 5 year strategy.

RESOLVED –

Better Care Fund Final Submission

- (1) That the first draft of the BCF was submitted on 14 February, incorporating comments made by the Board at the sign off meeting on 12 February be noted.
- (2) That feedback from NHS England and LGA through the assurance process was due to be received on 7 March be noted.
- (3) That the progress to date on key issues in developing the BCF and that work would continue to ensure Leeds BCF plan was in the best possible shape until the final deadline of 4 April be noted.
- (4) That the final version of the BCF be signed off before submission to NHS England on 27 March.
- (5) The post-submission work will be picked up through the Integrated Commissioning Executive and Transformation Programme Board. Progress on this is to be reported at a later meeting.

The 3 Leeds CCGs' 2-year operational plans

RESOLVED –

- (1) That the levels of ambition and trajectories for potential years of life lost for each CCG be agreed.
- (2) That the locally chosen Quality Premium for all the three CCGs be agreed.
- (3) That the locally chosen patient experience Quality Premium measure for each CCG be agreed.
- (4) That the locally chosen ambition for medicines error reporting for all three CCGs be agreed.

88 Establishment of a New Health Protection Board

The Director of Public Health submitted a report which outlined the new health protection duties of local government from 1 April 2013 and the subsequent fragmentation of the public health protection system across a number of organisations in Leeds and beyond. In line with national best practice it had been proposed to establish a Leeds Health Protection Board whose role would be to provide assurance that robust arrangements would be in place to protect the health of communities in Leeds and that these would be implemented appropriately to meet local health needs. Draft terms of reference including proposed membership were appended to the report.

Members' attention was brought to the background information of the report, particularly relating to the management of health protection incidents and partnership involvement.

In response to Members comments and questions, further clarity was requested on responsibilities and duties outlined in the terms of reference. It was agreed that further work would be carried out on the terms of reference with the involvement of key partners.

RESOLVED –

- (1) That the proposal to establish a Health Protection Board be endorsed.
- (2) That revised terms of reference be brought back to the next meeting of the Health and Wellbeing Board.
- (3) That the proposal for the Health Protection Board to produce an annual report to the Health and Wellbeing Board be endorsed.

89 Learning Disability Self-Assessment and Winterbourne View Stocktake

The report of the Director of Adult Social Care and Chief Officer, Leeds North North Clinical Commissioning Group highlighted key areas from the 2013 Learning Disability self-assessment submission. The report also highlighted key areas and local priorities for commissioning following from the stocktake of progress against the Winterbourne View concordat as part of the Winterbourne View Joint Improvement Programme.

In relation to the Learning Disability self-assessment, the following was highlighted:

- The self-assessment covered both quantitative and qualitative data. This included data collected from health service providers and qualitative data based on the three headings of staying healthy, being safe and living well gathered from service users and their families.
- Areas that had been assessed as doing well – these included the role of a liaison nurse within Leeds Teaching Hospital Trust, contract compliance, quality standards and partnership working.
- Areas for improvement – these included screening programmes, offender health and criminal justice.

With regard to the Winterbourne View Joint Improvement Programme, the following was highlighted:

- Information governance and information sharing.
- People permanently in hospital – this had been reduced from 18 to 3 in the past 3 years. Two of those now had care packages in place to move on and the remaining one still had needs requiring hospital treatment. All cases were regularly reviewed.

In response to Members comments and questions, the following was discussed:

- Partnership work and engagement with the 3rd sector.
- Publication of the self-assessment.
- Increase the screening programme through the work of the Learning Disability Partnership Board (LDPB).
- Having a GP representative on the LDPB and having a Learning Disability champion for the city.
- The transition for young people with learning disabilities to the adult sector.

RESOLVED –

- (1) That the partnership work that was already happening to meet the requirements of the self-assessment and Winterbourne View stocktake be noted.
- (2) Conversations to take place with NHS England around improving primary care and with Leeds North CCG on bringing together services for children and adults. Action plan on the latter to be brought to the Board at a later date.

90 Every Disabled Child Matters Charter

The report of the Deputy Director, Children's Services – Safeguarding, Specialist and Safeguarding provided background information on the Every Disabled Child Matters Campaign and Local Authority Charter. The Board was asked to sign up to the Disabled Children's Charter, a copy of which was appended to the report.

Members' attention was brought to the development action plan outlined in the report and further issues highlighted included the high profile Every Disabled Children Matters campaign and the role of the Children's Trust Board in the monitoring and implementation of the Charter in Leeds.

RESOLVED – That the Health and Wellbeing Board sign the Disabled Children's Charter as proposed in the report.

91 Third Party Recording Protocol

The report of the Chief Officer, Health Partnerships referred to the protocol for third party recording of Committee, Board and Panel meetings which had recently been approved by the General Purposes Committee. As a Committee which was appointed by Full Council, the Health and Wellbeing Board would be bound by the new regulations set out in the protocol, a copy of which was appended to the report.

Board Members were made aware of training available in relation to the protocol and it was suggested that this could be made available following a future Board meeting.

RESOLVED – That the report and new protocol regarding third party recording of meetings be noted.

EAST (INNER) AREA COMMITTEE

THURSDAY, 20TH MARCH, 2014

PRESENT: Councillor G Hyde in the Chair

Councillors G Hyde, B Selby, M Ingham
and K Maqsood

78 Election of Chair

Due to the absence of Councillor A Khan, nominations were sought for a Chair for the meeting.

RESOLVED – That Councillor G Hyde be nominated as Chair of the meeting.

79 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors A Khan, R Grahame, A Hussain, R Harington and V Morgan.

80 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

Concern was raised regarding the potential closure of the Spring Close Tavern which held a library, book club and other community facilities including a genealogy group. It was requested that this should be kept as a community hub and Area Management agreed to assist in investigating a community asset registration.

81 Minutes

RESOLVED – That the minutes of the meeting held on 6 February 2014 be confirmed as a correct record.

82 Matters Arising

It was reported that a meeting had been held with Parks and Countryside regarding the provision of a new park in Killingbeck and Seacroft.

83 Employment and Skills - Proposals for an East North East Employment and Skills Plan

The report of the Chief Officer, Employment and Skills, sought endorsement to the proposals to develop a local Employment and Skills Plan and to establish an East North East Leeds Employment and Skills Board.

Sue Wynne, Chief Officer, Employment and Skills presented the report.

It was reported that since the last report to Area Committee the number of benefit claimants had fallen and there had been an increase in the number of jobs created. Further issues highlighted included the following:

- Involvement of the colleges and universities and how to localise priorities.
- The need for engagement with all key stakeholders in the Employment and Skills plan.
- Input from Elected Members and local intelligence for the Employment and Skills Plan. It was proposed to establish a task and finish group.
- Employment opportunities linked to local developments.

In response to Members comments and questions, the following was discussed:

- Concern regarding employment opportunities for older people and for those with mental health problems.
- Concern regarding welfare reform and impacts on benefits.
- Targeting NEETs.
- Developing more localised strategies and becoming responsive to Area Committees.
- How many jobs and apprenticeships would be available for local people in the local development schemes?
- How to get Elected Member representation on the relevant employment boards.
- Work with schools and colleges in relation to employment programmes and career opportunities.
- The Employment and Skills Plan would cover the entire East North East Area but would be bespoke for each Area Committee area.
- Work with Children's Services – work with young people; apprenticeship events.
- How to get people into employment in local development schemes – it was reported that development contracts were being finalised and adverts would be placed soon. There would be provision for local opportunities under Section 106 agreements and this would also include the provision of apprenticeships. Developers would be working with local schools and colleges.
- Statistical information at a Ward level was requested.

RESOLVED –

- (1) That the report be noted.
- (2) That the establishment of a new East North East Leeds Employment and Skills Board be endorsed.
- (3) That the timetable for development of the Employment and Skills Plan for the area be noted.
- (4) That the Committee receives further reports on a quarterly basis.

84 Children's Services Area Committee Update

The report of the Director of Children's Services provided information on local outcomes for children within the Inner East locality, setting the information in context with a broad summary of city level performance.

Steve Walker, Deputy Director, Children's Services presented the report.

Members attention was brought to the summary of performance data in the report which should progress in the area and comparisons to trends across the city. Concern was highlighted due to a drop in Key Stage 2 level 4 achievement and an increase in the number of NEETs.

In response to Members comments and questions, the following was discussed:

- Interventions to raise learning achievement – how to transfer support from more successful schools to others, development of a learning improvement strategy. Further information was requested on what work was being done to raise attainment in the areas primary schools. School Improvement Officers would be assigned to the lower performing schools.
- Further information was requested on work in high schools for those leaving to potential employment.
- Request for a further breakdown on looked after children and those on child protection plans.
- School attendance – there had been a slight drop and strategies and incentives for encouraging attendance were discussed.
- Unauthorised absence – it was not yet known how the impact of penalty notices had affected unauthorised absence. This would be reported when more information was available.
- Reference to areas of improvement – these included a reduction in the numbers of looked after children and child protection plans; a reduction in offences and a rise in the numbers getting 5+ A*-C GCSE in English and Maths.

RESOLVED –

- (1) That the report be noted and further quarterly reports be provided to Members.

85 Environmental Services - Consultation on the 2014/15 Service Level Agreement

The report of the Director of Environment and Housing set out the proposed local priorities, operational principles and the service improvements to be included in the 2014/15 Service Level Agreement (SLA).

John Woolmer, Locality Manager (East and North East Leeds) presented the report.

Member's attention was brought to the following:

- Challenges during the 2013/14 SLA – Moving to an environmental improvement zone approach; adverse weather conditions and staff absence.
- Services currently included in the SLA and future responsibilities. Future responsibilities included bulky waste collection and void garden clearances.

- Development of a team based approach with multi-skilled staff.
- Setting of Environmental Improvement Zones.

In response to comments and questions from Members, the following was discussed:

- Education and enforcement in relation to litter.
- Provision and replacement of litter bins.
- Developing more responsive services.
- Community clean ups and work with Area Management and Community Leadership Teams.

RESOLVED –

- (1) That the main service principles for 2014/15 be agreed.
- (2) That the new responsibilities being transferred to the Locality Team in 2014/15 be noted.
- (3) That the development of the new SLA for 2014/15 be agreed and brought to the June meeting for approval based on refreshed Elected Member and Community Committee local priorities.
- (4) That the grounds maintenance contract performance for Inner East Leeds be noted.

86 Area Update Report - 2014/14 Priorities and a new way forward

The report of the East North East Area Leader presented the Area Committee with the following:

- An overview of the key issues currently facing the communities of Inner East Leeds.
- A list of area-wide priorities to guide the future spend of Wellbeing Revenue and Wellbeing Capital monies.
- Suggested key themes to inform the work of the Area Committee moving forward.

Members were also asked to consider the name for the new community committee from the 2014/15 municipal year.

Members' attention was brought to potential key themes outlined in the report and the following areas were favoured for consideration:

- Health
- Young People
- Community Cohesion.

RESOLVED –

- (1) That the report be noted.
- (2) That the area-wide priorities for 2014-15 be agreed.
- (3) That key themes identified be used to inform a community engagement strategy/plan to come back to the Community Committee in July 2014.

- (4) That the Community Committee be known as the Community Committee for Burmantofts & Richmond Hill, Gipton & Harehills and Killingbeck & Seacroft.

87 Inner East Priority Neighbourhoods - Neighbourhood Improvement Plans 2014/15 and Key Achievements

The report of the East North East Area Leader provided the Area Committee with an overview of the Neighbourhood Improvement Plan (NIP) priorities which had been outlined in the priority neighbourhoods and would be a focus for Neighbourhood Managers for the next 12 months.

The report also highlighted key achievements which had been delivered in the priority neighbourhoods between April 2013 and March 2014.

RESOLVED – That the report be noted.

88 Wellbeing Fund 2013/14 and Budget setting for 2014/15

The report of the East North East Area Leader provided the Area Committee with an update on the current position of the capital and revenue budget. Members were asked to consider applications for funding, both revenue and capital which had been outlined in the report.

RESOLVED –

- (1) That the spend to date and current balances for the 2013/14 financial year be noted.
- (2) That the following projects be approved:
 - Eastern European Roma Work Club - £3,000
 - Harehills & Gipton get into Youth Work - £2,216
 - Happy, Healthy Harvesters Club - £1,135
- (3) That the following proposal be approved and where appropriate, the amount of CRIS or Wellbeing Capital monies to be granted from each ward:
 - Dame Fanny Waterman Centre IT Installation – £5,055
- (4) That the following amount of Wellbeing Revenue and Youth Activity funding be earmarked from the new budget:
 - Inner East CCTV - £16,000
 - Environmental SLA Enhancements - £40,000
 - Summer Holiday Activities 2014/15 - £42,000 from Youth Activity Fund

89 Area Chairs Forum Minutes

RESOLVED – That the Area Chair's Forum minutes be noted.

90 Dates, Times and Venues of Community Committee Meetings 2014/15

The report of the City Solicitor sought the formal approval of a meeting schedule for the 2014/15 municipal year and also to agree a date for the Election of Chair meeting prior to the Annual Council meeting in June 2014. Members were also asked to consider whether to continue with current venue and meeting arrangements.

The following dates had been proposed for the 2014/15 municipal year:

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Thursday, 17 July 2014 at 5.30 p.m.
Thursday, 9 October 2014 at 5.30 p.m.
Thursday, 22 January 2015 at 5.30 p.m.
Thursday, 19 March 2015 at 5.30 p.m.

The proposed date for the meeting to elect a Chair was Friday, 6 June 2014 at 11:30 a.m.

Members discussed potential venues for future meetings and agreed to consult further with Community Leadership Teams.

RESOLVED –

- (1) That the schedule of meetings as outlined in the report for the 2014/15 municipal year be agreed.
- (2) That the date of the meeting to elect a Chair be held at 11.30 a.m. on Friday, 6 June 2015 at Civic Hall.

EAST (INNER) AREA COMMITTEE

FRIDAY, 6TH JUNE, 2014

PRESENT: Councillor A Khan in the Chair

Councillors A Hussain, G Hyde, B Selby,
M Ingham, R Grahame, K Maqsood and
R Harington

91 Chairs Opening Remarks

Councillor Khan welcomed all present, noting that this would be last meeting of the current Municipal Year. The Chair took the opportunity to thank Rory Barke, the former ENE Area Leader, for his support to the Area Committee and to welcome Jane Maxwell in her new role as ENE Area Leader.

Additionally, Councillor Khan highlighted the work and successes of the AC during the last 12 months in the key issues identified as priorities for the locality: health; jobs & skills; education, the environment and community safety. In particular he thanked Members, Area Lead Members and officers for their support in delivering the achievements; and outlined priorities for the forthcoming year in respect of:

- The establishment of the Employment and Skills Board
- Engaging with residents via the new Citizens@ agenda
- Investment in the parks and green spaces in the locality
- The establishment of the Community Committee
- Enhancement of partnership working arrangements with external organisations
- Targeting service delivery; and
- Focusing on Children's Services

RESOLVED - To note the comments of the Chair

92 Late Items

No formal late items of business were added to the agenda; however Members were in receipt of a supplementary document in respect of the Wellbeing Fund applications (schedule outlining the comments of local ward councillors in respect of Wellbeing applications from within their wards)

93 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

94 Apologies for Absence

Apologies for absence were recorded for Councillor Morgan

95 Open Forum

No matters were raised under the Open Forum.

96 Minutes

RESOLVED - That the minutes of the meeting held 20th March 2014 be agreed as a correct record

Draft minutes to be approved at the meeting
to be held on 17th July 2014

97 Matters Arising

Minute 78 Employment & Skills - EIAC supported a request EIAC supported a request for information to be supplied to Members on the outcome of an investigation into the reported employment of a non-local workforce at a large development site

Minute 78 Service Level Agreement - EIAC supported a request that Members should receive further details of what the £40,000 provisionally earmarked by the Area Committee for additional enhancements to the SLA will be used for

98 Election of the Chair 2014/15 Municipal Year

The City Solicitor submitted a report on the arrangements for the East Inner Area Committee to elect the Chair for the 2014/15 Municipal Year, in accordance with the Area Committee Procedure rules. The deadline for submission of nominations had been 5.00pm on Thursday 5th June 2014.

EIAC noted receipt of one nominee – Councillor Asghar Khan – for the position of Chair

RESOLVED – That Councillor Khan be duly elected Chair of East Inner Area Committee for the 2014/15 Municipal Year

99 Well Being Fund

The ENE Area Leader submitted a report providing Members with an update on the current position of the capital and revenue budget for the Inner East Area Committee. The report included details of 40 applications for funding from both the revenue and capital funds for Member’ s consideration. EIAC noted that representatives from one of the applicant groups attended to the meeting as observers.

It was noted that the applications had been presented to ward Members previously for comment, although final decisions were reserved for this meeting.

Members noted comments in respect of particular applications which required either further development work or further investigation. EIAC supported suggestions to defer the following applications to a future meeting when additional information could be supplied:

- 4th RadhaRaman Folk Festival
- Men’ s Room Project
- Leeds Somali Youth Project
- Eid Alfeter
- Children and Young People day - Seacroft

RESOLVED-

- a) That the spend to date and current balances for the 2014/15 financial year be noted

b) That, having considered the project proposals outlined in the submitted report, the following grants be approved from the Wellbeing Revenue Fund:

Opportunity Shops – Gipton Harehills & Seacroft	£13,000
Inner East Young Peoples Out of School Programme	£2,980
Harehills Festive Lights	£2,730
Fearnville Bike Festival	£2,603.82
Seacroft Galas	£1,250
Mums The Word	£2,000
Burmantofts Gala	£1,500
Lark in the Park	£1,500
Red Road Allotments CCTV camera	£1,400
Interpreter – Bangladeshi Centre	£600

c) That having considered the project proposals detailed in the report, the following Wellbeing Capital monies be granted from each Ward
Oakwood Lane Allotments Container £1,805

d) That, having considered the proposals outlined in the report, the following amounts of Youth Activity Fund monies be granted from each Ward:

LCC multi- Sports Camp BRH	£2,541.72
After School Club B&RH	£2,500
Summer Holiday Fun Days B&RH	£2,481.70
Football camp B&RH	£1,500
First Floor Project	£1,310
Cooking Club – Community Unity	£1,000
CATCH Ramadan Project	£3,752
Harehills Summer Football Camp	£3,300
Fearnville Multi Sport and Swim Camp	£2,500
Girls Just Wanna Have Fun	£2,500
Gipton Summer Camp Activities	£2,500
Street Work Soccer Academy (Gipton)	£1,920
LCC multi-sports Activities in Harehills	£558.40
Friday Night Hub	£5,000
Summer Studio	£2,500
Opportunities Inspiring Learning	£2,000
Ice Pop Media Clubs	£1,850
DAZL Seacroft Dance prog	£1,793

e) That consideration of the following applications be deferred to the July meeting:

- 4th RadhaRaman Folk Festival
- Men' s Room Project
- Leeds Somali Youth Project
- Eid Alfeter
- Children and Young People Day - Seacroft

100 Dates, Times and Venues for Future Meetings

East Inner Area Committee were requested to confirm the dates and times of meetings during the 2014/15 Municipal Year and to consider venues for those meetings

RESOLVED -

- a) To note that the next meeting will be held on Thursday 17th July 2014 at 5:30 pm
- b) To confirm the schedule of meetings for the 2014/15 Municipal Year (all Thursdays) as being 17 July 2014; 9 October 2014; 22 January 2015 and 19 March 2015
- c) To note that, following further discussions, the start time of the October, January and March meetings will be confirmed in due course
- d) To note that the January meeting would be held in the Civic Hall, Leeds, with the remaining meetings to be held at venues within each of the three wards. These to be confirmed in due course

EAST (OUTER) AREA COMMITTEE

TUESDAY, 18TH MARCH, 2014

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
M Dobson, P Grahame, M Harland,
J Lewis, M Lyons and K Wakefield

Apologies Councillor P Gruen, K Mitchell and
T Murray

75 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

76 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

77 Late Items

There were no late items on the agenda however there was a supplementary document published and circulated to members in relation to the Item in respect of New Locality Services (minute 86 refers).

78 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

79 Apologies for Absence

Apologies were received from Councillor P. Gruen, Councillor T. Murray and Councillor K. Mitchell.

80 Minutes

RESOLVED – That the minutes of the previous meeting held on the 11th February 2014 be agreed as a correct record.

81 Open Forum

No matters were raised in the open forum.

82 Dates, Times and Venues of Community Committee Meetings 2014/15

Members considered the report of the City Solicitor detailing the Committee's proposed meeting schedule for 2014/15. A discussion took place surrounding the dates, times and venue arrangements, and it was,

RESOLVED-

- (a) That the dates and times as detailed in the report be agreed.
- (b) That the four Community Committee's meetings should be held in the Civic Hall, Leeds.
- (c) That the date to elect a Chair for the 2014/2015 municipal year be agreed as Friday 6th June 2014 at 11am in the Civic Hall, Leeds.

83 Summary of Key Work

Members considered a report of the East Outer Area Leader which set out the priority work carried out in the area over recent weeks. Appended to the report were minutes of forum, partnership and sub-group meetings and those of the Area Committee Chairs Meeting.

Thorpe Park

Members welcomed representatives of Scarborough Developments and a Planning Officer to provide an update on the proposals for a major retail-led scheme at Thorpe Park. Members were thanked for their continuous support and guidance in respect of the scheme.

Members were informed that Scarborough Developments had confirmed a key business for the Thorpe Park expansion was joined up with Surgical Innovations and that this will bring apprenticeship opportunities and specialist jobs to the area.

Members discussed the continuous work that is on-going with local schools and clusters to ensure that young adults have the correct skills to apply for such jobs and are aware of the opportunities. A discussion took place regarding a planning application that should be determined in May 2014 for a new road that will be a direct route through Thorpe Park with a bridge that will be built over the road.

Meetings have been arranged with Pedestrian Action Groups and advanced discussions are taking place. Members will receive regular updates at future Committee Meetings.

Area Leads

The meeting of the Area Lead Members was held on the 13th March 2014 and members agreed it was a success and that regular updates would be provided.

Naming New Committee

As part of the Area Working Review, elected members have been asked to consider and agree a place-based name for their new community committee, so that the new committees can be formally constituted at the Council's AGM on 9th June 2014. It was agreed that members will email their suggestions to the Chair and to Area Support.

Community Safety

Chief Inspector Nick Adams from West Yorkshire Police gave members a verbal update regarding The Programme of Change which has been introduced to improve force performance and transform the way services are delivered. Members were informed that each ward will now have a named manager and that there shall be a greater focus at ward level, also that the skill sets of Police have changed significantly and that there are now just three Chief Inspector's across Leeds. West Yorkshire Police want to work with the authority to ensure that communities are safe. Councillor M. Harland was thanked by West Yorkshire Police and Safer Leeds for her support as an Area Lead Member.

RESOLVED-

- (a) That members note the content of the report.
- (b) That members would provide the Chair and the Area Lead Officers with suggestions on a place based name for their new community committee.

84 Children's Services Area Committee update report

The Director of Children's Services attended the meeting and was joined by Martyn Stenton, the Area Head of Targeted Services - SE Leeds, and together they presented a report which provided an update on local outcomes for young people in the East Outer Area.

Members were informed that there had been a restructure in Children's Services and a configuration of the Clusters. The Lead Member for Children's Services commented that the Cluster issue was improving and that good progress was being made. It was noted that the report templates used by Children's Services were much more user friendly than they had been in the past.

Members were also informed that there had been an increase in persistent absence in the area and that the NEET figure had risen. There had also been a reduction in the take up of free school meals, and this is something that will be discussed in more detail at the next Children's Services Update.

RESOLVED-

- (a) That the local priorities that have been agreed with the local Lead Member for Children's Services in addition to the Children's Services obsessions be endorsed.

(b) That the basic need workshops will be used to provide local intelligence for consideration in school place planning, and instruct officers on improved methods of member engagement in school place planning.

(c) To promote igen and the Leeds Pathways website to NEET young people/their families

85 Area Public Health update

Victoria Eaten and Bash Uppal attended the meeting to provide members with feedback on public health information for the Outer East Area that included the new duties to be undertaken by Leeds City Council to provide local leadership for public health.

Members noted that there were five mandated services which had been transferred to the local authority:

- Protecting the health of the local population.
- Ensuring NHS commissioners receive the public health advice they need.
- Appropriate access to sexual health services.
- The National Child Measurement programme.
- NHS Health Check

The Public Health Team will be working with local GP services and will progress ideas with the Area Lead member for Health and Wellbeing, Councillor A. McKenna.

It was also noted that the female admission rates for alcohol related hospital admission was relatively high in the Outer East and that the Public Health Team were looking into restricting high strength alcohol in 'hotspot' areas as well as takeaway food 'free zones' around schools. More work is to be done around health checks, fuel poverty, domestic violence, women's health groups and mental health.

Members further noted that there was no mention of diabetes in the report and that this should be included in the Health Workshop that will take place before the end of the year, as well as the need for GP's to be present at the workshop.

The East Outer Area Committee thanked the Public Health Team for the work they have done, especially at ward level.

RESOLVED-

(a) That the changes in terms of Leeds City Council's responsibility around public health be noted.

(b) That members recognise and support the Area Lead Member for Health and Wellbeing and make suggestions for future development of the public health agenda.

(c) That a Health Workshop be arranged.

(Councillors K. Wakefield, J. Lewis and P. Grahame left the meeting at the conclusion of this item)

86 New Locality Services and development of the 2014/15 Service Level Agreement

Members considered the report of the Director of Environment and Housing which gave an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services.

Tom Smith informed members that the zonal based service would deliver all services through a multi-skilled team of people and that there would now be a named contact in each zone.

Environmental Action Services proposed to move to a zonally based service delivering all the services described above through a multi-skilled team of people.

The service would be directly responsible for all current aspects of Locality Team street cleansing services (excluding gully cleansing) as set out in the Service Level Agreement:

- Manual litter picking
- Litter bin emptying
- Mechanical path & road sweeping
- Flytipping removal
- Graffiti removal
- Needle removal
- Ginnel clearance
- Cleaning of arterial routes
- Cleaning around recycling (e.g. bottle banks) facilities
- Leaf clearing

In addition to the above in future Locality teams would also be responsible for:

- Scheduled bulky waste collections
- Void garden clearances (responsibility for clearing the interior of void houses will remain with Housing Leeds)
- Maintenance of Housing Leeds land and estates.

Members were informed that ward based workshop sessions are in place to cover the three main issues:

- Review SLA priority areas;
- Consult on proposals for resources in each zonal area based on an analysis of need;
- Consult on proposals for future waste management arrangements for areas where fortnightly black bin collections will not be implemented.

RESOLVED-

- (a) That the proposals for a new working model for Locality Team Services be noted.
- (b) Members agreed to consult on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements.

(Councillor M.Lyons left the meeting during the consideration of this item)

87 Annual report - Parks and Countryside Service

The Chief Officer for Parks and Countryside submitted a report providing the East Outer Area Committee with an area profile of key assets and services provided in the area.

Kris Nenadic, Parks Operations Manager, was in attendance and informed members of the improvements that had taken place in community parks in 2013, they were as follows:

- Manston Park – New signage (Barnbow Lasses)
- Barley Hill Park – Playground refurbishment, pitch drainage ongoing
- Temple Newsam – De-silting of lakes, new farm yard playground
- Whinmoor Park – Path resurfacing
- The Staithes – Infrastructure works
- Methley, Church Lane – Changing facility (2 teams)

The planned and proposed improvements for the next 12 months were:

- Whinmoor Park – sports courts to be resurfaced.
- Manston Park – New tennis courts, refurbished playground and outdoor gym
- Fieldhead Carr – Play area
- Skelton Woods – Development of orchard
- Kippax Meadows – Signage
- Kippax – Proposal for a skate park within the area
- Great & Little Preston – proposals developed for Glencoe, Hollinghurst Wood and Parish Meadow.

Members were told that the success of 2013 had been the work carried out with apprenticeships and that Groundwork Partnerships had funded an additional year of this at Temple Newsam.

RESOLVED- To note the content of the report and to communicate priorities for investment in community parks, playing pitches and fixed play facilities.

88 East Outer Area Committee Business Plan 2013-2014

The Area Improvement Manager presented the report of the Assistant Chief Executive (Citizens and Communities) which highlighted the priorities agreed by the Area Committee in September 2013.

Members were asked to sign off the business plan for 2013/14 and to consider the new priorities and objectives that were set out in Appendix 1 of the report.

RESOLVED-

(a) That the business plan for 2013/14 be signed off.

(b) That the new priorities for 2014/15 be considered and note that they will be considered at the first meeting of the new municipal year.

89 Date and Time of next meeting

The next meeting was scheduled for Friday 6th June at 11am in the Civic Hall, Leeds, LSI 1UR. Members noted that this meeting was primarily scheduled to elect the Chair for the 2014/15 municipal year.

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NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 10TH MARCH, 2014

PRESENT: Councillor S Hamilton in the Chair
Councillors J Dowson, E Taylor,
G Hussain, C Macniven, A Sobel and
B Urry

Apologies Councillor M Rafique and R Charlwood

58 Late Items

No formal late items of business were presented to the meeting however Members were in receipt of a replacement Appendix 1 to the Wellbeing budget (minute 64 refers)

59 Declaration of Disclosable Interests

There were no declarations of disclosable interests

60 Apologies for Absence

Apologies for absence were received from Councillors Charlwood and Rafique

61 Open Forum

No matters were raised under the Open Forum.

62 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held 27th January 2014 be agreed as a correct record

63 Matters Arising

Minute 52 – The AC welcomed the report that construction of the Green Gym at Norma Hutchinson Park was due to be completed on 12th March 2014, and noted the request for support to arrange the formal opening of the facilities

Minute 52 – It was noted that a response was still awaited in respect of WW1 Heritage education/commemoration projects utilising the air raid shelters located beneath parks in the locality

Minute 53 – The AC noted that the previous suggestion to ring-fence and devolve a small budget for specific tasks/initiatives and/or responsibilities would be included in the wider discussions on future decision making in the locality and community engagement framework

64 Wellbeing Fund Revenue Budget 2013/14 and 2014/15

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the current position of the Revenue & Capital Wellbeing funding for the Area Committee (AC) and the expected budget allocation for 2014/15 of £161,649.35, including recommendations on budget

setting. The report included details of applications for consideration by the AC which had previously been discussed by the Wellbeing sub group.

The report highlighted the following key matters:

- The ring-fenced youth activities budget of £51,670 for 2014/15
- £48,606.45 remained in the NEIAC budget for carry forward to 2014/15. This included underspends in the various 2013/14 pots put aside by the AC
- A 20% city wide reduction in the Area Committees budget allocation for 2014/15 was anticipated and in readiness, the report suggested the AC plan for a budget allocation of £129,448 for 2014/15. This would create a total budget of £161,649.35 for 2014/15
- The request that £10,000 of the youth activities budget be delegated to the Wellbeing working group. This would allow projects to be commissioned outside of full Committee meetings and provide an on-going and reactive programme of youth activities. All projects approved will be reported to the next full Area Committee meeting.

The AC noted and considered the proposals for NEIAC budget allocations based on 2013/14 priorities as set out in paragraph 3.6.6 of the report:

LCC Neighbourhood Manager	£35,000
Festive Lights	£14,106
Volunteer Thank You	£800
Consultation and Engagement	£2,000
Community Skips	£1,000
School Holiday programme	£32,000
Small Grants	£9,000
Chapel Allerton ward pot	£10,000
Moortown ward pot	£10,000
Roundhay ward pot	£10,000
TOTAL	£123,906

(Remainder for 2014/15 - £ 37,743.35)

Festive Lights – The AC considered whether there was scope for local business sponsorship/support for the festive lights in each locality and it was agreed that this should be pursued. The allocations for Moortown and Roundhay wards were agreed by ward councillors with the proposed allocation for Chapel Allerton being deferred to allow more time for consideration by ward councillors

Youth Activities – The AC discussed the future administration of the budget and the suggestion that a mapping exercise be undertaken to identify gaps and/or overlaps in provision. Additionally, it was noted that work was ongoing to ensure the Youth Panel was truly representative of the youth demographic of the locality and able to participate in future consultation/drafting of commissioning plans. The AC agreed to the suggestion that a meeting should be arranged between the responsible officer, the Area Lead for Childrens Services and the NEIAC Chair to discuss the issue.

Wellbeing sub group /Youth activities fund – The AC did not support the proposal to delegate a £10k pot of youth activities funding to the Wellbeing sub group

RESOLVED –

- a) That the proposal to commission the spend of the 2014/15 budget as laid out at paragraph 3.6.6 of the submitted report be approved – with the exception of the following
 - i) Chapel Allerton Festive lights – deferred for further consideration
- b) That, having considered the project proposals contained within the report and the comments of the Wellbeing sub group, the following funding be agreed:
 - £2,500 - MAEcare project to Promote Partnership and Reduce Social Isolation in older people.
 - £7,920 - to create a further Business & Administration Apprenticeship in Inner North East Leeds.
 - £2,500 - to the Irish Arts Community participatory programme.
- c) Not to support the proposal to delegate the sum of £10,000 from the 2014/15 youth activity budget to the Wellbeing working group.
- d) To note the current budget position.

65 Children's Services Area Committee Update

NEIAC considered the report of the Director of Children's Services on the established city priorities contained within the Children and Young People's Plan (CYPP). The report sought consideration of whether there were any local priorities that should also be regularly highlighted, and requested approval to the proposal for the Area Lead member for Children's Services to work with the area head of targeted services to identify local priorities for the AC's approval

Gillian Mayfield, Targeted Services Area Lead (ENE) and Paul Brennan, Deputy Director of Children's Services (Learning); attended the meeting to present the report. During discussions, the following matters were raised:

- Whether there was a correlation between attendance figures and the number of fines for non-attendance levied. Members noted that analysis of the one full year's figures would be available in September 2014
- The figures for persistent absenteeism. Members noted that the statistics covered the Autumn/Winter 2012 period and that Children's Services were seeking to ensure each school had a plan to address persistent absenteeism. The AC requested that Members receive the figures for their individual wards on a school by school basis
- The possible causes for the reduction in take-up of free school meals
- The readiness of schools in the locality for the universal provision of free school meals for reception and key stage 1 children from September 2015. Members queried whether take-up of the offer was mandatory and the approach to be taken by other authorities. Officers agreed to respond to Members directly with that information, once available

(Councillor Sobel withdrew from the meeting for a short while at this point)

The AC discussed the number of young people recorded as NEETs (Not in Employment, Education or Training) or “not known” and expressed concern that, although Children’s Services had focussed efforts to reduce the numbers, the figures for the NEIAC area had remained largely static. Discussion followed on whether there should be a re-focus of the approach in order to look towards providing outcomes for those young people, and Members noted the intention to report back to the October meeting following the establishment of the ENE Employment Skills and Young Sub Group

RESOLVED –

- a) To note the contents of the report and the discussions on whether additional local priorities may be required in addition to the Children’s Services obsessions
- b) To note the intention for the local Area Lead member for Children’s Services and the area Head of Targeted Services to agree local priorities identified for the area, which may include the following:
 - analysis of any correlation between attendance figures and fines for non-attendance issued
 - consideration of the focus of the approach to NEETs and those young people recorded as “not known”
- c) To note the intention to use the basic need workshops to provide local intelligence for consideration in school place planning, and to instruct officers on improved methods of member engagement in school place planning;
- d) To note that the requested additional information will be supplied directly to Members in respect of up to date statistical trends; the approach of free school meals adopted by other authorities
- e) To note the intention to present information on the Families First initiative to the October 2015 meeting

66 Environmental Services – Consultation on the 2014/15 Service Level Agreement

The AC considered the report of the Director of Environment and Housing presenting the Environmental Services Service Level Agreement (SLA) for 2014/15 for the purpose of consultation on which existing and new priorities the Area Committee would like to see addressed in a refreshed SLA. The report also included information on the new responsibilities to be transferred to the Locality Team in 2014/15 and how the service will be restructured to deliver these.

J Woolmer, ENE Locality Manager, attended the meeting to present the report. Having considered the report Members discussed the following issues:

- Whether elderly and or/vulnerable residents had been identified by the service and an appropriate level of support offered (i.e. bin collections)
- Whether a list of roads/highways more suitable for cleansing with a mini-sweeper had been drawn up
- The need for a flexible approach to certain matters such as working closely with Housing Management to ensure an overview of streets social/tenanted/private housing is taken; and to liaise with the Parks & Countryside Service to ensure the upkeep of community parks

- The role of education and advertisement to ensure that residents were aware of the services offered and of their own responsibilities

The AC noted the gully cleansing service was under review and the proposal for it to revert back to corporate responsibility. Members expressed support for this service to remain within the local Environmental Team and commended the effective work done by the Team recently. Members expressed reservations that central provision would provide an equally responsive service.

RESOLVED –

- a) That the main service principles for 2014/15 as set out in paragraph 22 of the submitted report be agreed
- b) That the existing priorities be endorsed for continuation into 2014/15
- c) That the discussions held on support for elderly and/or vulnerable residents, liaison with park and countryside for the upkeep of community parks and close working with Housing Management be noted; to inform any new service issues identified for inclusion, subject to existing levels of resources
- d) That having considered the issues of enhanced services delivered through the buying in of additional local resources, and the review of gully cleansing services, the AC identify this service as one that Members would wish to see retained by the local Environmental Services team
- e) That the new responsibilities to be transferred to the Locality Team in 2014/15 and the new proposed new operational structure to deliver the full range of local services be noted
- f) That agreement be given to the development of the new SLA for 2014/15 to be brought to the July meeting for approval based on refreshed Elected Member and Area Committee local priorities

67 Area Update Report

NEIAC considered the report of the Assistant Chief Executive (Citizens and Communities) providing an update on work carried out to create Neighbourhood Improvement Plans for its priority neighbourhoods. The report advised on the form the future work programme and community engagement strategy was likely to take and updated Members on the West Yorkshire Police review and the changes that will impact on the North East Inner area.

B Yearwood, ENE Community Safety and Insp M Davison attended the meeting to provide further detail on the proposed restructure to WYP and discussed the following matters with Members:

- The establishment of one Leeds Division, located at an Elland HQ, supported by a structure arranged around the local authority “area wedge and ward” structure comprising of three Locality Teams and 33 Sergeant led ward based Neighbourhood Policing Teams
- The intention to embed wider partnership working with other service providers
- The impact on provision at Stainbeck Police Station
- Police training programmes and the availability of training in respect of recognising signs of dementia

Ch Ins Davidson reassured the AC that the new structure would maintain the established good working practices and cross-ward boundary liaison between NPTs. Additionally, he reported that the NE Area WYP team, along with the Area Leads for community safety, would meet on 26 March 2014 to discuss policing priorities and estate strategies for the NE area

(Councillor Taylor left the meeting at this point)

K Wood Neighbourhood Manager for Inner North East provided the AC with a brief update on employment, skills and training in the locality, highlighting the careers fair to be held in the Reginald Centre during March 2014.

The report included proposals for the new community committee; including the 2014/15 work programme and two proposed investigations for the AC to consider:

- 1) A Community Committee investigation into why the residents of the Queenshill and Brackenwood estates did not benefit from the same affluence as their neighbours. This would aim to identify the reasons and create actions for the Community Committee to drive through the necessary channels to improve the situation.
- 2) A Community Committee investigation into why young people in the Inner North East did not access apprenticeships.

Future meetings – Members noted the intention to hold four formal meetings a year, one per quarter, to carry out council business and decision making, with a further four action focused meetings throughout the year. These Action meetings would be tailored to a particular priority involving intensive community engagement, key partners and the Area Committee Lead Member using new methods such as Twitter or more in-depth case studies - resulting in solid action being taken to drive change.

Community Committee name - Members were asked to consider and decide on a recommended place-based name for the new community committee for the NEIAC area, so that the new committee could be formally constituted at the council's AGM. The following suggestions were discussed:

- a) Community Committee for Chapel Allerton, Moortown, Roundhay
- b) Chapel Allerton, Moortown & Roundhay Community Committee

RESOLVED

- a) That the work carried out to create Neighbourhood Improvement Plans for 2014/15 be noted and approval be given for Ward Members to take an active role in shaping and monitoring the plans via ward member meetings.
- b) That the work carried out to create a new work programme structure be noted and approval be given to its key priorities for focus in 2014/15.
- c) That the name "Community Committee for Chapel Allerton, Moortown and Roundhay" be agreed for the new Area Committee format to take effect from June 2014

68 Date and Time of Future Meetings

The City Solicitor submitted a report seeking approval to the proposed meeting schedule for the 2014/2015 municipal year and of the date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014. Members were also requested to consider the meeting and venue arrangements for the forthcoming year.

Members indicated a preference to continue to meet on Mondays noting that a later start time could encourage greater participation by the public and external organisations. However, it was noted that political group meetings were also held on Monday evenings. The AC therefore declined to approve the proposed meeting schedule until such time that the political group meeting schedule had been set, in order to avoid a clash of commitments.

RESOLVED

- a) That, having considered the options detailed within the report, the AC defer consideration of the meeting schedule for 2014/15 until details of the political group meetings 2014/15 are available. Consultation with Members will then take place, with a view to presenting the dates to Annual Council on 9 June 2014 and for inclusion within the Municipal Diary
- b) That Thursday 5th June 2014 at 4.00pm in the Civic Hall, Leeds, be agreed as the date, time and venue for the June 2014 meeting (and to note that this is primarily scheduled to elect a Chair for the 2014/2015 municipal year)

69 Closing Remarks

The Area Committee passed a vote of thanks to Rory Barke for his service as he will be leaving his role as Area Leader after 10 years in the post. The Members expressed their gratitude and wished him luck in his new role and forth coming retirement.

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NORTH EAST (INNER) AREA COMMITTEE

THURSDAY, 5TH JUNE, 2014

PRESENT: Councillor S Hamilton in the Chair

Councillors J Dowson, M Rafique, E Taylor,
G Hussain, R Charlwood, C Macniven,
A Sobel and B Urry

70 Late Items

No formal late items of business were received. However, Members were in receipt of a revised version of agenda item 9 Wellbeing Fund – which included the recommendations of a recent meeting of the Wellbeing sub group (minute 75 refers)

71 Declaration of Disclosable Interests

There were no declarations of interest

72 Open Forum

No matters were raised under the Open Forum

73 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held 10th March 2014 be agreed as a correct record

74 Matters Arising

Minute 64a)i) Festive Lights – The AC noted that funding of Festive Lights for the Chapel Allerton ward had yet to be determined

Minute 65d) Free School Meals – Members requested that the requested information be provided as soon as possible

75 Election of the Community Committee Chair for the 2014/15 Municipal Year

The City Solicitor submitted a report on the election of a Chair for the Community Committee for the 2014/15 Municipal Year.

A copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which the Chairs could be elected was attached as Appendix 1 to the report.

It was reported that one nomination had been received for the role of Chair on behalf of Councillor Sharon Hamilton

RESOLVED - That Councillor S Hamilton be elected as Chair for the 2014/15 Municipal Year.

76 Well Being Fund

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the current position of the 2014/15 wellbeing revenue

Draft minutes to be approved at the meeting
to be held on 7th July 2014

and capital budgets of the North East Inner area. Additionally, the report included applications for funding for consideration

Members were in receipt of a revised report which included the comments of the Wellbeing Sub Group on the applications received to assist with their consideration of the applications. Members noted the following in respect of the budget:

- the figures in respect of the total budget for 2014/15 as being £207,833 (including the carryover of 2013/14 uncommitted and committed revenue funds)
- the total figure available for spend on new projects in 2014/15 is £164,962.01 Appendix 1 of the report set out the current position for the revenue Wellbeing budget and detailed the breakdown of allocations into Ward, Community Engagement, Summer Holidays, and Small Grants pots)
- the allocation of £51,670 for 2014/15, ring-fenced for youth activities.
- £9000 remained within the Well-Being Revenue - Small Grants pot
- £10,140.70 of Capital funding was available generated by the Capital Receipts Incentive Scheme (CRIS)

Members discussed the following:

- The need to encourage applications to provide diverse range of activities
- To welcome the number of applications aiming to provide year-long activities, rather than one-off events
- The work undertaken to encourage interest from those groups, localities and communities who historically had not submitted applications
- The suggestion that development work should be undertaken with some cultural groups/communities who are based city-wide, but worship, celebrate or meet within the NEIAC area to encourage their engagement and participation in both existing and future activities
- Noted the comment that Youth Services would welcome ward Councillors' feedback on appropriate provision in their wards

Members considered the applications in conjunction with the comments of the Wellbeing Sub Group as reported at the meeting. It was noted that reference to the purchase of water butt for the Roundhay ward should be deleted from the Wellbeing Budget schedule (Appendix A) as this had been purchased during 2013/14.

RESOLVED –

- a) To note the available capital budget and that the current budget position be noted
- b) That purchase of a water butt for the Roundhay ward be deleted from the Wellbeing Budget schedule (Appendix A) as this had been purchased during 2013/14 and officers be authorised to amend the schedule accordingly
- c) That having considered the comments of the Wellbeing sub group, approval be given to commission spend of the 2014/15 budget as detailed in paragraphs 3.1 and 3.2 and the appendix of the report tabled at the meeting as follows

Well-Being Revenue - Summer Activities

<u>Activity</u>	<u>Applicant</u>	
Meanwood Olympics	Zest for Life	£4439 – approved
Soccer Summer Camp	Street Works	£3600 - approved
Summer Sport Camp	CYDC	£2665 - approved
Multi-Sport & Leadership Awards	LCC Sport & Active Lifestyles	£1000 - approved
Multi-Sport, Swim & Camp	LCC Sports & Active Lifestyles	£2833 - approved
Vocal Girls	Getaway Girls	£2312 - approved
Environmental Summer Play Scheme	Meanwood Valley Urban Farm	£4000 – approved
Leopold Street Football	Join Together Academy	£1390 - approved
Impact 2014 Sports & Summer camp	CCNC/KPM	£1600 - approved
A Piece of the Action	Feel Good Factor	Defer
A Taste of Life	Feel Good Factor	Defer
Total		£23,300

Well-Being Revenue

<u>Activity</u>	<u>Applicant</u>	
INE Young Peoples Out of School Activities	LCC Youth Service	£6,953 - approved
Chapel Allerton Arts Festival;	Chapel Allerton Arts Festival	£3,500 - approved
Chapelton Arts Festival	New Chapelton Development Trust	£3000 - approved
Meanwood Institute Kitchen renewal	Meanwood Institute	£4,056 - approved
Security Upgrade Mandela Centre	LCC	£2,960 - approved
Kitchen refurbishment	St Edmunds Scout & Guides	defer
Potternewton Recreation Changing Facilities	LCC Parks & Countryside	defer
Total		£20,468.80

Youth Activity Fund

<u>Activity</u>	<u>Applicant</u>	
Go Wild at Roundhay Park	LCC Parks & Countryside	£2,567 - approved
MWD Child Out Zone	Meanwood Junior Play Scheme	£2,000 - approved
Brackenwood Child Out Zone	Meanwood Junior Play Scheme	£3,030 - approved
Chapy Young Peoples Zone	Chapelton Community CMC	£1,500 – approved
Chapelton Urban Rangers	Chapelton Urban	£2,195 - approved

Draft minutes to be approved at the meeting to be held on 7th July 2014

project	Rangers project	
March of the Robots	Playful Leeds	defer
Scotthall Sharks Community Athletics Club	LCC Sport & Active Lifestyle	defer
Leeds Somali Youth project	Leeds Somali Youth	decline
Total		£11,292

(Councillor Charwood left the meeting at this point)

77 **Palace Community Centre Future**

The East North East Area Leader submitted a report providing Members with an up to date position on the usage of the Palace Community Centre and seeking consideration of the future of the centre with a view to declaring it surplus to requirement - as a Community Committee Delegated Community Centre.

The ENE Area Improvement Manager outlined the history of the site. The AC requested that local ward Members be kept up to date on proposals for the future use of the site

RESOLVED –

- a) That the contents of the report be noted and approval be given for the Palace Community Centre being declared surplus to requirement for use as a delegated community centre; and for it to be returned to Leeds City Council's Asset Management section to consider future use of the building
- b) That local ward Councillors be advised of any future proposals for the use and/or disposal of the site

78 **Area Committee Appointments**

The City Solicitor submitted a report providing information on the various appointments which fall within the remit of the North East Inner Area Committee. The Committee was invited to determine appointments for the forthcoming Municipal Year; subject to the relevant agreement of full Council and/or Member Management Committee

The following comments were noted for further action:

- Arrangements for Area Lead member meetings
- Liaison with the Clusters and meeting arrangements
- Arrangements for meetings of the ENE ALMO Area Panel (now Housing Leeds ENE Panel) and the role of Councillors at that meeting. The AC supported a suggestion that appointments to the Housing Leeds ENE Panel be deferred subject to a review of the relationship between the AC and the Panel

RESOLVED – That the following appointments be agreed, subject to the relevant agreement of full Council and/or Member Management Committee

a) Area Lead Role

- Environment – Councillor B Urry
- Community Safety – Councillor M Rafique
- Children's Services – Councillor A Sobel
- Employment, Welfare and Skills – Councillor G Hussain
- Health and Wellbeing – Councillor E Taylor

Adult Social Care – Councillor C Macniven

b) **Corporate Carer** – Councillor A Sobel

c) Clusters

CHESS (Chapelton, Harehills and Extended Schools Network) –
Councillor J Dowson

NEtWORKS (Meanwood and Chapel Allerton) –

Councillor A Sobel and Councillor M Rafique

NEXT (North East Extended Together: Moortown and Roundhay)

– Councillor S Hamilton and Councillor B Urry

d) Outside Bodies

Moor Allerton Elderly Care – Councillor A Sobel

Community Action for Roundhay – Councillor C Macniven

Chapelton CAB – Councillor G Hussain

Housing Leeds ENE Area Panel – 2 vacancies. Appointments deferred
subject to a review of the relationship between the AC and the Panel

e) Sub Groups of the Community Committee

Environment – Councillors B Urry and A Sobel with one vacancy

Wellbeing – Councillors R Charlwood, J Dowson and C Macniven.

Councillor S Hamilton to attend as substitute for R Charlwood if
necessary)

79 Dates, Times and Venues of Future Meetings

Members discussed the proposed schedule of dates and times for future meetings of the Community Committee. A schedule of proposed venues for the meetings was tabled at the meeting for consideration

RESOLVED – That the following schedule be agreed as the dates and times for the Community Committee meetings for 2014/15, noting that Members will be notified of the venue arrangements in due course:

7th July 2014 – 6:00 pm

6th October 2014 – 6:00 pm

19th January 2015 – 6:00 pm

9th March 2015 – 6:00 pm

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NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 17TH MARCH, 2014

PRESENT: Councillor G Wilkinson in the Chair

Councillors A Lamb, N Buckley, P Harrand,
A Castle, D Cohen and M Robinson

70 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the Inspection of Documents

71 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered

72 Late Items

There were no formal late items of business submitted, however, the Chair did accept the inclusion of an additional application to the Wellbeing Fund; verge improvements at Collingham (Minute No. 79 refers). It was reported that the application in question was not available at the time of agenda publication and it was in the best interests of all parties concerned that the matter be considered without delay.

73 Apologies for Absence

Apologies for absence were received from Councillor J Procter and Councillor R Procter

74 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of any disclosable pecuniary interests

75 Open Forum

In accordance with paragraph 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the Public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised under this item by Members of the Public

76 Minutes of the Previous Meeting

Draft minutes to be approved at the meeting
to be held on Tuesday, 27th May, 2014

RESOLVED – That the minutes of the previous meeting held on 3rd February 2014 were accepted as a true and correct record

77 Matters Arising From the Minutes of the Previous Meeting

(i) Appointment of a Fuel Poverty Champion (Minute No.64 refers)

RESOLVED – That Councillor Castle be appointed as the Fuel Poverty Champion for the North East (Outer) Area Committee

(ii) Area Committee Business Plan (Including Police Programme of Change) (Minutes No.65 refers) – Referring to the presentation delivered by Chief Inspector Matt Davison on the Police Programme of Change, Councillor Cohen referred to a recent meeting with West Yorkshire Police at which some of the information around PCSO's was inconsistent with that provided by Chief Inspector Davison.

RESOLVED – That Chief Inspector Davison be invited back to the next meeting of the Area Committee in order that the necessary clarification may be provided

78 Children's Services Area Committee Update Report

The Director of Children's Services submitted a report which provided an update on performance data, successes, and children's issues within the area. The report also sought Members views as to whether there were any local priorities that should be regularly highlighted in future update reports.

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Children's Services update (Appendix 1 refers)
- Performance data for North East (Outer) Area Committee (Appendix 2 refers)
- Families First Cohort (Appendix 3 refers)

Steve Walker, Deputy Director Children's Services together Gillian Mayfield, Targeted Service, Area Leader, Children's Services presented the report and responded to Members' comments and queries

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:

- Persistent absence in Primary Schools
- Challenging Families
- Free School Meals uptake
- The need for school clusters to engage with Parish Councils
- National Statistics

Referring to an article in “The Times” on school achievement, Councillor Harrand said that according to the article Yorkshire Schools continued to be placed in the lowest 15% achievers for the whole of the Country.

In responding Steve Walker said that Children’s Services was working with schools to understand and improve the areas of concern and referred to the “Readiness for learning initiative” at Key Stage 1

Councillor Lamb commenting on the work of School clusters said that the Area Committee had a good working relationship with school clusters but there appeared to be no link between school clusters and the parish Councils.

Councillor Cohen suggested that Parish Council representation should be encouraged on school clusters. It was further suggested that the Parish Council Forum may be a mechanism for establishing better links.

Officers welcome Members suggestion and offered to investigate the matter further.

It was noted that the next Parish Council Forum was scheduled to take place on 3rd April 2014 and arrangement would be made to ensure Children’s Services received an invitation.

RESOLVED – That the contents of the report be noted

79 Environmental Services – Consultation on the 2014/15 Service Level Agreement

The Director of Environment and Housing submitted a report which sought Members views on existing and new priorities the Area Committee would like to see addressed in a refreshed Service Level Agreement (SLA) for 2014/15

The report also included information on new responsibilities to be transferred to the Locality Team in 2014/15 and proposals as to how the service would be restructured.

Appended to the report were copies of the following document for the information/ comment of the meeting:

- Streetscene Grounds Maintenance Contract – Performance Update (March – October 2013) – Appendix 1 refers

John Woolmer, Locality Manager, East North East, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Progress made on the 2013/14 Service Level Agreement

- Greatest pressures included; Additional litter picking to keep arterial routes litter free, de-leafing and severe weather conditions (Significant rainfall over past 2 years)
- Lost days through sickness absence
- Changes to the Locality Team in 2014/15
- The creation of flexible job descriptions
- Planning for the “Grand Depart”

In offering comment Councillor Cohen suggested that there was a real need to address the litter hot spots

In responding Mr Woolmer suggested that the changes to the locality teams may improve delivery, leading to more efficient and effective working.

Councillor Lamb sought further information about lost days through sickness absence and suspension and requested if Members could be supplied with the necessary statistics.

It was the general opinion of Members that lost days resulting from sickness and suspension required addressing

Mr Woolmer said the requested information would be circulated to Members

On the issue of lost days Councillor Lamb asked if there were any contingency plans with other areas.

In responding Mr Woolmer suggested that support from other areas was not usually necessary, resources may be re-prioritised within the area.

RESOLVED –

- (i) To approve the main service principles for 2014/15
- ;
- (ii) To note the new responsibilities being transferred to the Locality Team
- (iii) To approve the development of a new SLA for 2014/15 to be based on refreshed Elected Member and Area Committee priorities, the SLA being brought back to the July meeting for approval
- (iv) To note the grounds maintenance contract performance update for the Outer NE area covering the grass growing/cutting period March to October 2013.

80 Well-being Fund and Youth Activity Fund

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the current position of the Area Committee’s

Draft minutes to be approved at the meeting
to be held on Tuesday, 27th May, 2014

budget and set out details of applications seeking Well-Being funding and Youth Activity funding.

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- (i) The current revenue financial position (Appendix A)
- (ii) Details of the remaining balances for the small grants and skip pots, plus other pots of funding which were set aside for Treetops Community Centre and Community Engagement (Appendix B)
- (iii) Small grants approved in the 2013 -14 financial year (Appendix C)
- (iv) Funding Allocation for 2014/15 (Appendix D)
- (v) Capital Funding 2013/14 (Appendix E)

Carole Clark, North East Area Support, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year
- Clarification around some of the projects seeking financial assistance

RESOLVED –

- (i) To note the spend to date and current balances
- (ii) That the following projects (from the 2013/14 financial year) requesting Well-Being Funding be determined as follows:

Project	Organisation	Amount Granted £
Alwoodley Community Association	Alwoodley Football Club Pitch Restoration	£5,000
Camping Activities	Wetherby St James Scout and Guide Group Council	Application Refused
Verge Improvement at Collingham	Leeds City Council	£2,000

- (iii) To note the following applications had been withdrawn

Project	Organisation	Amount Applied For £
Path Clearance (Leeds Road)	Leeds City Council	£2,000

- (iv) To endorse the following project approved via delegated authority

Draft minutes to be approved at the meeting to be held on Tuesday, 27th May, 2014

Project	Organisation	Amount Granted £
Alwoodley Allotment Association Development Programme	Alwoodley Allotment Association	£,765.94

(v) That the following Youth Activity Projects be determined as follows:

Project	Organisation	Amount Granted £
Young People's Volunteering Project at Herd Farm	Herd Farm Activity Centre	Application Refused
Area Activity Work	Herd Farm Activity Centre	£950 (1 Fun day – Climbing Tower), Barwick in Elmet Maypole Celebration
Informal Football Sessions at Allerton High School	Leeds City Council Sport and Active Lifestyles	Application Refused
Racketball at Collingham	Collingham & Linton Squash & Racketball Club	£485
Holiday Activity Programme	EPOSS	£10,293.00
Wetherby District Scouts (Explorers)	Duke of Edinburgh Awards	£699
Barleyfields Radio Project	Wetherby Community Radio (Tempo FM)	£3,000
Academy Rugby	Wetherby RUFC	Deferred for Ward Member Consultation

81 Dates, Times and Venues of Community Committee Meetings 2014/15

The City Solicitor submitted a report seeking the Area Committee's formal approval of a meeting schedule for the 2014/2015 Municipal year.

It was noted that in line with the new approach to area working arrangements the number of meetings scheduled for the Municipal Year had reduced from six to four

Councillor Harrand expressed concerned about the reduction in the number of scheduled meetings commenting that there was nothing wrong with the existing arrangements.

Other Members were also supportive of Councillor Harrand's comments

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That Officers be requested to look again at the proposed schedule of dates based on six meetings for the Municipal year (Dates to include the following plus an additional two meetings)
 - 14th July 2014
 - 13th October 2014
 - 26th January 2015
 - 23rd March 2015
- (iii) That the date for the meeting to elect a Chair for the 2014/15 Municipal Year be agreed as Tuesday 27th May 2014 at 4.00pm in the Civic Hall, Leeds
- (iv) That the meeting venues continue to alternate between the Civic Hall during the winter months and at various venues held within the three wards during the summer months. All meetings to commence at 6.00pm (summer months) and 5.30pm (winter months)

82 Citizens@Leeds: what this means for Outer North East Leeds

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided a brief outline of the proposed changes to Area Working arrangements, and sought the views of Members on the suggested key themes for 2014

Rory Barke, Area Leader presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The new approach to Area Committee Working
- A new name for the Area Committee
- The intention to strengthen democratic engagement and increase community engagement in decision making
- Moor Allerton Partnership priorities
- Key Themes 2014

RESOLVED –

- (i) That following the Annual Meeting of Council the Area Committee be re-named the Outer North East Community Committee

- (ii) To approve the priorities for the Moor Allerton Partnership (MAP)
- (iii) To request the Area Leader to draft a report setting out details of the proposed engagement plan 2014 based on the following Key Themes:
 - Health
 - Crime and anti-social behaviour
 - Highway works
 - Wetherby Car Parking
 - Wetherby Master Plan
- (v) The proposed engagement plan being brought back to this Committee in July 2014

83 Outer North East Parish and Town Council Forum

The Assistant Chief Executive (Citizens and Communities) submitted a report which introduced the minutes from the most recent meeting of the (Outer) North East Parish and Town Council Forum held on 24th January 2014.

RESOLVED –

- (i) That the contents of the minutes be noted
- (ii) To support the Parish and Town Council Forum in resolving any issues raised

84 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning, Policy and Improvement) submitted report which provided a brief overview of the Area Chairs Forum Meetings. The minutes of the Area Chairs Forum dated 20th January 2014 were submitted for information/ comment

RESOLVED – That the contents of the report and accompanying minutes be noted

85 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday 27th May 2014 at 4.00pm in the Civic Hall, Leeds

CHAIR'S CLOSING REMARKS

Local Elections – Referring to the forthcoming Local Elections, the Chair expressed his best wishes to all Members standing for Council in the May 2014 Municipal Elections

Rory Barke – The Chair reported that after a considerable numbers of years, the Area Leader for the North East (Outer Area) Rory Barke was moving on, taking up other duties within the same Department before retiring in March 2016.

Members joined the Chair in wishing Rory every success in his future endeavours

In responding Rory thanked the Chair and Members of the Committee commenting that the work had been challenging but it had been a real pleasure working with both Members and officers.

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NORTH EAST (OUTER) AREA COMMITTEE

TUESDAY, 27TH MAY, 2014

PRESENT: Councillor G Wilkinson in the Chair

Councillors A Lamb, J Procter, N Buckley,
P Harrand, A Castle and D Cohen

86 Chair's Opening Comments

In opening the meeting the Chair welcomed everyone in attendance and congratulated Councillor Harrand, Councillor Robinson and Councillor John Procter on their success in the recent Local Elections

87 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the Inspection of Documents.

88 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

89 Late Items

There were no late items of business

90 Apologies for Absence

Apologies for absence were received from Councillor R Procter

91 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of any disclosable pecuniary interests.

92 Open Forum

In accordance with paragraph 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the Public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised under this item by Members of the Public

93 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 17th March 2014 were accepted as a true and correct record

94 Matters Arising from the Minutes from the Previous Meeting

- (i) Area Committee Business Plan (Including Police Programme of Change) (Minute No.77 (ii) refers) – It was agreed at the last meeting that Chief Inspector Matt Davison be invited along to today's meeting in order to provide clarification around the Police Programme of Change.

It was noted that Chief Inspector Davison was not in attendance.

Officers reported that Chief Inspector Davison had been invited to the meeting but unfortunately he was unable to attend due to other commitments.

It was reported that Chief Inspector Davison had been made aware of the issues requiring clarification and had provided a detailed response which had previously been circulated to all Members of the Committee.

Members acknowledged the receipt of the information provided but were of the view that further assurances were required and the attendance of Chief Inspector Davison at the next meeting would be of benefit to Members

RESOLVED – That Chief Inspector Davison be invited along to the next meeting scheduled for 14th July 2014

- (ii) Children's Services Area Committee Update Report (Minute No.78 refers) – It was agreed at the last meeting that representatives from Children's Services would receive an invitation to attend the next meeting of the Parish Council Forum scheduled for 3rd April 2014.

It was noted that representatives from Children's Services were not in attendance at the meeting

Officers reported that there had been a large number of items identified for that particular meeting and it was considered more beneficial to invite Children's Services along to the July meeting of the Parish Council Forum

RESOLVED – That representatives from Children's Services be invited to attend the July meeting of the Parish Council Forum

95 Election of Community Committee Chair for the 2014/2015 Municipal Year

Draft minutes to be approved at the meeting
to be held on Monday, 14th July, 2014

The City Solicitor submitted a report which explained the arrangements for the election of Chairs to the Community Committees for the 2014/15 Municipal year.

Appended to the report was a copy of Paragraph 5 of the Community Committee Procedure Rules which dealt with the process by which Chairs for Community Committees were elected (Appendix 1 referred).

It was reported that one nomination had been received for this Community Committee Chair on behalf of Councillor G Wilkinson.

RESOLVED-

- (i) That the contents of the report and appendices be noted.
- (ii) That Councillor G Wilkinson be elected as Chair for the North East (Outer) Community Committee for the 2014/15 Municipal Year.

96 Dates, Times and Venues of Community Committee Meetings 2014/15

The City Solicitor submitted a report which sought the Area Committee's formal approval of a meeting schedule for the 2014/15 Municipal year.

With reference to the previous meeting when, in line with the new approach to area working arrangements, it was proposed that the number of meetings scheduled for the Municipal Year be reduced from six to four.

A number of Members expressed concern about the reduction in the number of scheduled meetings suggesting that the existing arrangements appeared to work well.

It was the decision of the Area Committee that Officers be requested to look again at the proposed schedule of dates based on six meetings rather than the suggested four (Date to include the following plus an additional two meetings):

- 14th July 2014
- 13th October 2014
- 26th January 2015
- 23rd March 2015

It was reported that following consultation with the Chair and Officers two further dates had been identified:

- 8th December 2014
- May/June 2015 (Date to be confirmed)

Draft minutes to be approved at the meeting
to be held on Monday, 14th July, 2014

RESOLVED – That approval be given to the revised meeting schedule as set out below for the 2014/15 Municipal Year.

- Monday 14th July 2014
- Monday 13th October 2014
- Monday 8th December 2014
- Monday 26th January 2015
- Monday 23rd March 2015
- May/June 2015 (Date to be confirmed)

97 Well-being Fund and Youth Activity Fund 2014/15

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the current position of the Area Committee's budget. The report also set out details of application seeking Well-Being Funding and Youth Activity Funding

Appended to the report were copies of the following documents for information/comment of the meeting:

- (i) North East (Outer) Area Committee Well-Being Budget 2014 -15 (Appendix A referred)
- (ii) North East (Outer) Area Committee Youth Activity Fund Budget 2014 -15 (Appendix B referred)

Carole Clark, North East Area Support, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year
- Clarification around some of the projects seeking financial assistance

RESOLVED –

- (i) To note the spend to date and the current balances for the 2014/15 Financial Year
- (ii) That the following projects requesting Well-Being Funding be determined as follows:

Project	Organisation	Amount Granted £
Christmas Lights	Wetherby Town Council	£5,157 (Capital)

(iii) That the following Youth Activity Project be determined as follows:

Project	Organisation	Amount Granted £
Young Peoples Residential	Northcall	£3,700

98 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Monday 14th July 2014 at 6.00pm in Boston Spa Village Hall, 199 High Street, Boston Spa, Leeds, LS23 6AA

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NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 27TH MARCH, 2014

PRESENT: Councillor J Akhtar in the Chair

Councillors M Hamilton, J Walker,
N Walshaw, C Towler, G Harper, B Atha, ,
J Bentley and S Bentley

46 Late Items

There were no late items.

47 Declarations of Interest

There were no declarations of interest.

48 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. The following was discussed:

- Concern regarding ongoing problems with noise nuisance. The Area Committee was also informed of a Temporary Event Notice that had been applied for to host a party at a residential property. It was reported that Noise Nuisance would be considered at future meetings of the Environment Sub-Group.
- Headingley Train Station – a member of the public raised concern regarding the lack of disabled access at Headingley Station when there were plans to carry out other improvements at Burley Park Station. It was reported that the stations were the responsibility of Northern Rail as the franchise holder and they would be contacted regarding these concerns.
- Royal Park School site – possibility of using the former caretakers house as a police base – meetings had been planned with the Area Commander and Police and Crime Commissioner; retention of the site as a community space. Reference was made to the forthcoming application for development at the Leeds Girls High School site and mention that Royal Park would be kept as a community space.
- West Park Centre – further to previous reports it was reported that not all previous users of the West Park Centre had been satisfactorily relocated. The Eleanor Lupton centre was suggested and it was requested that Asset Management be contacted regarding this and other potential venues.
- Concern regarding landlords acting illegally in offering tenancies without the correct permissions.

49 Minutes - 13 February 2014

RESOLVED – That the minutes of the meeting held on 13th February 2014 be confirmed as a correct record.

50 Area Chair's Forum Minutes

RESOLVED – That the minutes of the Area Chairs Forum meeting of the 20th January 2014 be noted.

51 New Locality Services and Development of the 2014/15 Service Level Agreement and Performance Update

The Locality Manager (WNW Locality Team) submitted a report providing an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlined the reasons for these changes and the process for agreeing them. It also described the process for developing the Service Level Agreements with Area Committees for 2014/15

Issues highlighted from the report included the following:

- Proposed changes to operation and delivery.
- Services in need of changes and improvement.
- New responsibilities including the collection of bulky waste.
- Move to developing multi-skilled teams to meet service needs.
- Support during the student change over period.
- Development of operational zones – it was proposed to meet Ward Members on a ward by ward basis.

In response to Members comments and questions, the following was discussed:

- Concern regarding gully cleaning in Weetwood ward.
- Garden clearances – these would be done on void properties.
- Arrangements for the collection of bulky waste.
- Litter clearing in parks – the larger parks would still be covered by Parks and Countryside.

RESOLVED –

- a) That the proposals for a new working model for Locality Team services be noted.
- b) That the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements be agreed.
- c) That the performance of the West-North West Locality Team since July 2013 be noted.

- d) That officers be authorised to agree a phased and planned withdrawal of the dedicated area committee co-ordination officer with any potential interim well-being fund budgetary implications to be considered by the area committee at a future meeting.
- e) That the guidance and direction in respect of service delivery be noted as necessary.

52 Wellbeing and Youth Activity Fund Allocation

The Assistant Chief Executive (Citizens and Communities) submitted a report advising the Area Committee of the following;

- The Wellbeing Budget available for allocation in 2014/15.
- The Youth Activities Fund budget available for allocation in 2014/15.
- The projects for consideration and approval from Wellbeing Revenue Budget allocation for 2014/15.
- The projects for consideration and approval from Youth Activities Fund allocation for 2014/15.

Amendments to the recommendations highlighted in the report were brought to Members attention. These included reductions to the skips budget and the provisional amount ring-fenced for Community Development Work. The revised recommendations also included provision for resources for Changeover which would be sought from mainstream funds in future.

RESOLVED –

- a) That the available Wellbeing Budget and Youth Activities Fund for allocation in 2014/15 be noted.
- b) That the projects listed in Sections 3.2 ,3.3 and 3.4 of the report and set out below be approved from the Wellbeing Budget allocation for 2014/15.

- 1.
2. Revenue

	Project	Project Applicant	Amount
1	Small Grants	WNW Area Support Team	£10,000
2	Skips	WNW Area Support Team	£2,000
3	Festive Lights	WNW Area Support Team	£13,005
4	Woodsley Employability Project	Woodsley Road Community Centre	£6,338
5	Kirkstall Festival	Kirkstall Festival Committee	£5,900
6	Hyde Park Unity Day	Hyde Park Unity Day Committee	£5,000
7	Headingley LitFest 2015	Headingley LitFest 2015	£3,500
8	Door to Door Supermarket Shopping	Older Wiser Local Seniors (OWLS)	£2,500
9	Leeds Music Hub	Leeds Music Hub	£5,000
10	Community Development Work	Area Support Team	£14,000 (Provisional)
11	yOUR Neighbourhood	Leeds Met Student's Union	£4,600
12	Off Road Bikes	West Yorkshire Police	£1,135
13	Out of Hours Noise Nuisance Service	LCC Community Safety	£10,000
14	Children's Champion	St Mary's Church, Hawksworth Wood	£5,500
15	Fit Kids	Young Minds	£4,073
16	INW Mini Projects	LCC Youth Services	£8,000
17	Aireborough Summer Activities Scheme	Aireborough Summer Activities Scheme (ASAS)	£5,000
18	Community Planner	LCC Planning	£24,000
19	Leave Leeds Tidy	Leeds University Union	£8,000
20	Additional Enforcement Staff on Woodhouse Moor	LCC Parkswatch – Safer Leeds	£11,879
21	Rosebank Urban Wildlife Oasis	Groundwork Leeds	£3,000
22	Community Engagement	OPAL	£9,000
23	Keep Fit, Keep Healthy, Be Happy	Caring Together	£6,575
24	Healthy Lifestyle Group	Behno (Sisters) Group	£5,907
25	BME Sedentary Occupation Project	LCC Public Health	£5,000
26	Eastern Media & Arts	Eastern Media & Arts	£4,500
27	Resources for Changeover	Localities Team	£10,223
Total Value of Applications			£193,635

3.

4. Capital

5.

	Project	Project Applicant	Amount
1	STEP - Works at Queenswood Drive	STEP – (Supporting The Elderly People)	£8,000
2	Hawksworth Wood Village Hall Improvements	HOPS	£10,000
3	Making Rosebank Friendly Project	Rosebank Millennium Green	£5,000
4	Hindu Temple Community Centre Improvements	Leeds Hindu Charitable Trust	£10,000
5	Dobby Row BMX Track	INW Area Committee	£5,800
Total Value of Applications			£38,800

6.

7.

c) That the projects listed in Section 3.4 of the report and set out below be approved from the Youth Activities Fund allocation for 2014/15.

	Project	Project Applicant	Amount
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Draft minutes to be approved at the meeting
to be held on Date Not Specified

1	Trapeze – Youth Aerial Project	Urban Angels	£2,335
2	Holiday Activities	YMCA – Hawksworth Wood	£2,505
3	Multi Sports Holiday Camp	LCC Sports & Active Lifestyles	£2,688
4	INW Summer Mixtape 2014	Equilateral Media	£2,000
5	Woodhouse Kickboxing	Youth Point @ Cardigan Centre	£1,046
6	Friday Night Project & Junior Youth provision	Leeds YMCA	£4,272
7	Left Bank Skate	Left Bank Leeds	£3,645
Total Value of Applications			£18,491

53 Health and Wellbeing in Inner North West Leeds

The Director of Public Health submitted a report providing the Area Committee with information on the ways health and wellbeing is led and organised in Leeds. This provided basic background information for discussion about ways of working together with the Area Committee.

The report also looked at opportunities for Councillors in Inner North West Leeds and GPs from Leeds West Clinical Commissioning Group (CCG) to work more closely together with Public Health (PH) to achieve shared objectives as set out in Appendix A of the report.

The report also looked at the following:

- Changes in way health and wellbeing is led and organised.
- Leeds West CCG priorities.
- The key Inner North West challenges.
- Case study of where Councillors, CCGs and Public Health have worked together.
- Next steps and opportunities to work together.

Further issues highlighted from the report included the following:

- Priorities for the next year –
 - Domestic Violence
 - Gypsy/Travellers
 - Patient Engagement
- Re-organisation of services to provide a more local focus.
- Opportunity for GPs to have more say in the commissioning of services.
- Patient engagement - ways of improving links between GPs and patients.

In response to Members comments and questions, the following was discussed:

- Concern regarding reduced surgery opening times in Little London.
- Patient involvement panels and opportunity for Elected Members to become involved.
- The health check programme.
- Provision of greenspace, exercise areas and sports facilities.
- Work with BEN communities.

RESOLVED –

- a) To note the changes in health and wellbeing, and the significant challenges in Inner North West Leeds.
- b) To build on developing local relationships and look at new ways of working to tackle long term issues.

54 Children's Services Update Report

The Director of Children's Services submitted a report providing members with a comprehensive set of children's information. Common feedback is to build on this with more local context.

Members noted that there are established city priorities in the Children and Young People's Plan (CYPP), especially the obsessions.

The purpose of this cycle of reports was to understand if there were any local priorities that should also be regularly highlighted in these reports, for example a focus on a particular aspect of one of the obsessions.

It was recommended for this Committee that the local lead member for Children's Services works with the area head of targeted services to identify local priorities for the committee's approval.

Members' attention was brought to a table in the report which showed performance in Inner North West Leeds compared with the rest of the city. The following was highlighted:

- A reduction in the number of Child Protection Plans.
- Reduction in the number of looked after children.
- Attendance – reduction in primary attendance and improvement in secondary attendance.
- Larger rise of NEETs than citywide.
- Reduction in free school meal uptake.

In response to Members comments and questions, the following was discussed:

- English as a second language being a factor in attainment levels – further information was requested in Level 4 English at Key Stage 2.
- Members were encouraged as school governors to promote the uptake of free school meals.
- Improved Ofsted rating at Brudenell Primary School – one of the top 50 most improved schools in the country.

RESOLVED –

- a) That where local priorities may be required in addition to the Children's Services obsessions, these would be agreed between the local lead member for Children's Services and the area head of targeted services. These priorities may include a focus on a specific element of one of the obsessions.
- b) That the basic need workshops be used to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school place planning.
- c) To promote use of the igen centre on Eastgate, and the Leeds Pathways website, to NEET young people and their families, so igen are aware which 18 and 19 year olds are claiming out of work benefits and are eligible to receive support, so that young people's routes to employment and training is enhanced.

55 Area Committee Update Report

The Assistant Chief Executive (Citizens & Communities) submitted a report providing members with an update on recent Sub Group business and the current position relating to other project activity.

Members were asked to consider a new place based name for the Community Committee which would be formally constituted at the Annual Council meeting in June 2014.

RESOLVED –

- a) **That the Key Messages from Sub Groups and Forums be noted and actioned as appropriate.**
- b) **That a place-based name for the new community committee be agreed as follows – Inner North West Community Committee.**

56 Dates, Times and Venues of Community Committee Meetings 2014/15

The City Solicitor submitted a report which sought the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.

In addition, Members were requested to give consideration as to whether they wished to continue with the Committee's current meeting and venue

Draft minutes to be approved at the meeting
to be held on Date Not Specified

arrangements or whether they would like to request any amendments to such arrangements.

RESOLVED – That the proposed meeting schedule for 2014/15 be agreed as follows:

- Thursday, 5 June 2014 at 10.00 a.m. (Election of Chair meeting)
- Thursday, 10 July 2014 at 7.00 p.m.
- Thursday, 9 October 2014 at 7.00 p.m.
- Thursday, 15 January 2015 at 7.00 p.m.
- Thursday, 12 March 2015 at 7.00 p.m.

Election of Chair meeting to be held in the Civic Hall, Leeds. Venues for other meetings to be confirmed.

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 24TH MARCH, 2014

PRESENT: Councillor P Wadsworth in the Chair

Councillors S Lay, B Anderson,
C Campbell, B Cleasby, R Downes, C Fox,
G Latty, C Townsley, P Latty and D Collins

88 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

89 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

90 Late Items

There were no late items.

91 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

92 Apologies for Absence

Apologies for absence were received from Councillor J L Carter.

93 Open Forum A (Non Health Issues)

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion no members of public were present.

94 Minutes - 3rd February 2014

Councillor Collins highlighted an inaccuracy in the minute's relation to a comment she had raised with the Director of Environment and Neighbourhoods at Minute No 81 – "Annual Report – For the Parks and Countryside Service" revised wording as follows was agreed by the Committee:

“In response to a query in relation to potential parking charges for the two car parks in Horsforth near Hall Park, Members were advised that there would be no parking charges for financial year 2014/15”.

RESOLVED – The minutes of the meeting held on 3rd February 2014 be approved as a correct record subject to the amendment to Minute No 81 as agreed by the Committee.

95 Children's Services area committee update report

The Chief Officer (Partnership Development) and Head of Targeted Services (Children's Services) presented a report submitted by the Director of Children's Services. The report provided Members with a comprehensive set of children's information. Members were informed there are established city priorities in the Children and Young People's Plan (CYPP). The purpose of this cycle of reporting was to understand if there are any local priorities that should also be highlighted in the reports, for example a focus on a particular aspect of one of the obsessions identified in the plan. For this committee it was recommended that the local area lead for Children's Services works with the local area head of targeted services to identify local priorities for children, with the Committee's approval.

As the local area lead for Children's Services Councillor P Latty highlighted current areas of focus, these being interventions for the Under 5's and working with young people classified as "NEET" (Not in employment, education or training).

Members discussed the report asking specific questions about the number of NEETs in the Outer North West area.

Members also considered school attendance and noted a drop in attendance levels. Members stressed the importance of resolving attendance issues at an early stage. Further to understanding the statistics in the report, additional attendance data for Horsforth schools was requested. Members also asked if the data could in future be broken down by Ward.

Questions were asked about the rates of teenage pregnancy and whether figures could be provided to Members for the Outer North West area.

Following a question about IGEN it was confirmed that this is a city centre careers advice centre for young people and adults.

RESOLVED - The Committee resolved to

- (a) Request that information relating to teenage pregnancy in the Outer North West area be circulated to Members;
- (b) Request that data be broken down by Ward;
- (c) That attendance data with regards to Horsforth be provided for the Horsforth Members;

- (d) note the contents of the report and support Children's Services in their work where required; and
- (e) Request the Children and Young People sub-group feed back to the Committee on local priorities.

96 Open Forum B (Health Issues)

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee specifically relating to Health Issues.

On this occasion no members of the public were present.

97 Health and Wellbeing in Outer North West Leeds

The Health and Wellbeing Improvement Manager and Consultant in Public Health Medicine presented a report on behalf of the Director of Public Health. The report provided the Committee with information on how health and wellbeing is being led and organised in Leeds. This provided basic background information for discussion on partnership working and improving links between services and the Area Committee.

The report looked at opportunities for Councillors in Outer North West Leeds and GPs from Leeds West Clinical Commissioning Group (CCG) to work more closely together with officers from Public Health (PH) to achieve shared objectives.

As the area lead for Health and Well-being Councillor G Latty highlighted current areas of focus which included social isolation, which can be a particular issue for older people and the work of the contact centre in referring people to the right service.

Members asked questions relating to the information contained in the report and its relation to the Outer North West area of Leeds.

Members also asked about domestic violence and what the Council was doing to help people who experience this.

Members asked about "Leeds Get Active" and how this was being promoted. It was commented how important it was to get more GPs familiar with the scheme, thereby encouraging more patient referrals for participation.

The Committee felt that as the Outer North West area had a high number of elderly residents more resources should be provided to help with their health and wellbeing.

RESOLVED – The Committee resolved to:

Draft minutes to be approved at the meeting
to be held on Friday, 6th June, 2014

- (a) To recognise the changes in health and wellbeing, and the challenges in Outer North West Leeds;
- (b) To build on developing local relationships and look at new ways of working to tackle long term issues; and
- (c) Refer the recommendation to the Health and Wellbeing sub group to give consideration to.

98 New Locality Services and Development of the 2014/15 Service Level Agreement and Performance Update

The Locality Manager (WNW Locality Team) presented his report which provided an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlined the reasons for these changes and the process for agreeing them. It also described the process for developing the Service Level Agreements with Area Committees for 2014/15.

Members stressed the importance that planned changes to environmental services are followed through as they were considered essential.

Following discussion on Members' requests for work to be completed by environmental services, the Committee was informed that Members can continue to make as many requests as necessary through the Locality Manager.

Members discussed the positives and negatives to a city wide service for clearing gulleys. The Locality Manager commented that the city wide service could provide a better schedule service and a better reactive service

Following questions on the mapping of routes for leaf clearing it was confirmed to the Committee that maps are in place for priority routes and that these are available for Members' information.

Members also discussed gulleys being blocked with chippings following the re-surfacing of roads. Members stressed the importance of ensuring that where this occurs contractors are requested to clear the gulleys as per a contractual agreement. Furthermore following a question about the role of Highways in keeping gulleys clear it was confirmed that Highways and Environmental Services work together to resolve blocked or broken gulleys.

Members requested that a cost be provided to provide a gulley cleaning team solely for the Outer North West.

RESOLVED – The Committee resolved to:

- (a) Note the proposals for a new working model for Locality Team services;

- (b) Agree the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements;
- (c) Request information relating to the cost of a gulley cleaning team to cover the Outer North West area; and
- (d) Note the performance of the West North West Locality Team since July 2013.

99 Wellbeing Fund Update Report

The Committee received a report of the Assistant Chief Executive (Citizens and Communities) which provided Members with an update on the budget position for the Wellbeing Fund for 2013/14. The report highlighted the current position of the Small Grants and skips pots and those Small Grants and skips that had been approved since the last meeting. It also provided an update on the Youth Activity Fund and asked the Area Committee to consider applications for funding from this budget.

RESOLVED – The Committee resolved:

- (a) To note the current budget position for the Wellbeing Fund for 2013/14 as set out in Appendix 1 of the submitted report;
- (b) To note the current budget position for the Capital Wellbeing Fund for 2013/14 as set out in Table 1 of the submitted report;
- (c) That the following be agreed in respect of those expressions of interest received for Wellbeing funding detailed at section 3.5 within the submitted report which have been received since the last Area Committee;

Project	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	Decision
Adel No Cold Calling Zones	£2,000				APPROVED
Nether Yeadon Conservation Area Appraisal		£5,000			DEFERRED
Cookridge Village Hall	£9,000				APPROVED
Scotland Lane Road Safety scheme			£30,000		APPROVED
Coppice Woods 20mph Zone		£2,100			APPROVED
Broadgate Nursery			£2,050		APPROVED
Rawdon		£1,000			APPROVED

Draft minutes to be approved at the meeting to be held on Friday, 6th June, 2014

Cricket Net Improvements					
Healthy Lifestyles For Older People	£1,920				APPROVED
Horsforth Farmers Market			£3,200		APPROVED
Aireborough Summer Activities Scheme	£2,700	£6,575	£2,050	£6,575	APPROVED
Otley and Yeadon CCTV				£18,306	APPROVED
Police Off Road Bikes	£284	£284	£284	£284	APPROVED

- (d) To note the current position of the Small Grants and Skips pots and the small grants that have been approved since the last meeting as detailed within Table 2 of the submitted report; and
- (e) Approve the Youth Activity Fund applications detailed at paragraph 3.6 of the submitted report.

100 Dates, Times and Venues of Community Committee Meetings 2014/15

The City Solicitor submitted a report which sought the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.

In addition, Members were requested to give consideration as to whether they wished to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

Members discussed the report and agreed the following:

- The Election of Chair meeting to take place on Friday 6th June 2014;
- All venues for meetings to be held in the Outer North West area;
- The July meeting of the Committee to be held on Wednesday 16th July 2014 at 6.30pm;
- All other meetings of the Committee to commence at 1:30 pm;
- An additional meeting to take place on 8th December 2014.

RESOLVED – The Committee resolved to:

- (a) Agree that the Committees meeting schedule be as follows for the 2014/15 municipal year;
 - 6.30pm Wednesday 16th July 2014;
 - 1.30pm Monday 13th October 2014;
 - 1:30pm Monday 8th December 2014
 - 1:30pm Monday 26th January 2015; and
 - 1:30pm Monday 9th March 2015.
- (b) agree that all meetings take place in the area at 1:30pm excepting the meeting to be held on 16th July 2014 which shall be held at 6.30pm; and.
- (c) agree the proposed date for the meeting primarily scheduled to elect a Chair for the 2014/2015 municipal year to be 1.30pm, Friday 6th June 2014.

101 Area Update Report

The Assistant Chief Executive (Citizens and Communities) submitted a report which brought together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business and also project and service activity.

Members discussed giving the committee a new name and agree that "Outer North West Community Committee" be put forward so that the new Committee can be formally constituted at the Council's Annual Meeting on 9th June 2014.

The Inspector responsible for the North West Outer area updated the Committee on the programme of change and new operating model being adopted by West Yorkshire Police.

Members asked the Inspector present the reasons behind the classification of certain crimes specifically in relation to theft from sheds.

Members sought assurance that the police headquarters moving to Elland Road would not affect services in the outer north west area of Leeds. It was confirmed to Members that the move to Elland Road would not be to the detriment of services. A minor draw back was that the main cells will be located at Elland Road thereby resulting in a slightly longer journey taking prisoners to a cell.

RESOLVED - The Committee resolved to:

- (a) Note the presentation received from Inspector Richard Coldwell;
- (b) Agree that the name 'Outer North West Community Committee' be put forward so that the new Committee can be formally constituted at the Council's Annual Meeting on 9th June 2014; and
- (c) The contents of the report be noted.

Draft minutes to be approved at the meeting
to be held on Friday, 6th June, 2014

102 Area Chairs Forum Minutes

The Assistant Chief Executive (Citizens and Communities) submitted a report which formally notified Members that the minutes of the Area Chairs Forum meetings will be brought to the Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

The Chair highlighted the important role that the Community Committee will have going forwards into the municipal year 2014/15.

RESOLVED – That the contents of the report be noted.

103 Date and Time of Next Meeting

1:30pm Friday 6th June 2014.

NORTH WEST (OUTER) AREA COMMITTEE

FRIDAY, 6TH JUNE, 2014

PRESENT: Councillor P Wadsworth in the Chair

Councillors S Lay, B Anderson,
C Campbell, J L Carter, B Cleasby,
R Downes, G Latty, C Townsley, P Latty,
D Collins and B Flynn

104 Councillor Fox

The Chair paid tribute to Councillor Fox, who recently passed away, highlighting his contribution to the work of the Committee. Other Members highlighted Councillor Fox's other achievements.

A minutes silence was held prior to the commencement of business.

105 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

106 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

107 Late Items

There were no formal late items submitted to the agenda. However supplementary information in relation to Agenda Item 10 – Wellbeing fund Update Report had been circulated and published prior to the meeting “Appendix Outer North West Area Committee – Wellbeing Monitoring”

108 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

109 Apologies for Absence

There were no apologies.

110 Minutes - 24th March 2014

RESOLVED – The minutes of the meeting held 24th March 2014 were approved as a correct record.

111 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion no members of the public were present.

112 Election of Community Committee Chair for the 2014/2015 Municipal Year

The City Solicitor submitted a report which explained the arrangements for the election of Chairs for Community Committees and that in line with this process recommended that this Area Committee elect a Member to the position of Community Committee Chair for the 2014/15 municipal year.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 referred).

It was reported that one nomination had been received for Community Committee Chair on behalf of Councillor P Wadsworth.

RESOLVED - The Committee resolved:

- (a) That the contents of the report and appendix be noted; and
- (b) That Councillor P Wadsworth be elected as Outer North West Committee Chair for the 2014/2015 Municipal Year.

113 Community Committee Topics 2014-15

The Assistant Chief Executive (Citizens and Communities) submitted a report which put forward a number of themed topics for Members to consider. These topics would form the basis of the Outer North West Community Committee engagement activity in 2014/15.

Members discussed the report in detail and considered that they would like to come up with ideas for themes through the sub groups and in line with the terms of reference of the Committee.

Members discussed the role of the Committee in the future and how it could best involve the local community bearing in mind the limited resources available to it.

RESOLVED – The Committee resolved to request that the Sub Groups consider topics for the committee to focus on during the 2014/15 municipal year.

114 Wellbeing Fund Update Report

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided the Committee with an update on the budget position for the Wellbeing fund for 2014/15. The report highlighted the current position of the Small Grants and skips pots and those small grants and skips that have been approved since the last meeting.

It also provided an update on the Youth Activity Fund and asked the Committee to consider applications for funding from this budget.

The report also provided details of well-being projects the Area Committee has funded annually over the last 3 years and current monitoring information was also provided.

With regards to Appendix 2 of the submitted report which highlighted revenue projects funded annually for the last 3 years, members discussed whether or not these projects should receive further funding. Members were concerned that in light of the reduction in the wellbeing budget, annual projects take up a significant amount of the money that can be allocated.

Members felt that regularly funded projects should be reviewed on an annual basis.

Members agreed that they were happy that the money allocated for the North West Outer Area Committee was divided into 4 pots representing the 4 wards and that Members of the individual wards allocated the money appropriately.

Members gave consideration to preparing guidelines for funding and also the possibility of money being loaned and then repaid by organisations.

The Youth Activity Funding was discussed. Members raised concerns that some projects cannot be funded wholly from Youth Activity Funding due to age restrictions on the funding.

RESOLVED – the Committee resolved to:

- (a) Note the current budget position for the Wellbeing Fund for 2014 as detailed at Table 1 and Appendix 1 of the submitted report.
- (b) Agree that Wellbeing Funding be determined by members in line with current practice and that regularly funded projects be reviewed on an annual basis;
- (c) That the following be agreed in respect of those expressions of interest received for Wellbeing funding detailed at section 3.4 within the submitted report which have been received since the last Area Committee;
- (d) The Chair of the Children & Young People's Sub Committee write to the Children's Services Executive Member requesting that the age range for Youth Activity Funding be lowered.

Draft minutes to be approved at the meeting
to be held on 14th July 2014

Project	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	Decision
Nether Yeadon Conservation Area Appraisal		Upto£5,000			APPROVED
Small Grants	£5,000	£5,000	£5,000	£5,000	APPROVED
Community Skips Budget	£1,000	£1,000	£1,000	£1,000	APPROVED
Rebranding of area to Pool Riverside Park	£6,000				APPROVED
Additional Litter Bins In Adel & Wharfedale	£3,690				APPROVED

(d) That the following be agreed with a 1/3 of the cost of the project funded by Youth Activity Fund and the remainder coming from the Well-being budget:

Project	Well-being Contribution	Youth Activity Fund	Total	Decision	Comment
Aireborough Summer of Play (Guiseley & Rawdon)	£6,508	£3,256	£9,764	APPROVED	
Otley Summer of Play (Otley & Yeadon)	£2,398	£2,000	£4,398	APPROVED	

(e) That the following be agreed in respect of Youth Activity Funding detailed at Appendix 3 of the submitted report which have been received since the last Area Committee and recommended for approval by the Children & Young People's Sub Group.

A Summary of Projects detailed at Appendix 3 of the submitted report

Project	Youth Activity Fund	Decision	Comment
Friday Night Project	£3,849	APPROVED	
Boiler Room	£2,950	APPROVED	
The Big Hoo Ha Drama Project	£3,789	APPROVED	
Lets Get Creative	£865	APPROVED	
Inters Youth Club	£6,218	APPROVED	Need to engage volunteers help to

Draft minutes to be approved at the meeting to be held on 14th July 2014

			reduce costs.
Let's Get Baking	£865	APPROVED	
The Oddballs School of Theatrical Extravaganzas	£4,095	APPROVED	
Lanterns Project	£1,746	APPROVED	Agreed to 1 years funding but suggested that the project become self-financing.
Aireborough Multi-Sports Project	£1,446	APPROVED	
Sk8 Safe Ambassadors	£1,472	APPROVED	
Groove Project	£1,800	APPROVED	
Learn to skateboard	£1,390	APPROVED	
Poetry Workshop	£900	APPROVED	Subject to agreeing performance measures
4 x Mini Breezes	£14,000 (£3500 per event)	APPROVED	
REVISIT	£1,037	APPROVED	
Herd Farm Activity Centre	£13,434	NOT RECOMMENDED FOR APPROVAL	
Sk8 safe Holt Park	£1,595	NOT RECOMMENDED FOR APPROVAL	
Outdoor Activity Project	£969	NOT RECOMMENDED FOR APPROVAL	

- (e) note the current position of the Small Grants that have been approved since the last meeting as detailed within Table 3 of the submitted report; and
(f) note the current budget position for the Capital Wellbeing Fund for 2014/15 as detailed within Table 4 of the submitted report; and

(g) note the monitoring information provided as detailed at Appendix 4 of the submitted report.

115 Area Chairs Forum Cover Report

The Assistant Chief Executive (Citizens and Communities) submitted a report which formally notified Members that the minutes of the Area Chairs Forum meetings will be brought to the Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

Members sought assurance from the Chair that the process for accessing Council provided facilities was fair to all and not monopolised by certain groups.

RESOLVED – The Committee resolved

- (a) That the contents of the report be noted; and
- (b) The West North West Area Lead provide an update on the Community Centre Review.

116 Date and Time of Next Meeting

Members gave consideration to the next meeting of the committee and felt that more Members would be able to attend if the meeting was moved to 1:30pm Monday 14th July 2014.

RESOLVED – The Committee resolved to move the July meeting of the Committee to 1:30pm Monday 14th July 2014.

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 19TH MARCH, 2014

PRESENT: Councillor K Groves in the Chair

Councillors J Blake, D Congreve, P Davey,
K Groves, M Iqbal, A Ogilvie and
P Truswell

61 Election of the Chair for the duration of the Meeting

In the absence of the Committee Chair, nominations were sought for a Member to preside as Area Committee Chair for the duration of the meeting. It was then moved by Councillor Truswell and seconded by Councillor Blake.

RESOLVED – That Councillor Groves be elected as Chair of the Area Committee for the duration of the meeting.

62 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

63 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

64 Late Items

With the agreement of those Members present, the Committee considered a late item of business in the form of Wellbeing applications entitled, 'Hunslet Festival, SLATE VAN, Easter 2014 Holidays Activities - Beeston & Holbeck, Holiday Youth Activities (Middleton Park)', which was to be determined as part of agenda item 9 (Wellbeing Report). Secondly, in the form of additional information relating to agenda item 13 – New Locality Services and Development of the 2014/15 Service Level Agreement.

65 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations made.

66 Apologies for Absence

Apologies for absence were received from Councillor E Nash and Councillor A Gabriel.

67 Minutes - 5th February 2014

RESOLVED – the minutes of the meeting held on 5th February 2014 were approved as a correct record.

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th June, 2014

68 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion no questions or representations were made.

69 Dates, Times and Venues of Community Committee Meetings 2014/15

The City Solicitor submitted a report which sought the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.

In addition, Members were requested to give consideration as to whether they wished to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

Members discussed the report and felt that that the meetings detailed within the submitted report in July and October needed to be re-considered due to Member commitments.

RESOLVED – The Committee resolved to:

- (a) Request that the dates detailed in the submitted report for the 2014/15 municipal year be re-considered and circulated to Members for approval;
- (b) agree to continue with the Committee's current meeting and venue arrangements; and
- (c) agree the proposed date for the meeting primarily scheduled to elect a Chair for the 2014/2015 municipal year to be 6.00pm, Wednesday 4th June 2014.

70 Inner South Area Committee Wellbeing Budget Report

The Assistant Chief Executive (Citizens and Communities) submitted a report confirming the Committee's 2012/13 and 2013/14 revenue allocation and carry forward figure, the report provided an update on the revenue element of the Wellbeing budget, detailed the ringfenced proposals for 2014/15 and detailed the revenue projects agreed to date. In addition, the report sought Members' consideration of the Wellbeing project proposals which had been submitted and provided an update on the current position of the Small Grants budget.

RESOLVED – The Committee resolved:

- (a) That the contents of the submitted report be noted;
- (b) That the current position of the Wellbeing budget, as set out within paragraph 3.0 of the submitted report be noted;
- (c) note the details of ring fence proposals for 2014/15 as detailed in Table 1 of the submitted report;
- (d) That the Wellbeing revenue projects already agreed, as listed within Table 2 of the submitted report be noted; and
- (e) That the following be agreed in respect of those expressions of interest received for Wellbeing funding project proposals which were detailed within section 4.0 of the submitted report:-

Project	Name of Group/Organisation	Amount Proposed from Wellbeing Budget 2013/14	Wards Covered	Decision
Belle Isle Gala 2014	Belle Isle Tenant Management Organisation	£2,500	Middleton Park	Approved
Middleton Gala 2014	Area Support Team	£2,500	Middleton Park	Approved
Holbeck Gala 2014	Holbeck Gala	£3,500	Beeston & Holbeck (£2,334); City & Hunslet (£1,166)	Approved
Beeston Festival 2014	Beeston festival Committee	£5,000	Beeston & Holbeck (£2,500); City & Hunslet (£2,500)	Approved
Bands in the Park and Dog Show 2014	Friends of Cross Flatts Park	£2,300	Beeston & Holbeck (£1,150) and City & Hunslet (£1,150)	Approved
Middleton Park Summer Programme 2014	Friends of Middleton Park	£3,070	Middleton Park	Approved
Irish Arts Foundation: community participation & learning programme 2014/15	Leeds Irish Arts Foundation	£2,250	Beeston & Holbeck (£1,125); City & Hunslet (£1,125)	Approved
Hunslet	Hunslet Festival	£1,000	City & Hunslet	Approved

Draft minutes to be approved at the meeting to be held on Wednesday, 4th June, 2014

Festival	Committee			
SLATE Van	SLATE Furniture Store	£9,000	Beeston & Holbeck (£3,000) City & Hunslet (£3,000) Middleton Park (£3,000)	Approved in principle, subject to the following condition: that SLATE submit a business plan showing how they can trade to generate sufficient resources to ensure that they can purchase future vehicles without funding from the Area Committee for this purpose. The funding would be on the proviso that £9,000 wellbeing funding would be enough to enable SLATE to purchase a new van.
Easter 2014 Holidays Activities (Beeston & Holbeck Ward)	LCC Youth Service	£1,000.00	Beeston & Holbeck	Approved
Holiday Youth Activities (Middleton Park Ward)	LCC Youth Service	£5,000.00	Middleton Park	Approved

(f) that the Small grants position detailed at paragraph 5.0 of the submitted report be noted.

71 A Summary of Key Work

The Assistant Chief Executive (Citizens and Communities) submitted a report which brought together details of the range of activities with which the Area Support Team were engaged in, based on the Area Committee Business Plan priorities, that were not addressed in greater detail elsewhere within the agenda. It also provided opportunities for further discussion on particular issues.

The Chair invited those Lead Members present to update the Committee on the work which was currently being undertaken within their respective themed areas.

Employment Skills and Welfare

Councillor Groves provided an update on the jobs being created locally by the opening of a new superstore.

Health and Wellbeing

Councillor Truswell informed the Committee that more work is being undertaken with the third sector and recognised the key role played by the sector in Health and Wellbeing.

Adult Social Care

Councillor Blake highlighted the recent work done for older people and stressed the importance of keeping older people up to date with information and events that affect them.

The Committee also received an update on the work being undertaken with regards to Integrated Locality Working, with particular reference being made to the various Neighbourhood Improvement Boards (NIBs), the Holbeck Neighbourhood Plan, Community Led local Development and progress on the Town & district Centres 2 Programme. With regard to City and Hunslet NIB, it was noted that City and Hunslet Ward Members had recently considered and agreed 5 Projects' identified through the NIB Improvement Plan to be funded via the £30,000.00 which had been allocated to the NIB.

RESOLVED - The Committee Resolved to:

- (a) note the contents of the report;
- (b) consider a place based name for their new community committee;
- (c) note projects agreed from City & Hunslet ward Neighbourhood Improvement Board allocation featured at Section 9.2.2 of the submitted report; and
- (d) sign off the Business Plan Priorities & Actions for 2013/14 and considered new priorities for 2014/15 to be included for further consideration and approval at the first meeting of the new municipal year.

72 Inner South Area Public Health update

The Health and Wellbeing Manager presented a report submitted by The Director of Public Health. The report outlined the action being taken to: discharge the statutory responsibilities of Leeds City Council, lead and deliver the public health agenda, raise awareness of the Area Lead member for Health and Wellbeing, inform the Area Committee of the current position regarding public health work in the Inner South Area Committee and set the scene for future progress.

Members questioned the officers present from Public Health about work being undertaken to stop younger people from smoking in the Inner South Area. Members commented that different ways of discouraging people from smoking need to be put into action and noted that often the benefits of this work was not seen for years afterwards.

Members requested that a report to a future meeting should be presented outlining public health resources linked to addressing key health inequalities, and the devolved allocation for Inner South Leeds.

Members were pleased that mental health was an area being focused on especially due to a significant percentage of unemployed people who suffer mental health issues.

Finally Members suggested that a focus should be made on supporting families and not just individuals.

RESOLVED – The Committee resolved to:

- (a) Note the new arrangements in Leeds City Council around providing local leadership for public health;
- (b) Acknowledge the role of the Area Lead member for Health and Wellbeing; and
- (c) Note the public health work that is currently being delivered in the Area Committee boundaries.

73 St George's Centre Middleton - Community Hub Pilot Site

The Head of Face to Face Contact presented a report of the Chief Officer (Customer Access). The report provided members with an update on the current position and short / longer term plans for the coming year in establishing a Community Hub pilot at the St George's Centre, Middleton.

Members considered the report and offered to provide thoughts to the Head of Face to Face contact after giving the project some more thought.

Members stressed the importance of being able to refer people to the correct place when they are asked for help and advice.

Members commented that the report did not mention the role of the third and voluntary sectors and that these sectors need to be more involved.

RESOLVED - The Committee resolved to:

- (a) Note the work being undertaken with current service partners on site at the St George's Centre to deliver a Community Hub provision for the local community;
- (b) Note the plans for future closer working with partners internal and external to the Council to provide a more holistic customer service provision in communities, led by the needs of the local community; and
- (c) Consider its role in the development of the Community Hub concept within its locality in line with the developments and ideas set-out in Section 3 of the submitted report and contact the Head of Face to Face contact directly.

74 New Locality Services and Development of the 2014/15 Service Level Agreement

The Locality Manager (South and Outer East Leeds) presented his report which provided an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlined the reasons for these changes and the process for agreeing them. It also described the process for developing the Service Level Agreements with Area Committees for 2014/15.

Members requested, wherever possible that cleaning of streets takes place after bin collection rather than before. It was noted that this is done wherever possible and that under new arrangements was more likely to happen.

Members sought assurances that there will be enough cover to keep on top of duties over the summer holiday period. Furthermore Members requested that zones continued to be looked at, bearing in mind areas that are not seen as priorities.

Generally Members were satisfied with the direction of travel that the service was making.

RESOLVED - The Committee resolved to:

- (a) Note the proposals for a new working model for Locality Team services; and
- (b) Agree the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements.

75 Community Safety in Inner South

The Area Community Safety Officer Presented a report of the Director of Environment and Neighbourhoods. The report provided an annual update on progress made in Inner South to deliver the priorities of the Safer Leeds Executive during 2012/13 and 2013/14. It provided an overview of activity and performance information at a ward level to reduce crime and ASB in neighbourhoods and in relation to the delegated function of CCTV. The report also provided an overview of wellbeing funded activity that has taken place during 2013.

The information it contained by necessity covered a longer time scale than usual and the most up to date information available was presented. Members are advised that the next scheduled report is due to be presented to the Area Committee in September 2014.

Chief Inspector Nick Adams was also in attendance to answer Members' questions.

Members considered that it was important to work as effectively as possible in light of reducing resources available to both the Police and the Council. Members established the best way to escalate matters with the Police when they have received complaints from the public.

Members considered the importance of the close working relationship that the Committee and the Council has with West Yorkshire Police.

At the invitation of the Chair a member of the public raised the issue of female genital mutilation which affects some communities in the Inner South area. Members agreed this was an important issue and would consider the best way to approach it.

RESOLVED – The Committee resolved to note the contents of the report.

76 Children's Services Area Committee update report

The Chief Officer (Strategy, Commissioning and Performance) and Head of Targeted Services (Children's Services) presented a report submitted by the Director of Children's Services. The report provided members with a comprehensive set of children's information. Members were informed there are established city priorities in the Children and Young People's Plan (CYPP), especially the obsessions. The purpose of this cycle of reports was to understand if there are any local priorities that should also be regularly highlighted in these reports, for example a focus on a particular aspect of one of the obsessions. For this committee it was recommended that the local lead member for Children's Services works with the area head of targeted services to identify local priorities for the committee's approval.

Members highlighted the good work being undertaken by Children's Services specifically in relation to helping schools who are criticised by Ofsted.

Members agreed to continue to provide as much support to Children's Service operating in the Inner South area as is required.

RESOLVED - The Committee resolved to note the contents of the report and support Children's Services in their work where required.

77 Annual Report - for the Parks and Countryside Service

The Natural Environment Manager presented a report of the Chief Officer Parks and Countryside. The report sought to further develop the relationship between the Parks and Countryside service and the South Inner Area Committee, as agreed at Executive Board. It provided an overview of the service and set out some of the challenges faced along with key performance management initiatives. In addition it sought to provide a positive way forward for delivering the extended role of the Area Committee. In particular it sets out at an area level progress made in attaining Leeds Quality Park standard. It also set out investment needed to attain and sustain LQP standards.

Members commented it was essential to get the right trees in the right places.

RESOLVED - The Committee resolved to:

- (a) note the contents of the report; and
- (b) further consider priorities for investment in community parks, playing pitches and fixed play facilities.

78 Neighbourhood Improvement Officers Report

The Neighbourhoods Improvement Officers presented a report of the Assistant Chief Executive (Citizens and Communities) which provided an overview of work carried out at neighbourhood level across Beeston & Holbeck; City & Hunslet; Middleton Park. It provided members with an update on work to strengthen community infrastructure and area wide projects. The report also outlined proposals for future working arrangements for The Neighbourhood Improvement Project 2014/15.

Members noted the excellent jobs done in the area by Neighbourhood Improvement Officers.

RESOLVED - The Committee Resolved to:

- (a) note the contents of this report;
- (b) approve the overall structure for the future working arrangements for NIOs; and
- (c) note the Area Leader's recommendation to approve two years of funding from 1st April 2014 to 31st March 2016 subject to an annual review of the project and Executive Board approval of the delegated

Wellbeing Budget. The NIO workers to be employed by Health for All Leeds.

79 Dates, Times and Venues of Future Meetings

6pm Wednesday 4th June 2014, Hillside, Tiger 11,

80 Death of Steve Williams

The Committee expressed its regret and sadness for the death of Steve Williams.

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 4TH JUNE, 2014

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, K Groves, M Iqbal and
A Ogilvie

81 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

82 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

83 Late Items

There were no formal late items submitted for consideration. However supplementary information was submitted for consideration as follows:

Agenda Item 9 – Inner South Area Committee Wellbeing Budget report – wellbeing application “Repairs to steps and new handrail” (Minute No. 89 refers).

Agenda item 10 - A Summary of Key Work – Appendix 2 – “Children and Young People’s activities 2014/15: Summary of recommended applications for the Youth Activities Fund” (minute No.90 refers)

84 Declaration of Disclosable Pecuniary and Other Interests’

No declarations were made.

85 Apologies for Absence

Apologies for absence were received from Councillors Congreve, Nash and Truswell.

86 Minutes - 19th March 2014

RESOLVED – The minutes of the meeting held on 19th March 2014 were approved as a correct record.

87 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

On this occasion no members of the public were present.

88 Election of Community Committee Chair for the 2014/2015 Municipal Year

The City Solicitor submitted a report which explained the arrangements for the election of Chairs for Community Committees and that in line with this process recommended that this Area Committee elect a Member to the position of Community Committee Chair for the 2014/15 municipal year.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 referred).

It was reported that one nomination had been received for Community Committee Chair on behalf of Councillor A Gabriel.

RESOLVED- The Committee resolved that:

- (a) That the contents of the report and appendix be noted; and
- (b) That Councillor Angela Gabriel be elected as South Inner Community Committee Chair for the 2014/2015 Municipal Year.

89 Inner South Area Committee Wellbeing Budget Report

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided Confirmation of the 2013/14 revenue allocation and carry forward figure, An update on the Wellbeing budget, details of revenue projects agreed for 2013/14, details of revenue projects agreed for 2014/15 and details of project proposals for consideration and approval. Members are also asked to note the current position of the Small Grants Budget.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report;
- (b) Note the position of the Wellbeing Budget as set out in paragraph 3.0 of the submitted report;
- (c) Note the Wellbeing revenue projects already agreed as listed in Table 2 of the submitted report;
- (d) That the following be agreed in respect of those expressions of interest received for Wellbeing funding project proposals which were detailed within section 4.0 of the submitted report:-

Project	Name of Group/Organisation	Amount Proposed from Wellbeing Budget 2013/14	Wards Covered	Decision
Belle Isle & Middleton Christmas Lights 2014	Leeds Lights	£3,260	Middleton Park	Approved
Christmas Lights – Beeston and Holbeck	Area Support Team	£4,750	Beeston & Holbeck	Approved
Holiday Youth Activities	LCC Youth Services	£3,000	City & Hunslet £3,000	Approved
Anti-dog/Litter Fouling signs for City & Hunslet Ward	LCC South and Outer East Locality Team	£500	City & Hunslet £500	Approved
Anti-dog/Litter Fouling signs for Beeston & Holbeck ward	LCC South and Outer East Locality Team	£300	Beeston & Holbeck £300	Approved
Litter Bins – Rochford Walk, Low Road	LCC South and Outer East Locality Team	£600	City & Hunslet £600	Approved
Repairs to steps and new handrail	Housing Leeds	£1,450	Beeston & Holbeck £725	Approved

(e) Note the small grants position in paragraph 5.0 of the submitted report.

90 A Summary of Key Work Report

The Assistant Chief Executive (Citizens and Communities) submitted a report which brought together details of the range of activities with which the Area Support Team were engaged in, based on the Area Committee Business Plan priorities, that were not addressed in greater detail elsewhere within the agenda. It also provided opportunities for further discussion on particular issues.

The Chair invited those Lead Members present to update the Committee on the work which was currently being undertaken within their respective themed areas these included:

- Employment Skills and Welfare; and
- Safer and Stronger communities

It was also reported to Members that Holbeck Neighbourhood Plan was progressing well and that Beeston will be commencing with their neighbourhood plan.

The Chair invited a representative of West Yorkshire Trading Standards to speak on the “financial fitness” work they have been undertaking in the Inner South area of Leeds. Details were provided to the Committee about the courses that have been run and the numbers of people that had attended.

Members congratulated the officer present on the work done by West Yorkshire Trading Standards in the Inner South Area of Leeds.

Members suggested that moving forward they would be supportive of wellbeing money being used for this work should an application be submitted.

Also suggested by the Committee was that case studies showing the positive effects of the courses and the work of trading standards should be publicised more widely.

Members discussed scams that occur and the numbers of people that get caught up in them.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report;
- (b) Approve the Youth Activities fund applications detailed at Appendix 2 of the submitted report; and

- (c) Delegate authority to the Children & Young People Sub Group to make decisions on further applications outside of the Area Committee following consultations with Members.

91 Leeds Let's Get Active

The Project Lead - Leeds Let's Get Active (LLGA) presented a report of the Director of City Development. The report updated the Committee on the development, implementation and progress of LLGA to date. The report sought to provide the Committee with information following recommendations made at Scrutiny Board (Sustainable Economy and Culture) on 16 July 2013 and 18 March 2014 with a focus on engagement at a ward level.

Members also congratulated LLGA on its work to date.

Members asked about the activities that take place at various sports centres across the Inner South area of Leeds. A request was made for a Middleton Leisure Centre specific plan

A request was made for more details to be sent to Beeston & Holbeck Councillors about their ward following the meeting.

Members also suggested that the area parks were used for LLGA activities.

RESOLVED – The Committee resolved to:

- (a) Note the report and the progress made in the development and delivery of LLGA in relation to Sport England targets;
- (b) Request LLGA undertake the work suggested above; and
- (c) Request that LLGA provide the information requested above in relation to Beeston & Holbeck.

92 Dates, Times and Venues of Future Meetings

6pm , Wednesday 3rd September at the Belle Isle Tenant Management Organisation.

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SOUTH (OUTER) AREA COMMITTEE

MONDAY, 31ST MARCH, 2014

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
R Finnigan, B Gettings, S Golton,
T Leadley, L Mulherin, D Nagle,
K Renshaw and S Varley

Apologies Councillor

57 Late Items

There were no late items as such, however there was an additional project proposal for Wellbeing funding which had been circulated to Members.

58 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest. Councillors T Leadley, S Varley and J Elliott informed the meeting of their involvement with Morley Elderly Action in relation to the Garden Maintenance Service Evaluation report.

59 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor B Gettings.

60 Minutes - 27 January 2014

RESOLVED – That the minutes of the meeting held on 27 January be confirmed as a correct record and the recommendations made at the meeting be formally ratified.

61 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. On this occasion there were no members of the public in attendance.

62 Summary of Key Work

The report of the Assistant Director (Citizens and Communities) presented an update on the key work taking place within the Outer South Leeds area not covered elsewhere on the report.

Aretha Hanson, Area Officer presented the report.

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The following issues were highlighted and discussed:

- Children & Young Peoples Working Group – terms of reference for the group were agreed.
- Welfare Reform
- Environment and Community Safety
- Community Committees – Members were asked to consider and agree a new place-based name for the new community committee.
- Community Centres – It was reported that the Morley North Children's Centre had now re-located to Morley Town Hall. Concerns were raised that there had been more confusion and double booking of rooms.
- Potential establishment of an Older People's Sub-Group.
- The Area Committee Business Plan.

RESOLVED –

- (1) That the report be noted
- (2) That the Business Plan Priorities & Actions for 2013/14 be signed off and new priorities for 2014/15 be included for further consideration at the first meeting of the new municipal year.
- (3) That the Community Committee be named the Ardsley, Morley and Rothwell Community Committee.

63 Outer South Area Committee Wellbeing Budget Report

The report of the Assistant Chief Executive (Citizens and Communities) provided Members with the following:

- Details of the Wellbeing Budget position.
- An update on both the revenue, capital and activities fund elements of the Wellbeing budget.
- Details of revenue funding for consideration and approval.
- Details of revenue projects agreed to date which link to the priorities and actions in the Area Committee Business Plan.
- The current position of the Small Grants Budget.

Aretha Hanson, Area Officer presented the report.

Members' attention was brought to revenue projects to be considered for approval including an additional proposal for a litter bin on Elland Road (Churwell) and ring-fenced spending for 2014/15.

RESOLVED –

- (1) That the report be noted.
- (2) That the position of the Wellbeing, Capital and Activities Fund elements of the wellbeing budgets be noted.
- (3) That the revenue projects already agreed be noted.

- (4) That the following project proposals be approved:
- Blue Plaque for Beryl Burton - £250.00
 - A Frames – Footpath No 105 - £1,521.75
 - Site Based Gardener – Outer South - £36,010.55
 - Outer South Garden maintenance Scheme - £33,000
 - Rothwell & District 2014/15 Events - £4,398
 - Litter bin on Elland Road (Churwell) - £300
- (5) That the current position of the Small Grants Budget be noted.

64 Area Public Health Update Report

The report of the Director of Public Health outlined the action being taken to discharge the statutory responsibilities of Leeds City Council, to lead and deliver the public health agenda, raise awareness of the Area Lead member for Health and Wellbeing, inform the Area committee of the current position regarding public health work in the outer south area and set the scene for future progress.

Bash Uppal, Health and Wellbeing Improvement Manager and Victoria Eaton, Public Health were in attendance for this item.

Issues highlighted from the report included the following:

- Responsibilities of Leeds City Council to provide leadership for local health.
- The Joint Health and Wellbeing Strategy (JHWS) for Leeds.
- Tackling health inequalities in the area.
- Local activity work carried out.
- Consultation and engagement.
- Local issues including obesity and alcohol related illness.

In response to Members comments and questions, discussion included the following:

- Statistics were provided on a GP practice basis but could be done on a postcode basis to include those who attended GPs out of the area.
- Sale of alcohol – prevention of sale to young people and limiting sale of strong alcohol.
- Health problems linked to the mining industry.
- Provision of NHS Health Checks
- Identifying local health priorities
- Public health spending – this was determined by Executive Board
- Mental health and wellbeing.
- Data sharing between health partners.
- Patient consultation and engagement.

RESOLVED – That the changes in terms of Leeds city Council’s responsibility around public health be noted.

65 Community Safety in Outer South

The report if the Director of Environment and Housing provided an annual update on progress made in Outer South Leeds to deliver the priorities of the Safer Leeds Executive during 2012/13 and 2013/14. It provided an overview of activity and performance information at a ward level to reduce crime and anti-social behaviour and in relation to the delegated function of CCTV. The report also provided an overview of wellbeing funded activity that had taken place during 2013.

Gerry Shevlin, Community Safety Co-ordinator, Chief Inspector Nick Adams and inspector Paul Sullivan were in attendance for this item.

Issues highlighted in relation to the report included the following:

- An overview of the policing review and restructure for the city.
- Opening of the new district HQ at Elland road.
- Focus on partnership working.

In response to Members comments and questions, discussion included the following:

- Distribution of Police Officers across the city particularly at peak times.
- Ward based managers – to improve local information and keep Members better informed.
- PACT meetings would continue.
- Support for Health and Wellbeing – work with mental health support staff.
- Work with clusters – domestic violence, Families First programme.
- Retention and distribution of PCSOs.

RESOLVED –

- (1) That the report be noted.
- (2) That the South (Outer) Area Committee support the retention of 5 PCSOs per ward.

66 Children's Services Area Committee Update Report

The Director of Children's Services submitted a report providing members with a comprehensive set of children's information. Common feedback is to build on this with more local context.

Members noted that there are established city priorities in the Children and Young People's Plan (CYPP), especially the obsessions.

The purpose of this cycle of reports was to understand if there were any local priorities that should also be regularly highlighted in these reports, for example a focus on a particular aspect of one of the obsessions.

It was recommended for this Committee that the local lead member for Children's Services works with the area head of targeted services to identify local priorities for the committee's approval.

Martyn Stenton, Area Head of Targeted Services, South East Leeds and Sarah Sinclair, Chief Officer, Strategy Commissioning and Performance were in attendance for this item.

Issues highlighted in relation to the report included the following:

- Performance data in Outer South Leeds.
- Identifying priorities – developing localised priorities with the Lead Member.
- Increase in births and migration to the area.

In response to Members comments and questions, discussion included the following:

- Uptake of free school meals – there was a higher than average increase in Outer South. It was hoped to increase this further still.
- Concern regarding available school places – reference was made to the planning process, housing growth and overall demand for places.

RESOLVED –

- (1) That where local priorities may be required in addition to the Children's Services obsessions, these would be agreed between the local lead member for Children's Services and the area head of targeted services. These priorities may include a focus on a specific element of one of the obsessions.
- (2) That the basic need workshops be used to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school place planning.
- (3) That the igen and the Leeds Pathways website to NEET young people and their families be promoted so that young people's routes to employment and training is enhanced.

67 Garden Maintenance Service Evaluation 2013/14

The report of the Area Improvement Manager provided the Area Committee with an update and evaluation of the Garden Maintenance Scheme delivered by Morley Elderly Action in 2013/14.

The Area Committee had previously approved funding for the scheme for a further three years subject to Executive Board approval of finance budgets.

Aretha Hanson, Area Officer presented the report. Carole Law and Ann Minke of Morley Elderly Action were in attendance to answer Members' questions.

In response to Members comments and questions, discussion included the following:

- The waiting list for services was carried out on a first come first served basis.
- Management fees covered costs for letters, postage, phone calls, stationery, printing, photocopying, CRB checks and promotional information.
- Members discussed potential ways of reducing the waiting list and providing more services. It was reported that this may not be feasible due to increased administration costs and time. Area Management would be reviewing the scheme and would investigate ways of how to potentially expand the scheme for more service users.

RESOLVED –

- (1) That the report be noted.
- (2) That the scheme be continued in 2014/15.
- (3) That Area Management liaise with Morley Elderly Action to consider ways of expanding the scheme for more service users.

68 Annual Report for the Parks and Countryside Service

The report of the Chief Officer, Parks and Countryside sought to further develop the relationship between Parks and Countryside and the Area Committee. It provided an overview of the service and set out some of the challenges faced along with key performance management initiatives. It also set out, at an area level, progress made in attaining Leeds Quality Park standard and investment needed to attain and sustain LQP standards.

Bob Buckenham, Parks and Countryside presented the report.

In response to Members comments and questions, the following was discussed:

- Bowling green provision.
- Sponsorship for parks.
- Assessments of Lewisham and Dartmouth parks were requested.

RESOLVED – That the report be noted.

69 New Environmental Locality Services and Development of the 2014/15 Service Level Agreement

That The Locality Manager (South and Outer East Leeds) submitted a report which provided an update on proposed changes to the operating model and

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structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlined the reasons for these proposals and the process for agreeing them. It also described the process for developing the Service Level Agreements (SLAs) with Area Committees for 2014/15.

Tom Smith, Locality Manager (South and Outer East Leeds) presented the report.

Further issues highlighted from the report included the following:

- The need to be more flexible to meet local demands.
- New responsibilities including those transferred in with Housing Leeds and bulky waste collections.
- The move to zonally based multi-tasking teams.

In response to Members comments and questions, discussion included using ward briefings to update Members, the development of new structures for working and working to meet demand.

RESOLVED –

- (1) That the report be noted.
- (2) That the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangement be agreed.

70 Neighbourhood Improvement Officer Update

The report of the Area Leader, South East Leeds provided Members with an update on the work of the Neighbourhood Improvement Officer since the last report to Area Committee in July 2013.

It also provided a review of the Indices of Multiple Deprivation statistics for the Outer South Area, highlighting priority areas and themes that could form the basis of a proposed refocused Neighbourhood Improvement Officer programme.

Ellie Rogers, Neighbourhood Improvement Officer presented the report.

Further issues highlighted from the report included the following:

- Support to priority neighbourhoods.
- The South Leeds Foodbank
- Welfare reform

RESOLVED –

- (1) That the report be noted.

- (2) That the findings of the data review be noted and the direction of travel with regard to future work be agreed.
- (3) That Members meet the Neighbourhood Improvement Officer in a series of Ward Based Briefings to confirm priorities.

71 Friends of Drighlington Community Library request for Community Subsidised Accommodation

The report of the Area Leader, South East Leeds referred to a request from the Friends of Drighlington Library to waive the notional community rental agreement (CRA) cost of £5,000 for space within Drighlington Meeting Hall and to agree subsidised occupation to the value of £1,860 to cover the service charges.

RESOLVED –

1. That it is recommended that the Assistant Chief Executive (Customer Access and Performance) approves a grant to the Friends of Drighlington Community Library to the value of £1,860 and waive the notional £5,000 rental income. This grant is to cover the service charges for a further 12 month period. It is recommended that this grant should be approved on the condition that the Friends of Drighlington Library sign the lease that has been drawn up.
2. That this support be reviewed in 12 months to determine whether the arrangement should continue and to agree future conditions of use.

72 St. Gabriel's Community Centre: Review Report

The report of the Area leader, South East Leeds provided a review of the operation of St Gabriel's Community Centre over the last 12 months. It highlighted the work of the Management Committee, Outer South Community Centre Sub Committee, South East Area Support Team and partners in supporting the operation of the centre.

RESOLVED – That the report be noted.

73 Dates, Times and Venues of Community Committee Meetings 2014/2015

The City Solicitor submitted a report which sought the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.

In addition, Members were requested to give consideration as to whether they wished to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

RESOLVED – That the proposed meeting schedule for 2014/15 be agreed as follows:

- Wednesday, 4 June 2014 at 5.00 p.m. (Election of Chair meeting)
- Monday, 7 July 2014 at 4.00 p.m.
- Monday, 20 October 2014 at 4.00 p.m.
- Monday, 2 February 2015 at 4.00 p.m.
- Monday 23 March 2015 at 4.00 p.m.

74 Dates, Times and Venues of Future Meetings

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WEST (INNER) AREA COMMITTEE

TUESDAY, 25TH MARCH, 2014

PRESENT: Councillor C Gruen in the Chair
Councillors T Hanley, J Harper, A Lowe,
J McKenna and N Taggart

Co-optees Boutle, Bowes and Ritchie

Apologies Councillor

87 Chairs opening comments

The Chair welcomed everyone to the meeting.

The Chair informed the meeting that it was the last Inner West Area Committee meeting for the Area Leader West North West who is moving to take up the Area Leader role in the East of the city. The Chair thanked the Area Leader for her support.

The Chair also informed the Area Committee that it was the last meeting for Councillor Taggart who will not be standing for Council at the forthcoming elections. The Chair thanked Councillor Taggart for his contributions to the Inner West Area.

88 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

89 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

90 Late Items

There were no late items.

91 Declaration of Disclosable Pecuniary Interests

No declarations were made.

92 Apologies for Absence

There were no apologies for absence.

93 Open Forum / Community Forums

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of

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the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.

At this meeting there were some members of the public, Head Teachers, Assistant Principals and Principals and officers. No representations or questions were received at the Open Forum. However, the Chair gave permission for those present to join in the discussions on the items on the agenda if they so wished.

94 Minutes - 19th February 2014

RESOLVED – That the minutes of the meeting held on 19th February 2014 be approved as a correct record.

95 Matters Arising

Minute 83 Employment & Skills

Head of Employment and Skills was to make contact with Premier Farnells in relation to recruiting locally.

Outcome

A meeting was arranged for 18th March 2014 with officers from Employment and Skills and Farnells.

Members were pleased with the contributions from Farnells.

96 Area Panel Minutes

The Committee considered the minutes of the Inner West Area Panel meeting held on 10th February 2014.

RESOLVED – That the minutes be noted.

97 Area Chairs Forum Minutes

The minutes of the Area Chairs Forum meeting held on 20th January 2014 were considered by the Committee.

The Area Leader informed Members that the Chief Officer for Strategy and Commissioning had produced a report on Domestic Violence.

RESOLVED – That the minutes be noted.

98 Community Forum Minutes

The Committee received the minutes of the Armley Community Forum meeting held on 18th February 2014 and the Bramley and Stanningley Combined Police PACT meeting held on 30th January 2014.

RESOLVED – That the minutes be noted.

99 Children's Services Performance Report

The report of the Director of Children's Services was presented by the Chief Officer Partnership Development. The report provided Members with a comprehensive set of children's information. The Chief Officer Partnership

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Development informed the Members that feedback from Area Committee's showed that they wanted performance information against the obsessions. The Inner West Area Lead for Children has requested more detailed reports.

The Area Committee were informed that looked after children in the area had reduced by a larger proportion than the citywide reduction. Fewer children were entering care, and greater numbers were leaving as permanent options such as adoption were rising.

The Area Committee were also informed that the number of Children on a child protection plan had reduced by almost 50 per cent, the second highest reduction of all area committees.

The Chief Officer Partnership Development reported that detailed information on looked after children would be brought to a future committee meeting.

The Chief Officer Partnership Development told the Committee that there were still areas of concern including:

- The attainment and achievement levels in the area;
- The reduction in the take up of free school meals; and
- Attendance levels remained a concern although attendance at secondary schools in the area had risen slightly.

It was noted that Members are due to attend an OBA workshop on school places and local engagement on Thursday 27th March.

The Area Committee discussed all the issues raised in the report. Members also were of the view that it was important to ensure that the emphasis for performance was on the children attaining and achieving, not only on whether an establishment received a good Ofsted report.

RESOLVED – That the Area Committee

- Lead Member for Children's Services to discuss with the Area Head of Targeted Services additional local priorities to the Children's Services Obsessions.
- Use the basic need workshop to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school planning.
- Promote the use of the Igen centre on Eastgate and the Leeds Pathways website, to NEET young people and their families.

100 Readiness for learning and the inequality gap at age 5

The Director of Children's Services report 'Readiness for learning and the inequality gap at age 5' was presented by the Early Years Foundation Stage Improvement Manager. The report provided a brief overview of the statutory assessment outcomes at the end of the foundation stage at both citywide and local level. The report presented information on the composition of early years providers and local outcomes within the area, providing Members with a greater understanding on the notion of 'readiness to learn' as children move into key stage one from their foundation years experience.

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Members were informed that all early years providers, including schools, must adhere to the requirements of the Early Years Foundation Stage (EYFS) Framework. The framework sets standards for development, learning and care of children from birth to the age of five. There are two headline indicators when measuring performance in the early years: the percentage of children achieving a good level of development and the Department of Education term the 'inequality gap in achievement' indicator.

On the good level of development indicator, performance in Leeds is above or in line with all core cities and above or in line with eight out of ten statistical neighbour authorities.

The 'inequality gap in achievement' indicator showed Leeds as the lowest ranked authority in the country.

Members raised their concerns with the figures set out in the submitted report particularly in 3.4.3 Ethnicity highlighting children whose first language is not English.

Members were concerned that Leeds was ranked 152 out of 152 local authorities for the 'inequality gap' measure. Members were of the view that this issue could not be worked through in isolation, links between health, jobs, and housing and culture were required to ensure that performance improved.

Members of the Area Committee sought clarification on the points system used to calculate the indicators. The Area Committee requested that this issue was brought back to the Committee as an agenda item

The Area Committee also requested that an item in relation to the 'inequality gap' measure be brought to a future meeting to look at ways of improving the measure at a local level. The Members also requested that the Executive Member for Children's Services to be engaged with the West Inner Area Committee on this issue.

RESOLVED- That the Area Committee:

- Within the context of Priority 4 – support children to be ready for learning – discuss whether local priorities may be required to ensure children are ready for key stage one.
- Use existing local partnerships to encourage and support collaborative working between schools and non-school settings to ensure children are meeting age related expectations at the end of the EYFS. Such learning communities will provide the opportunity to find local solutions to the readiness to learn issue.
- Provide opportunities for partners across the foundation years to discuss and agree what 'readiness for learning' looks like at a local level. Do partners across health education and others recognise and acknowledge the significant period of growth, development and learning that takes place between the birth of a child and the time they

enter school? Ensure they use this as a key driver to improve young children's development through local priorities.

Cllr. McKenna left the meeting at 18:25 at the end of this item.

Cllrs Lowe and Taggart left the room at 18:30 returning at 18:35.

101 OFSTED Framework & Future Leaders Bespoke Programme in Bramley

The Director of Children's Service report in relation to the Ofsted update and Future Leaders Bramley Pilot was presented to the Committee by the Head of Learning Improvement. The report provided Members with information in relation to changes to Ofsted inspections and an overview of the Future Leaders Bramley Pilot.

The Head of Learning Improvement presented Members with copies of the following papers:

- Powerpoint presentation – OfSTED framework and Future Leaders bespoke programme in Bramley
- Inner West Area Ofsted information
- Inner West Area Committee learning outcomes

The Area Committee was informed that a new Ofsted framework was introduced in September 2012, with more changes introduced in January 2014. Members were provided with an overview of what inspectors focused on for their report, highlighting two of the areas as:

- The behaviour and safety of pupils at the school;
- The quality of leadership in, and management of, the school.

Members were informed that of the 18 schools within Inner West area, 2 secondary schools and 16 primary schools. Both secondary schools are sponsored academies.

1 school is rated 'outstanding', 13 schools in the area are 'good', 3 schools are rated as 'Satisfactory / requires improvement'. Swallow Hill Community College is yet to be inspected but as a maintained school was last rated as 'satisfactory'.

The Head of Learning Improvement informed the Area Committee about the Future Leaders programme aimed at teachers who want to become inspirational headteachers in challenging schools in an accelerated timeframe. Members were informed that the leadership development programme takes place over three years and places teachers into senior leadership positions in challenging schools. They are supported through training and development.

There are currently 350 Future Leaders working in 240 challenging secondary schools across the country. The programme is to be extended to include teachers in a primary setting.

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There is a proposal for Future Leaders to work with the Bramley Cluster.

The Members welcomed the information and discussed issues raised within the report and the presentation. Members were informed that training would be given to Governors on the Ofsted Framework using the toolkit.

RESOLVED – That the Area Committee received the presentation for its consideration, input and discussion.

102 Families First

The Interim Project Manager for Families First presented the report of the Director of Children's Services. The report outlined the Families First programme, providing Members with highlight data related to Families First in the Inner West area, which outlined a number of the challenges and successes of the programme.

Members of the Area Committee were informed that at a national level the programme is known as Troubled Families. The programme uses a set criteria, and is built around delivering family support utilising a whole family approach.

The Area Committee was informed that Bramley has the highest number of families in the Families First Programme. The programme had been running for two years and had seen reduction in Anti-Social Behaviour and increased attendance rates in schools, the programme also supports adults into employment.

Members discussed the Families First programme requesting detailed information for the Armley and Bramley areas to be brought to a future meeting.

RESOLVED – That the Area Committee:

- Note the content of this report and recognise that the programme is in continuous development, with a good evidence base of impact.
- Identify ways in which clusters and service, area committees and the Families First Programme can deliver further improvements, particularly in respect to supporting adults into employment.
- Identify how the Area committee's and Children's Services can work towards sustainably embedding the Families First model the future and beyond the life of the programme.

103 NEET (Not in Education, Employment or Training) Update Report

The report of the Director of Children's Service was presented to the Area Committee by the Head of Service for Young People and Skills. The report provided an update on activity that is taking place across the City and locally

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to support the reduction of numbers of young people who are not in Education, Training or Employment (NEET). The report also provided an update on activities to improve access to employment opportunities across the area.

The Head of Service for Young People and Skills highlighted the following areas of the submitted report:

- Post 16 pathways work with the two academies in the area
- Youth Contract Support Programme to re-engage with 16 and 17 year olds working in partnership with IGEN
- Use of the Character and Resilience Framework
- Effective Transition Personal Advisors who provide support for vulnerable year 11 pupils giving support to young people to make choices and apply for post 16 options.

Discussion took place with Members on the areas highlighted in the submitted report.

RESOLVED – That the Area Committee:

- Continue to facilitate partners working together (including Leeds West Academy, Swallow Hill, IGEN, Colleges, LCC Services, Third Sector – ACES and Bramley clusters) on activities which can demonstrate impact and is based on mutual support and challenge;
- Further promote and celebrate the success of young people from Inner West Leeds developing a positive and optimistic narrative about aspirations, behaviours and character;
- Develop a destinations Team (made up of partners) working at an individual learner level to improve access to opportunities.

104 Wellbeing Fund Report

The report of the Assistant Chief Executive (Citizens and Communities) advised the Area Committee on the current position of the Inner West Wellbeing revenue and capital budget.

Members were informed that the Area Committee's budget for 2014/15 is to be £123,670, this represented a reduction of just under 10% on the budget from last year. Including the carry forward, the budget for the new financial year would be £139,921 with the split being as follows:

- Armley - £74,565
- Bramley – 65,356

The Area Committee were asked to consider new Wellbeing grant applications for the 2014/15 financial year as listed at Appendix 3 of the submitted report. Members had reviewed the applications at Ward Member meetings and the General Purposes Sub Group.

The report also sought permission from the Area Committee to introduce an open application process for the 2014/15 Youth Activities Fund budget as outlined at 3.10 of the submitted report.

RESOLVED – That the Area Committee:

- Note the current balance of the 2013/14 Wellbeing revenue budget and the new revenue allocation.
- Approved the following 2014/15 Wellbeing applications

Project Name	Armley	Bramley & Stanningley	Total	Resolved
Small grants and skips	£3,000	£3,000	£6,000	Approved
Festive Light Motif Hire	£2,030	£2,615	£4,645	Approved
Priority Neighbourhoods Budget	£2,000	£2,000	£4,000	Approved
Armley Festive Lights Switch On	£5,500		£5,500	Approved
Bramley Festive Lights Switch On		£2,500* (applied for £3,370)	£2,500	Approved
Police Off Road Bikes	£567	£567	£1,135	Approved
Armley Hanging Baskets	£950		£950	Approved
Fairfield Community Centre		£5,000* (applied for £9,630)	£5,000	Approved
New Wortley Community Centre	£8,000* (applied for £20,000)		£8,000	Approved
1213 Got Talent – Angels of Youth	£2,500* (applied for £2,920)	£2,500* (applied for £2,920)	£5,000	Approved
World War One Commemorations	£1,000	£1,000	£2,000	Approved
Bramley Carnival		£3,000* (£3,192 applied for. £3k approved subject to match funding approvals)	£3,000	Approved
Bramley Music Festival		£2,500* (£5,092 applied for. £2,500 approved subject to match funding approvals)	£2,500	Approved
Multi Sports Holiday Camp	£1,344	£1,344	£2,688	Approved
Boys Brigade Gala	£1,500		£1,500	Approved

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Armley Saturday Night Project	£4,107		£4107	Approved
Armley Brownie Sleepover	£1,000* (£3,060 applied for)		£1,000	Approved
Winter Warmer Packs	£2,300	£1500	£3,800	Approved
POMOC	£700* (£7,500 applied for)		£700	Approved
Active After Work	£2,170	£2,170	£4,340	Approved
Bramley Community Shop		£12,500	£12,500	Approved
Armley Food Bank Christmas Donation	£2,000		£2,000	Approved
Money Buddies	£1,065	£1,065	£2,130	Approved
Broadleas CCTV		£1,784	£1,784	Approved
Bramley Grit Bins		£600	£600	Approved
Bramley Site Based Gardener		£9,602* 4 days per week for 6 months per year	£9,602	Approved
TOTAL	£41,733	£55,247	£96,980	

- Agree to introducing an open application process for the 2014/15 Youth Activities Fund as described at 3.10 of the submitted report.

105 Area Update Report: Business Plan End of Year Update

The report of the Assistant Chief Executive (Citizens and Communities) provided the Members with a summary of the Area Committee's Business Plan for the year 2013/14 and successes in meeting objectives.

Members were informed that objectives set out in the 2013/14 Business Plan were progressing well and that the Area Committee had achieved what it set to do.

The report asked Members to discuss and agree upon a name for the new Community Committee.

RESOLVED – That the Area Committee:

- Recommended future direction for the next years Business Plan including;
 - Progressing the Business plan at the General Purposes Meeting
 - Incorporating reference to Premier Farnells under Best City for Business
- Agree that the name for the Community Committee will be Armley and Bramley Community Committee

106 Dates, Times and Venues of Community Committee Meetings 2014/15

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The report of the City Solicitor requested Members considered the options detailed within the report and to agree the Committee's proposed meeting schedule for the 2014/15 municipal year, so that it could be included in the Council diary for 2014/15.

The report also requested Members to consider as to whether they wished to change the Committee's current meeting and venue arrangements or request amendments to such arrangements.

Members were requested to consider and agree the proposed date for the meeting on the 5th June 2014 scheduled to elect a Chair for the 2014/15 municipal year.

Members briefly discussed the issues within the report.

RESOLVED- That the Area Committee

•Agreed the dates and times as proposed:

- Wednesday, 16th July 2014 at 5.00pm
- Wednesday, 15th October 2014 at 5.00pm
- Wednesday, 21st January 2015 at 5.00pm
- Wednesday, 18th March 2015 at 5.00pm

- The proposed date for the meeting to elect a Chair for the 2014/2015 municipal year is 4.00 p.m. on Thursday, 5th June 2014.

107 Venue Map

WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 12TH MARCH, 2014

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
A Carter, M Coulson, J Hardy, R Lewis,
J Marjoram and R Wood

64 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

65 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public as there were no members of the public present.

66 Late Items

There was one late item to the agenda the report of the City Solicitor for Dates, Times and Venues report, minute 76 refers. Supplementary information was received by the Members of the Area Committee in relation to item 10, minute 73 refers.

67 Declaration of Interests

No declarations of interest were received at this point of the meeting. However, declarations of interest were received from Cllrs Jarosz and Wood in relation to item 10 as Board members of Pudsey Wellbeing Centre and Cllr Jarosz' husband is a volunteer at the Centre. Minute 76 refers.

68 Apologies for Absence

There were no apologies for absence.

69 Open Forum

No members of the public had attended the meeting.

70 Minutes - 29th January 2014

RESOLVED – That the minutes of the meeting held on 29th January 2014 be approved as a correct record.

71 Minutes - Area Chairs Forum -20th January 2014

Minutes of the Area Chairs Forum for the meeting held on 20th January 2014 were noted by the Area Committee.

72 Area Update Report

The report of the Assistant Chief Executive (Citizens and Communities) informed the Members of the progress against the Area Support Team work programme for Outer West Leeds and local contributions to Council priorities.

The Area Committee received a presentation from Inspector Steve Williamson in relation to 'Leeds District Programme of Change New Operating Model'.

The inspector informed of the Committee on a number of issues including:-

- Increased performance and productivity
- The protection of frontline services
- Flexible operating structures with more PCSO's

- 11 Safer Neighbourhood Teams working together to improve operating at a local level
- The appointment of Inspector Dan Wood for the Outer West Leeds area would be based at Pudsey Police Station.
- Cells at Pudsey Police Station would remain, with consultation on going in relation to their use in the future.
- Pudsey Police Station to be used as a co-location building offering space to work for partners.
- Use of the Armley Community Hub for co-location working with partners.

The Area Community Safety Co-ordinator drew Members attention to a Partnership Event to be held on 26th March 2014. The event is to look at closer working for all partners including looking at buildings which could be used for co-location working.

The Area Committee discussed all the issues presented to them welcoming the increase in PCSO's and suggesting some locations for co-location working.

The report asked Members to consider and agree on a place-based name for their new Community Committee. The following suggestions had been made to stimulate discussion:

- Pudsey and West Community Committee
- Community Committee for Calverley & Farsley, Farnley & Wortley, Pudsey
- Calverley & Farsley, Farnley & Wortley, Pudsey Community Committee
- Pudsey Community Committee (including Calverley & Farsley, Farnley & Wortley)

RESOLVED – That the Area Committee

- Noted the contents of the report
- Received the presentation from Inspector Williamson
- Proposed that Area Support Team in consultation with Members decide on the Community Committee name and bring to the meeting on 4th June 2014.

73 Wellbeing Fund Report

The report of the Assistant Chief Executive (Citizens and Communities) provided the Area Committee with an update on the budget position for the Wellbeing Fund 2013/14 and the current position of the Small Grants and skips that have been received or approved since the last meeting. The report also provided Members with an update on projects for consideration and approval from the Wellbeing Revenue Budget allocation for 2014/15. Supplementary information had been tabled for Members consideration.

Minute 66 refers

Members discussed funding issues in relation to;

- Calverley, Farsley and Pudsey in Bloom,
- Leeds Watch CCTV costs,

- Christmas Lights for Calverley, Farsley and Pudsey.

Co-optee Rev. Ayres arrived at 13:43 during this item

A number of Project organisers had been invited to attend the Committee to inform members on the work that the organisations do and how they would look to spend funds provided by the Wellbeing Fund 2014/15.

Presentations were heard from;

- Cow Close Community Corner
- The Area Community Safety Co-ordinator and Inspector Steve Williamson regarding the Target Hardening (CASAC) and burglary and Number Plate Theft initiative projects
- Pudsey Wellbeing Centre
- Ahead Partnership

Cllrs Jarosz and Wood declared an interest in Pudsey Wellbeing Centre as Members of the Board and also Cllr Jarosz' husband volunteers at the centre.

Minute 67 refers

Members discussed the merits of each project and sought clarification on specific issues from the presenters.

Cllr Hardy left the meeting at 13:52 during this item.

The Committee also considered the following applications for Youth Activity Fund 2013/14:

Project Name	Organisation/Department	Amount requested
Creative Writing through Illustration	Pudsey Cluster	£380
Jamie Jones Buchanan (JJB) Camp	Pudsey Cluster	£3,900
Multi Sports Camp	Pudsey Cluster	£1,180
Holiday Youth Activities	Armley Juniors project 4 young people	£4,000

Members were reminded that the application for Jamie Jones Buchan (JJB) Camp had been agreed to be taken by delegated decision at the meeting held on 29th January 2014 due to limited timescales.

The Committee also considered the following applications for Youth Activity Fund 2014/15:

Project Name	Organisation/Department	Amount requested
Breeze Friday Night Project	LCC Breeze Team	£9,139
Multi-Sport Holiday Camp	LCC Sports Development	£1,726
The Works – Sunshine	LCC	£2,380

Draft minutes to be approved at the meeting to be held on Date Not Specified

indoors	Sports Development	
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RESOLVED – The Area Committee resolved the following:-

- That the Calverley, Farsley and Pudsey in bloom to retain the amount received last year.
- Approved the estimated £30,000 for Leeds Watch CCTV Maintenance and Monitoring.
- Community Development project to be deferred for discussion at a later date

Project	Applicant	Amount Requested	Amount Approved
Pudsey Christmas Lights	Leeds Lights / Events	£10,000	£8,000
Farsley Christmas Lights	Leeds Lights / Events	£3,000	£5,000
Calverley Christmas Lights	Project 2000 / Leeds Lights	£1,000	£1,000
Cow Close Community Corner	Armley Juniors	£19,768	£19,768
Target Hardening (CASAC)	CASAC	£15,000	£10,000
Burglary and Number Plate Theft Initiative	West Yorkshire Police	£5,000	£3,000
Pudsey Wellbeing Centre	Love Pudsey	£15,800	£7,900
Business Support Local – phase 2	Ahead Partnership	£21,050	£10,000

Youth Activity Fund 2013/14

Project Name	Organisation/Department	Amount requested	Amount Approved
Creative Writing through Illustration	Pudsey Cluster	£380	£380
Jamie Jones Buchanan (JJB) Camp	Pudsey Cluster	£3,900	£3,900
Multi Sports Camp	Pudsey Cluster	£1,180	£1,180
Holiday Youth Activities	Armley Juniors project 4 young people	£4,000	£4,000

Youth Activity Fund 2014/15

Project Name	Organisation/Department	Amount requested	Amount Approved
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Breeze Friday Night Project	LCC Breeze Team	£9,139	£9,139
Multi-Sport Holiday Camp	LCC Sports Development	£1,726	£1,726
The Works – Sunshine indoors	LCC Sports Development	£2,380	£2,380

74 New Locality Services and Development of the 2014/15 Service Level Agreement and Performance Update

The report of the Locality Manager (West North West Leeds) provided the Area Committee with an update on the proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. The report outlined the reasons for the proposals and the process for agreeing them. It also described the process for developing the Service Level Agreements (SLA's) with Area Committees for 2014/15.

The report also informed Members of the performance against the SLA between Outer West Area Committee and the West North West Environmental Locality Team. The report covered the period from 1st July 2013 to 31st January 2014.

The Locality Manager informed the Area Committee of proposed ward based workshop sessions to take place in April, May and June to cover the following issues:

- Review SLA priority areas;
- Consult on proposals for final zones, resources in each zonal area based on an analysis of need; and
- Consult on proposals for future waste management arrangements for areas where fortnightly black bin collections will not be implemented.

The Locality Manager gave the Members a brief overview of the Service Performance highlighting 3.2.8 and 3.2.9 of Appendix A of the submitted report.

Members discussed the following issues contained within the submitted report:

- Dog fouling;
- Covert CCTV;
- Gully Cleansing; and
- Removal of dead animals specifically horses on land located on the border of Calverley and Bradford.

Members requested a Management Structure once all proposed changes are in place.

RESOLVED – That the Area Committee:

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- Noted and commented on the proposals for a new working model for Locality Team services;
- Agreed the approach to consulting on proposals for changes to the Locality Team operating model, priorities within the SLA for 2014/15 and proposals for future waste management arrangements;
- Noted and commented on the performance of the West North West Locality Team since July 2013; and
- Provided guidance and direction to service delivery as necessary.

Cllr Marjoram left the meeting at 14:45

Cllr Coulson left the room at the end of this item at 14:50 returning to the room at 14:53.

75 Children's Services area committee update report

The Children's Services Area Update Report was presented by the Deputy Director of Children's Services and the Area Head of Targeted Services – West North West.

The report provided Members with a comprehensive set of children's information with a local context.

Members were informed that that the purpose of this cycle of reports was to understand if there were any local priorities that needed to be highlighted in future reports.

Members were informed that the figures for NEET (Not in Education, Employment or Training) had risen. The Deputy Director explained to the Committee that NEET figures were now collated differently which prompted discussion on how young people are categorised. Members were informed about igen and the Pathways website which offered support for 18 and 19 year olds who were eligible for benefits.

The Deputy Director of Children's Services informed the Area Committee that he had met Cllr D Blackburn, local lead member for Children's Services to discuss the obsession priorities for the local area.

The Area Committee discussed issues raised in the report including:

- Families First programme
- Clusters
- Attendance
- Ofsted inspections

RESOLVED – That the Area Committee

- Lead Member for Children's Services to discuss with the Area Head of Targeted Services additional local priorities to the Children's Services Obsessions.

- Use the basic need workshop to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school planning.
- Promote the use of igen centre on Eastgate and the Leeds Pathways website, to NEET young people and their families will therefore be aware of which 18 and 19 year olds are claiming out of work benefits and are eligible to receive support. This will ensure that young people's routes to employment and training is enhanced.

76 Dates, Times and Venue Report

This item was submitted to the agenda as a late item after approval of the Chair and Vice Chair. **Minute 66 refers**

The report of the City Solicitor requested Members considered the options detailed within the report and to agree the Committee's proposed meeting schedule for the 2014/15 municipal year, so that it could be included in the Council diary for 2014/15.

The report also requested Members to consider as to whether they wished to change the Committee's current meeting and venue arrangements or request amendments to such arrangements.

Members were requested to consider and agree the proposed date for the meeting on the 4th June 2014 scheduled to elect a Chair for the 2014/15 municipal year.

Members briefly discussed the issues within the report.

RESOLVED- That the Area Committee

- Agreed the dates and times as proposed:
 - Wednesday 9th July 2014 at 1pm
 - Wednesday 8th October 2014 at 1pm
 - Wednesday 28th January 2015 at 1pm
 - Wednesday 25th March 2015 at 1pm
- Agreed that Pudsey Town Hall will be the venue for the meetings
- Agreed that the election of Chair will take place on Wednesday 4th June 2014 in Pudsey Town Hall at 1pm.

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WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 4TH JUNE, 2014

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
M Coulson, R Lewis, J Marjoram and
T Wilford

77 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

78 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

79 Late Items

There were no late items.

80 Declaration of Interests

There were no declarations of interest.

81 Apologies for Absence

Apologies were received from Councillors Carter and Wood and also from co-optee Reverend Ayres.

82 Open Forum

On this occasion no members of the public had attended the meeting.

83 Minutes - 12th March 2014

RESOLVED – The Minutes of the meeting held on 12th March 2014 were confirmed as a correct record.

84 Matters Arising

Minute 67 Declaration of Interest and 76 Wellbeing Fund Report

Councillor Coulson brought to the attention of the Committee that he also had an interest in the Pudsey Wellbeing Centre as a Board Member.

85 Minutes of the Environment Sub Group

Minutes of the Environmental Sub-Group meeting held on 22 January 2014 were noted by the Area Committee.

86 Minutes of Area Chairs Meeting 28th February 2014

Minutes of the Area Chairs Forum meeting held on 28th February 2014 were noted by the Area Committee.

87 Election of Community Committee Chair for the 2014/2015 Municipal Year

The City Solicitor submitted a report outlining the arrangements for the annual election of Chairs for Community Committees and which sought the Committee to elect a Chair for the duration of the forthcoming 2014/15 municipal year.

The only nomination received in relation to the Chair of West Outer Community Committee was that of Councillor Jarosz.

RESOLVED – That Councillor Jarosz be elected Chair of West Outer Community Committee for the duration of the 2014/15 municipal year.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Cllr. Jarosz thanked Members for their support and said that she was looking forward to meeting with the new Area Lead and moving forward with the work of the Committee into the new municipal year

88 Community Committee Topics

The report of the Assistant Chief Executive (Citizens and Communities) outlined the new proposals for the introduction of a new approach to area working arrangements to be implemented at the beginning of the 2014/15 municipal year.

The new approach seeks to strengthen local democratic engagement and increase community engagement and involvement in local decision making. The development of the Community Committees replaces the existing Area Committee arrangements.

The Committee were asked to identify which topics they would like to focus on in 2014/15. It was recommended that in this first year that three Community Committee topics were chosen.

Members were directed to 3.5 of the submitted report which highlighted some key areas of focus after earlier discussions with members.

Members' attention was drawn to Appendix 1 of the submitted report which provided members with a list of common issues for consideration.

Discussion took place amongst the members on the merits of all the issues listed with specific discussion on summer holiday provision, social isolation of older people, patient empowerment, engagement with local employers in relation to employment for young people and debt advice. Members were of the view that they wanted to focus on the topics that would provide the most impact locally.

The Area Leader suggested to members that they may wish to link issues and combine topics. Members were of the view that this would be a good approach. The Area Support Officers were asked to bring a paper to the July meeting which outlined this approach.

Members were informed that the Area Support Team were developing a Community Engagement Plan which would support the development and review of the West Outer Business Plan. The Community Committees Engagement Plan will be brought to the July meeting.

Members discussed and suggested options for ways to engage with all the community including, community notice boards, social media, texts, leaflet drops, local publications, and a website.

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Members wanted to broaden the ways in which the committee engage, to reach those in the community who would not normally engage with the committee.

Members requested that the Communications Plan included current engagement costs in comparison to the proposed engagement costs.

RESOLVED – That the Committee:

- a) Choose a number of topics that could be combined to support the Community Committee's focus of work over the coming year, to be presented in a report for consideration at the first meeting of the Community Committee in July;
- b) Request that a draft engagement plan be developed for the topics, for consideration at the first meeting of the Community Committee in July;
- c) Request that a draft communications strategy is developed to ensure a framework for communication between all key stakeholders.

89 Wellbeing Fund Update Report

The submitted report of the Assistant Chief Executive (Citizens and Communities) provided members with an update on the budget position for the Wellbeing Fund for 2014/15. The report provided the current position of the Small Grants and skips and those Small Grants and skips that had been received or approved since the last meeting.

An update was also provided for the Youth Activity Fund and those projects seeking support through this ring-fenced allocation.

Members attention was drawn to Appendix 1 of the submitted report which informed members of the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of the funds spent to date. The Wellbeing Budget statement also outlined the current budget position of those projects funded in previous years which still have funding left to spend. Projects received by the area committee are listed in Table 1 below.

In relation to Appendix 5 Committee Members discussed the project in detail with one Member of the committee suggesting that the application should be rejected as the project should be funded by Housing Leeds.

Appendix 6 was discussed by Members at length and they were of the view that the project would not benefit the children within the community as a whole and the show was to be held at a theatre outside the area.

Cllr. Marjoram left the meeting at 13:55. *

On Cllr. Marjoram's departure, the Community Committee became inquorate, therefore the committee was unable to make any formal decisions for the

Draft minutes to be approved at the meeting
to be held on Date Not Specified

remainder of the meeting. It was noted that Cllr Marjoram had indicated prior to leaving the committee that he wished to support the last two wellbeing applications entitled Farnley Cluster Summer Fun Day and Outer West Cluster / Breeze, three mini Breeze Sessions in all Outer West wards.

RESOLVED – That the Committee:

- Note the current budget position for the Wellbeing Fund 2014/15;
- Note the current position of the Small Grants and skips budget and those Small grants and skips that have been approved since the last meeting;
- Note the budget position of the Capital Grants budget and those capital grants received: Note the current position of the Youth Activity Fund;

Table 1: Determined projects seeking funding as follows;

Project Name	Organisation/ Department	Amount Requested	Approved/Rejected/ Recommended
Training Safety Equipment for juniors and adults	Bramley Buffaloes Rugby League Club	£500	Approved
Leeds Esprit Volunteer Continuing Professional	Leeds Esprit Gymnastics Club	£300	Approved
Bowling Shelters	Farsley Cricket Bowling Club	£500	Approved
Provision of Car Parking Spaces 40-45 New Street Grove LS28 8EZ	Housing Leeds Pudsey Area Housing Office	£4,650	Approved
Resources to encourage local enterprise amongst youngsters	Wysoczanski Academy School of Performance	£1,000	Rejected
Summer Fun Day	Farnley Cluster	£2,781	Recommended approval *
Three Mini	Outer West	£11,250	Recommended

Draft minutes to be approved at the meeting to be held on Date Not Specified

Breeze Sessions in all Outer West Wards	Cluster / Breeze	(£3,750 each ward)	for approval*
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(*Recommended approval – due to the meeting being inquorate at this point)

90 Any Other Business

Members raised their concerns with the lack of communication from Ahead Partnership in relation to meeting with them on an individual basis to discuss future partnership working in other west outer wards.

RECOMMENDED – That the Area Support Team contact Ahead Partnership on behalf of the Members.

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**MINUTES OF THE FIRST ANNUAL MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON TUESDAY 1 APRIL 2014 IN WELLINGTON HOUSE, LEEDS**

Present:	Cllr Peter Box (Chair)	-	City of Wakefield MDC
	Cllr Imran Hussain	-	City of Bradford MDC
	Cllr Tim Swift	-	Calderdale MBC
	Cllr David Sheard	-	Kirklees MC
	Cllr Keith Wakefield	-	Leeds City Council
	Cllr James Alexander	-	City of York Council
	Roger Marsh	-	Leeds City Region LEP
	Cllr Janet Battye	-	Liberal Democrat Representative (Calderdale MBC)
	Cllr Andrew Carter	-	Conservative Representative (Leeds City Council)
	Cllr Robert Light	-	Conservative Representative (Kirklees MC)

In attendance:

Adrian Lythgo	-	Combined Authority
Nick Winney	-	Combined Authority
Caroline Allen	-	Leeds City Council
Clare Elliott	-	Combined Authority
Angie Shearon	-	Combined Authority

1. Membership of the West Yorkshire Combined Authority

The Authority considered a report of the Secretary and Solicitor regarding the appointment of the Leeds City Region Local Enterprise Partnership (LEP) member and substitute member to the Authority and were asked to consider voting rights to be granted to the LEP member and to the member of the Authority appointed by the City of York Council.

Resolved:

- (i) That the appointment of Roger Marsh as the LEP member and Bob Cryan as substitute member until the next Annual Meeting, be approved.
- (ii) That voting rights be granted to the LEP and City of York members; such rights to be exercisable at any meeting of the Authority (including any

committee or sub-committee to which they may be appointed) on any decision subject to the following exceptions:-

- budget and levy setting, and
- the adoption of the West Yorkshire Local Transport Plan.

(iii) That the appointment of substitute members by the Constituent Councils and the City of York Council, as detailed in the appendix to the submitted report, be noted.

2. Appointment of the Chair and Vice Chair of the West Yorkshire Combined Authority

Members were asked to consider nominations for the positions of Chair and Vice Chair of the West Yorkshire Combined Authority.

Councillor Peter Box was proposed and seconded for the position of Chair and Councillor Tim Swift was proposed and seconded for the position of Vice Chair.

Resolved:

- (i) That Councillor Peter Box be appointed as Chair of the Authority.
- (ii) That Councillor Tim Swift be appointed as Vice Chair of the Authority.

3. Apologies for Absence

An apology for absence from Councillor David Green (represented by Councillor Imran Hussain) was noted.

4. Exclusion of the Press and Public

There were no items on the agenda requiring exclusion of the press and public.

5. Approval of Standing Orders and Miscellaneous Provisions

The Authority considered a report of the Secretary and Solicitor regarding the adoption of Standing Orders, Financial Regulations and formalities of the West Yorkshire Combined Authority.

Resolved:

- (i) That the Procedure Standing Orders, as detailed in Appendix 1 of the submitted report, be adopted by the Authority.
- (ii) That the Scrutiny Standing Orders, as detailed in Appendix 2 of the submitted report, be adopted by the Authority.

- (iii) That the Contracts Standing Orders, as detailed in Appendix 3 of the submitted report, be adopted by the Authority.
- (iv) That the Financial Regulations, as detailed in Appendix 4 of the submitted report, be adopted by the Authority.
- (v) That the corporate seal, referred to in paragraph 3.8 of the submitted report, be adopted by the Authority.
- (vi) That the principal office, as stated in paragraph 3.9 of the submitted report, be adopted by the Authority.
- (vii) That the role of Deloitte as the External Auditors of the Authority be noted.

6. Approval of Standards Arrangements

The Authority considered a report of the Secretary and Solicitor regarding a Code of Conduct for members of the Authority, arrangements for dealing with allegations of misconduct, appointment of independent persons pursuant to the Localism Act 2011 and dispensations in relation to members' interests.

Resolved:

- (i) That the draft Members' Code of Conduct, as detailed in Appendix 1 of the submitted report, be adopted.
- (ii) That the arrangements for dealing with allegations, as detailed in Appendix 2 of the submitted report, be adopted.
- (iii) That the independent persons appointed by the former WYITA be confirmed in their post within the Authority on an interim basis and that arrangements be made for the appointment of independent persons by the Authority as soon as reasonably practicable.
- (iv) That, in principle, 4 year dispensations be granted (if requested by any member) to enable that member to speak and vote in any decision affecting:-
 - any office held within the Authority for which the member receives a taxable income; and
 - any office held in a constituent council for which the member receives a taxable income.

7. Declarations of Disclosable Pecuniary Interests

Councillor Imran Hussain declared a Disclosable Pecuniary Interest in Agenda Item 13 (Members' Allowances) being a member of the Police and Crime Panel.

8. Introduction to the West Yorkshire Combined Authority

Councillor Box outlined the vision for the new Combined Authority signifying the beginning of an exciting new era for transport and economic development.

The Combined Authority will provide ambition and drive for the development and growth of the economy and the transport infrastructure and services of West Yorkshire, York and the wider City Region. The Authority will incorporate the strategic transport planning and operational powers of the West Yorkshire Integrated Transport Authority and the Passenger Transport Executive which are of fundamental importance to the local economy and the quality of life of residents. The Authority establishes a clear, democratically rooted, strategic planning and decision making body which will work with the LEP structures to deliver a Single Economic Plan for the Leeds City Region.

The Combined Authority will enable full implementation of the City Deal with government and provide the basis for devolved funding and decision making powers.

Members highlighted the importance and size of the West Yorkshire/York economic area and welcomed the opportunities presented by the new Authority, as well as recognising the strong economic links and transport connections between the towns and cities across West Yorkshire and York. It was emphasised that by bringing the five constituent district councils together with York, and by working with the private sector, the Authority would be able to develop better transport networks and deliver increased and sustainable economic growth across the region.

9. West Yorkshire and York Transport Fund

The Authority considered a report of the Head of Paid Service providing an update on the proposed West Yorkshire Plus Transport Fund (WY+TF) which is a commitment in the City Deal and the steps which need to be taken to establish a funding model with Government.

Resolved:

- (i) That progress in establishing a West Yorkshire Plus York Transport fund be noted.
- (ii) That the critical need for Government to engage with the PBR funding model be noted.
- (iii) That urgent discussions continue with the Government in order to identify a workable funding solution for the Fund.
- (iv) That a progress report be submitted to the next meeting of the Authority.

10. Establishment of Committees and Appointments

The Authority considered a report of the Secretary and Solicitor regarding the appointment of committees of the Authority for the year 2014-2015, appointment of members to those committees and the granting of voting rights.

Resolved:-

- (i) That the following committees be established to discharge the functions set out in the terms of reference appended to the submitted report:-
 - Transport Committee
 - Overview and Scrutiny Committee
 - Governance and Audit Committee
 - West Yorkshire and York Investment Committee
 - Recruitment Committee

- (ii) That, in accordance with S17 of the Local Government and Housing Act 1989, the Authority nominate the following of its members to sit on each of the committees (except for the Overview and Scrutiny Committee):-
 - Transport Committee - Cllr Andrew Carter
 - Governance and Audit Committee - Cllr Robert Light
 - West Yorkshire and York Investment Committee - Cllr David Green, Cllr James Alexander and Roger Marsh
 - Recruitment Committee - Cllr Peter Box and Cllr Keith Wakefield

- (iii) That a place on the West Yorkshire and York Investment Committee be allocated to the LEP's representative, Roger Marsh, and that the LEP also be entitled to nominate a substitute.

- (iv) That appointments be made to the committees of the Authority, including the appointment of Chairs of the committees, in accordance with the nominations tabled at the meeting and detailed in the annex to these minutes.

- (v) That the appointment of deputy chairs be a matter for each of the respective Committees to decide upon as appropriate.

- (vi) That voting rights be granted to the members appointed from the City of York Council to the Overview and Scrutiny Committee.

- (vii) That all members appointed by the Authority to the Transport Committee, Governance and Audit Committee, the West Yorkshire and York Investment Committee and the Recruitment Committee (including members appointed from Constituent Councils, the City of York Council and the LEP) be voting

members of that committee, and of any sub-committee to which they may be appointed by that committee.

- (viii) That a review of appointments to committees be undertaken in June following the local elections, with a view to reflecting, as far as reasonably practicable in respect of the Transport Committee, the balance of political parties for the time being prevailing across the constituent councils.

11. Officer Arrangements

The Authority considered a report of the Secretary and Solicitor regarding officer arrangements.

Resolved:

- (i) That the appointment of the officers detailed in paragraph 3.1 of the submitted report be made and the transfer of officers detailed in paragraph 3.1 be noted.
- (ii) That the proposals in paragraph 3.2 of the submitted report relating to the post of Executive Director of Transport be approved.
- (iii) That the Secretary and Solicitor be delegated to put in place appropriate arrangements between the Authority and Kirklees Council and with the Chief Executive of Kirklees Council for his secondment to the post of Head of Paid Service to the Authority for an initial period of 12 months.
- (iv) That the Secretary and Solicitor put in place appropriate arrangements between the Authority and Leeds City Council and with the Head of Regional Policy for his secondment to the post of Leeds City Region LEP Director and Head of Economic Strategy of the Authority.
- (v) That the following post holders be designated as statutory officers:-

Statutory Officer	Post holder
Head of Paid Service	The Chief Executive of Kirklees Council
Chief Finance Officer	Director of Resources
Monitoring Officer	Secretary and Solicitor

- (vi) That the draft Officers' Code of Conduct attached as Appendix 1 to the submitted report be adopted.
- (vii) That the application of the Human Resources Policies of the former WYPTE and WYITA to the officers of the Authority by virtue of TUPE be noted.

12. Officer Delegation Scheme

The Authority considered a report of the Secretary and Solicitor regarding the adoption of an Officer Delegation Scheme by the Authority.

Resolved:

- (i) That the Officer Delegation Scheme, as appended to the submitted report, be adopted by the Authority and that the Acting Director of Transport discharge the functions delegated under the scheme to the Executive Director of Transport, until an Executive Director of Transport is in post.
- (ii) That the Officer Delegation Scheme be subject to immediate review and that a report be submitted to a subsequent meeting of the Authority.

13. Members' Allowances

The Authority considered a report of the Secretary and Solicitor regarding the adoption of a Members' Allowances Scheme by the Authority.

Resolved:

- (i) That the Report of the Independent Remuneration Panel be noted.
- (ii) That the draft Members' Allowances Scheme be adopted by the Authority subject to clarification in the Scheme that members of the Authority may claim under the scheme in relation to travel and subsistence only.

14. Budgets and Treasury Management

The Authority considered a report of the Director of Resources regarding budgets and treasury management.

Resolved:

- (i) That the revenue and capital budgets for the financial year 2014-15 be endorsed.
- (ii) That the treasury management policy of the former WYITA be endorsed.
- (iii) That a meeting be arranged for the Authority to review the revenue and capital budgets in greater detail and that a report be brought back to a subsequent meeting.

15. Policies of the West Yorkshire Combined Authority

The Authority considered a report of the Secretary and Solicitor regarding the current Local Transport Plan, general policies under Section 9a(5) of the Transport Act 1968 and the role of the Authority as the Local Transport Body (LTB).

Resolved:

- (i) That the Authority adopts the Local Transport Plan, subject to a future review.
- (ii) That the Authority adopts the general policies of the former WYITA, as appended to the submitted report, subject to a proposal to review the policies being brought to the next meeting of the Authority.
- (iii) That the Authority assumes the role of the Local Transport Body for West Yorkshire.

16. Calendar of Meetings for 2014 – 2015

The Combined Authority considered a report setting out a proposed calendar of meetings for 2014-15.

Resolved: That the Calendar of Meetings be approved.

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY 29 MAY 2014 IN WELLINGTON HOUSE, LEEDS**

Present:	Cllr Peter Box (Chair)	-	City of Wakefield MDC
	Cllr David Green	-	City of Bradford MDC
	Cllr Tim Swift	-	Calderdale MBC
	Cllr David Sheard	-	Kirklees MC
	Cllr Keith Wakefield	-	Leeds City Council
	Cllr James Alexander	-	City of York Council
	Roger Marsh	-	Leeds City Region LEP
	Cllr Janet Battye	-	Liberal Democrat Representative (Calderdale MBC)
	Cllr Andrew Carter	-	Conservative Representative (Leeds City Council)
	Cllr Robert Light	-	Conservative Representative (Kirklees MC)

In attendance:

	Cllr James Lewis	-	Chair of WYCA Transport Committee
	Adrian Lythgo	-	Combined Authority
	Rob Norreys	-	Leeds City Region
	Nick Winney	-	Combined Authority
	David Burrell	-	Combined Authority

Note: These minutes number sequentially from the previous meeting.

17. Apologies for Absence

There were no apologies for absence.

18. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

19. Exclusion of the Press and Public

There were no items on the agenda requiring exclusion of the press and public.

20. Minutes of the Meeting held on 1 April 2014

Resolved: That the minutes of the meeting of the WYCA held on 1 April 2014 be approved and signed by the Chair.

21. Adoption of the Strategic Economic Plan (SEP)

The Combined Authority considered a report and received a presentation from Roger Marsh which outlined the Strategic Economic Plan (SEP) as submitted to Government at the end of March 2014 and informed members of the ongoing process of negotiating a settlement with Whitehall Departments. The Combined Authority were also asked to consider the adoption of the SEP as the overarching Integrated Economic Plan for the WYCA.

The Committee welcomed the ambition of the plan and stressed the importance that the WYCA had a robust mechanism that would be overseen by the Investment Committee to deliver and effectively monitor and evaluate the SEP's progress. Whilst recognising that the full 1500 page Plan needed to include technical information to meet the Government's criteria it was essential that the Plan was communicated in a clear and understandable format for the general public both in overall terms for the Combined Authority area and for individual Cities and Towns.

Resolved:

- (i) That the Strategic Economic Plan (SEP) be adopted as the overarching Integrated Economic Plan of the Combined Authority.
- (ii) That a report outlining the proposed mechanism for overseeing and delivering the SEP be prepared for the next ordinary meeting.

22. Single Transport Plan

The Combined Authority considered a report on a proposal to undertake a review of current transport plans with a view to developing a single transport plan for the WYCA.

It was noted that there were a number of existing strategic plans and programmes in respect of transport and the economy for West Yorkshire and York. Board Members discussed the significant developments since the adoption of the Local Transport Plan 3 including the West Yorkshire Plus Transport Fund, the Strategic Economic Plan and the development of HS2. Members highlighted the importance of east-west connectivity as well as north-south. It was also recognised that many residents were most concerned about local issues. They proposed that a review be undertaken to

develop a Single Transport Plan for West Yorkshire and York that set out a clear strategy highlighting the WYCA's objectives and ambitions for transport development in underpinning and economic growth.

The Combined Authority noted that the Single Transport Plan should incorporate:

- Consultation with stakeholders to develop the plan.
- Robust links with the SEP to underpin economic growth.
- Focus not just on national connectivity but also connectivity across the North of England and within West Yorkshire.
- Improved integration across all transport modes.

Resolved:-

- (i) That the proposed work to develop a Single Transport Plan, to run in parallel with the Strategic Economic Plan, be approved.
- (ii) That the comments made on the approach to the objectives for the Plan be noted.
- (iii) That technical work on the review be delegated to the Transport Committee with appropriate input from the Investment Committee.
- (iv) That a draft single transport plan be brought to a future meeting of the WYCA.

23. Single Appraisal Framework

The Combined Authority considered a report outlining the emerging city region Single Appraisal Framework (SAF) that would provide the consistent process and mechanism by which all investment projects whether for transport, skills, housing or economic development would be developed and appraised across the city region, to inform the investment decisions of the WYCA.

Resolved:

- (i) That the Single Appraisal Framework (SAF) be endorsed as the process and mechanism for developing and appraising the project pipeline, to be overseen by the Investment Committee.
- (ii) That the SAF proposals and the ongoing activity and engagement with local authorities and other partners to further develop and test the emerging approach be noted.
- (iii) That further details be reported once the initial testing phase has been undertaken.

24. Superfast Broadband Extension Programme

The Combined Authority considered a report outlining the emerging issues and opportunities relating to a potential extension of the Superfast Broadband Programme to cover West Yorkshire and York.

Whilst welcoming the opportunity for an extension programme, it was noted that there were a number of outstanding issues requiring clarification. These included competition in the market and the need for certainty on the coverage of broadband arising from any investment in main centres, deprived and regenerated areas. Board Members commented that State Aid dispensations be sought by the Government and that Planning Authorities should take into consideration the provision of Superfast Broadband when granting planning permission for new housing and business developments.

Resolved:

- (i) That the progress with regard to the implementation of the Superfast West Yorkshire broadband infrastructure, demand stimulation, business support programmes and the York programme be noted.
- (ii) That the proposed joint West Yorkshire and York collaboration on the broadband extension programme and the process be endorsed.
- (iii) That delegated authority be given to the LEP Director/WYCA Head of Economic Strategy in consultation with the Chair of the Investment Committee and the West Yorkshire and York Project Board Chairs to consider and sign off the programme by the end of June submission date.
- (iv) That representations be made to the Secretary of State in relation to obtaining State Aid dispensation from the European Commission.

25. West Yorkshire Plus Transport Fund

The Combined Authority considered a report which provided an update on the West Yorkshire Plus Transport Fund (WY+TF). The Committee were asked to consider the progression of three schemes through relevant gateways and to agree an interim budget to progress the development of the previously agreed 'early win' projects during 2014/15.

In noting that it was two years since the City Deal agreement was established, Board Members expressed concern that the Government had since restricted the ability to make levy increases through the Local Audit and Accountability Act and therefore alternative ways of honouring the City Deal were now being sought. The Committee emphasised the need for a meeting with the Chancellor of the Exchequer at the earliest opportunity to agree a mechanism that allowed the Combined Authority to resource the £1.6 billion Fund programme.

Resolved:

- (i) That progress on the development of the West Yorkshire Plus Transport Fund be noted.
- (ii) That progression of the Aire Valley Park and Ride project through Gateway 1 be approved.
- (iii) That progression of the Wakefield Eastern Relief Road project through Gateway 1 be approved.
- (iv) That progression of the Pontefract Northern Relief Road through Gateways 2 and 3 be approved.
- (v) That the allocation of £4.587m of capital funding to enable further development of the 'early win' West Yorkshire Plus Transport Fund schemes and the 'loan' to support the delivery of the Pontefract Northern Relief Road be approved.
- (vi) That an urgent meeting with nominated representatives of the WYCA and the LEP be sought with the Chancellor of the Exchequer.

26. Rail North Partnership

The Combined Authority considered a report which provided an update on the plans for the devolution of rail services in the North of England and outlined the proposed governance arrangements to implement a new partnership with the Department for Transport (DfT).

Resolved:

- (i) That progress on Rail Devolution as part of the City Deal be noted.
- (ii) That the WYCA Transport Committee oversee the development of the detailed specification for the next two rail franchises.
- (iii) That a further report be prepared for a future meeting seeking approval to formally establish Rail North Ltd and to enter into a partnership with the Department for Transport once detailed proposals have been developed.
- (iv) That Councillor James Lewis be confirmed as the West Yorkshire and York representative on the Rail North Leaders' Sub Forum.
- (v) That Councillor David Green be confirmed as the 'East of Pennines' representative on the Electrification Task Force.

27. East Coast Mainline: Business Case for Investment

The Combined Authority considered a report which provided information on work being undertaken by a Consortium of East Coast Main Line Authorities in the case for further investment of the line. Board Members welcomed the work undertaken to date and noted the need for the Combined Authority to continue to be involved and influence progress.

Resolved:

- (i) That the work on the business case for investment in the East Coast Main Line be noted.
- (ii) That Councillor Eric Firth be confirmed as the WYCA representative on Consortium of East Coast Main Line Authorities.

28. DCLG Consultation on Combined Authority Legislation

The Combined Authority considered a report which sought members' views and delegated approval for a response to be formulated to Government's proposal to amend legislation relating to Combined Authorities. The Committee recognised the importance of making progress to the City of York's involvement in the Combined Authority and to wider involvement with other LCR partner authorities.

Resolved:

- (i) That the Government's proposals to amend the legislation relating to Combined Authorities be noted.
- (ii) That the WYCA Head of Paid Service be delegated, in consultation with the Chair and the West Yorkshire and York Chief Executives, to prepare and submit a response by the 24 June 2014 deadline.

29. Consideration of Revenue and Capital Budgets

The Combined Authority considered a report on the revenue and capital budgets of the WYCA and how they could inform the work to set the 2015/16 budgets.

It was proposed that a Board Member working group be established to work with the WYCA Transport Committee to oversee the setting of the budgets for 2015/16 to ensure that they aligned with the aspirations of the Combined Authority.

Resolved:

- (i) That the Transport Business Plan for 2014/15 be approved.

- (ii) That a Board Member working group be established to liaise with the WYCA Transport Committee in undertaking preparatory work for the 2015/16 budget setting process.

30. Governance and Audit Committee

The Combined Authority considered a report which sought approval to decisions recommended by the Governance and Audit Committee at its meeting held on 30 April 2014.

Resolved:

- (i) That the Internal Audit Charter be approved.
- (ii) That the Internal Audit Plan 2014/15 be approved.
- (iii) That the External Audit Plans for 2013/14 be approved.

31. West Yorkshire Combined Authority Communications Strategy

The Combined Authority considered a report and a draft of the West Yorkshire Combined Authority Communications Strategy which set out the role that communications would play in delivering the organisation's objectives over its first year.

The Committee referred to the proposed Media Protocol which would support the WYCA Communications Strategy. They requested that any media protocol had the flexibility to enable Board Members to promote the Combined Authority through the media and that the protocol be updated to reflect that. Leaders as well as District Press Officers should be included in all consultation.

Resolved:

- (i) That the WYCA Communications Strategy for 2014/15 be approved subject to the requested changes.
- (ii) That the WYCA Communications Strategy reflect the model outlined in paragraph 2.2 of the submitted report with the WYCA's work representing the way in which our cities, towns communities and individuals are impacted by the business and economic aims set out by the LEP in the SEP and that planned work to establish formally the Combined Authority's Vision and Values reflects that model.
- (iii) That the practice of the WYCA teams at Wellington House to call upon the local knowledge and skills offered by constituent councils' communications teams be approved.

- (iv) That the development and use of Social Media channels, initially Twitter, be used to communicate WYCA decisions and activities to underpin the organisation's commitment to transparency and the momentum of this work be supported by the active involvement of senior WYCA officers and members as set out in the Strategy.

32. Minutes of the Meeting of the Transport Committee held on 25 April 2014

Resolved: That the minutes of the meeting of the Transport Committee held on 25 April 2014 be noted.

33. Minutes of the Meeting of the Governance and Audit Committee held on 30 April 2014

Resolved: That the minutes of the meeting of the Governance and Audit Committee held on 30 April 2014 be noted.

34. Minutes of the Meeting of the West Yorkshire and York Investment Committee held on 15 May 2014

Resolved: That the minutes of the meeting of the West Yorkshire and York Investment Committee held on 15 May 2014 be noted.

35. Any Other Business

WYCA Committee Membership

At its previous meeting the Combined Authority had agreed that the membership of all Committees would be reviewed following the local elections. The finalisation of proposals for WYCA Committee members be delegated to the Head of Paid Service in consultation with the Chair of the Combined Authority prior to adoption at the next Combined Authority meeting.

LEEDS CITY REGION LEADERS' BOARD

FRIDAY, 28TH MARCH, 2014.

ATTENDANCE

PRESENT: Councillor Box CBE (Chair)- City of Wakefield MDC
Councillor Andrews(sub) - Barnsley MBC
Councillor Green - City of Bradford MDC
Councillor Knowles-Fitton - Craven DC
Councillor Alton - Harrogate BC
Councillor Sheard - Kirklees MC
Councillor Wakefield - Leeds City Council
Councillor Swift - Calderdale MBC
Councillor Metcalf(sub) - North Yorkshire CC
Councillor Alexander - City of York Council

IN ATTENDANCE: Tom Riordan - Leeds City Council
Doug Meeson - Leeds City Council
Joanne Roney - City of Wakefield MDC
Tony Reeves - City of Bradford MDC
Adrian Lythgo - Kirklees MC
Rob Norreys - LCR Secretariat
Colin Blackburn - LCR Secretariat
Lynn Cooper - LCR Secretariat
Sally Hinton - LCR Secretariat
Sue Cooke - LCR Secretariat
Kevin Tomkinson - Leeds City Council

45 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents.

46 LATE ITEMS

There were no late items.

47 EXCLUSION OF THE PUBLIC

There were no items identified where the press or public would be required to be excluded from the meeting.

48 APOLOGIES

Apologies for absence were received from Paul Shevlin, Councillor Houghton CBE, Councillor Crane

49 DECLARATION OF INTERESTS

There were no declarations of interest.

50 MINUTES OF THE LAST MEETING

RESOLVED – That the minutes of the meeting held on 12th December 2013 be approved as a correct record.

51 MATTERS ARISING

Members received a brief update in respect of minute 37, European Structural and Investment Fund Strategy.

52 REPRESENTATION ON LCR PANELS

The Chief Officer submitted a report seeking to appoint representation to vacant places on the LCR Investment Panel and the Green Economy Panel following the resignation of Cllr Khan as Leader of Kirklees.

RESOLVED – That Councillor Sheard be appointed to the vacancies on the LCR Investment Panel and the Green Economy Panel.

53 LCR SINGLE APPRAISAL FRAMEWORK

The Chief Officer submitted a report outlining the emerging LCR Single Appraisal Framework that will provide the process and mechanism by which all investment projects will be developed and appraised across the city region.

RESOLVED -

- a) To note the LCR Single Appraisal Framework proposals;
- b) To note the ongoing activity and engagement with local authorities and other partners to further develop and test the emerging LCR SAF;
- c) To endorse the SAF approach as the process and mechanism for developing and appraising the LCR infrastructure project pipeline, starting with the projects in the LCR Strategic Economic Plan; and
- d) To support further details being reported to Leaders in due course.

54 APPROVAL OF BUSINESS GROWTH PROGRAMME PROJECTS AND UPDATE ON THE GROWING PLACES FUND

The Chief Officer submitted a report asking Members to consider the recommendations of the LEP Investment Panel (LEP IP) regarding Business Growth Programme (BGP) grants, seeking funding in excess of £100k, and to note the approval through the delegated officer decision of grants for less than £100k.

The report also provided notice of project recommendations on BGP grants made through two written procedure reports on 18 December 2013 and 10 February 2014 and also provided Leaders with an update on the Growing Places Fund and the projects within it.

RESOLVED –

- a) To approve the clarification of wording regarding prioritisation of grants to LEP Plan Key Growth Clusters as detailed in Para. 3.3 of the report , and agree that the recommendations of the review into grant and loan products should be circulated and considered by the Leaders Board through written procedure.
- b) To approve the offers of grant to BGP 067 of £542,500 and BGP 262 of £164,000
- c) To reject the application BGP 083 and BGP 249
- d) To note the BGP grants approved through written procedure as detailed in Para 3.7 of the report.
- e) To note the delegated approval of the grant applications seeking less than £100k (detailed in Appendix 2 of the report).
- f) To note the verbal update on project GPF19
- g) To agree that two projects - GPF 207 and 221 - should not be considered for Growing Places Fund loans at this stage.
- h) That the award of these grants should be publicised.

55 SKILLS UPDATE

The Chief Officer submitted a report updating the Board on recent work by the Employment & Skills Panel (ESP) and a proposed addition to its membership.

RESOLVED –

- a) To note recent ESP developments for the city region including progress on securing funding to support SME skills; and
- b) To agree the proposal to invite a Headteacher to join the ESP to represent LCR secondary schools.
- c) That a fuller report be brought back to a future meeting and such report should include performance information and a similar report should be submitted to the LEP Board.

56 LEEDS CITY REGION FINANCIAL GOVERNANCE

The Chief Officer submitted a report setting out that the organisational structure that supports the delivery of Leeds City Region's economic objectives had evolved gradually, with the result that there were a number of different bodies and partnerships within the City Region which have different financial reporting requirements.

Leaders noted that this meant that at times it can become unclear which body has ultimate financial responsibility for a particular project area.

The report identified the financial reporting requirements and who was responsible for the financial governance of the various bodies and partnerships currently within the Leeds City Region umbrella and set out the position as it currently stands and as it is expected to continue for at least the start of 2014/15. The final section of the report covered the potential impact of the Combined Authority on the region's financial structures as its role develops.

RESOLVED –

- a) To note the current LCR financial governance issues; and
- b) To note the changes in the future financial governance arrangements through the Combined Authority as set out in Section 8 of the report.

57 AUDITED STATEMENT OF ACCOUNTS 2012/13

The Chief Officer submitted a report informing Leaders that the Audit Commission Act 1998 requires Joint Committees to produce audited accounts and places a responsibility on appointed auditors to report their audit findings to those charged with governance.

Leaders also noted that the International Standards on Auditing (ISA 260) require that on completion of the audit the external auditors report to those charged with governance on any matters which arise from the course of their work. Attached as Appendix 1 to the report was KPMG's ISA 260 report along with the required Annual Audit Letter (Appendix 2 of the report) which summarises the key audit findings from all audit work undertaken for the 2012/13 financial year.

RESOLVED –

- a) To receive the report of the external auditors on the 2012/13 accounts and to note that there are no audit amendments required to the Accounts;
- b) To agree to release the final audited 2012/13 Statement of Accounts for publication;
- c) That on the basis of assurances received, the Chair is asked to sign the management representation letter on behalf of the Board;
- d) To note KPMG's VFM conclusion that the Joint Committee has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- e) To note the external auditors Annual Audit Letter.

58 ANY OTHER BUSINESS

Leaders referred to recent correspondence from Nick Boles MP, and agreed that the LCR Planning Portfolios with Heads of Planning should co-ordinate a response(s) setting out the LCR/Local Authority priorities and how we are

addressing cross boundary issues in a consistent manner as part of the Duty to Cooperate.

59 DATE AND TIME OF THE NEXT MEETING

RESOLVED – That the next meeting be fixed for Tuesday 1st July 2014 at 11am in the Rosebowl, 1 Portland Gate , Leeds 1.

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Draft Minutes

11th April, Wakefield One, Burton Street, Wakefield

PRESENT:	Councillor Lowe (Chair)	- Leeds City Council
	Councillor Ferriby	- City of Bradford MDC
	Councillor Walls	- City of Bradford MDC
	Councillor Sweeney	- Calderdale MBC
	Councillor James	- Calderdale MBC
	Councillor Smith	- Kirklees MBC
	Councillor Iqbal	- Leeds City Council
	Councillor Carter	- Leeds City Council
	Councillor Askew	- City of Wakefield MDC
	Councillor Wassell	- City of Wakefield MDC
	Roger Grasby	- Independent
IN ATTENDANCE:	Jonathan Skinner	- AWYA
	Samantha Wilkinson	- AWYA
	Bernadette Livesey	- City of Wakefield MDC
	Sue Hall	- West Yorkshire Criminal Justice Board

1. Introductions and Apologies

1.1 Apologies were noted from Cllr David Hall of Kirklees Council, Cllr Imran Hussain of Bradford Council and Jo Sykes, Independent Panel member.

2. To approve, as a correct record, the minutes of the meeting of the Police and Crime Panel held on 7th March and deal with any matters arising.

2.1 RESOLVED

2.1.1 That the minutes of the Police and Crime Panel meeting held on 7th March, 2014 were approved as a correct record.

3. To note any items which the Chair has agreed to add to the agenda on the grounds of urgency.

3.1 The Chair confirmed that there were no items to add to the agenda.

4. Members' Declaration of Interest

4.1 There were no interests declared.

The Police and Crime Commissioner attended for items 5, 6, 7, 8 and 9.

5. Police and Crime Commissioner's Annual Report – 2013/14

5.1 The Commissioner informed the Panel that the draft report is now at an advanced stage and will be available in draft form for the Panel to consider at the June meeting. This will enable the Commissioner to consider the Panel's formal recommendations and publish his final Annual Report within the required legal timescales.

5.3 RESOLVED

5.3.1 That the Commissioner ensures the draft Annual Report is available for consideration at the Panel's June meeting.

6. Refresh of the Police and Crime Plan

6.1 The PCC outlined the process that had been undertaken in arriving at the refreshed Police and Crime Plan. The Commissioner believes that ample consultation has been undertaken with public and partners through various channels throughout the year.

6.2 The Commissioner highlighted the major areas which have been amended from the original plan, including more emphasis on forced marriage and ensuring the service is reflective of the communities it serves.

6.3 The Panel expressed its disappointment that the Commissioner has failed to capitalise on numerous offers from the Panel to support the Commissioner throughout the year on key issues despite assurances from the Commissioner that he would.

6.4 The Panel was pleased to note that the Commissioner has taken on board many of the comments that were made by the Panel last year when he produced his first Police and Crime Plan. A key criticism at that time was around the lack of targets and measures. While the Panel still feels that the Plan would benefit from more statistical evidence, the inclusion of some measures is a welcome step in the right direction.

6.5 The Panel also welcomes the commitment by the Commissioner and Chief Constable that the Chief Constable's own internal performance ambitions will be reported on in public through the Annual Report.

6.6 Panel questioned the process for agreeing how the additional Domestic Violence funding will be allocated and how will we know that the outcomes are being realised. The need to ensure equity between male and female victims of violence was also raised. The Commissioner stressed that this requires a partnership approach and is about developing a combined strategy to tackle domestic violence. PCC explained that he will very shortly be writing to the five West Yorkshire Council Leaders, seeking their agreement on the process for working together on this theme and how the funding will be used.

- 6.7 The Panel questioned the commissioner about perception and confidence of the public and looked for reassurances that the messages of the Commissioner's commitments and the implications of this on local policing and dealing with victims of crime are filtered down through to a neighbourhood level.
- 6.8 It was noted that cybercrime is now a priority. The Panel noted that the Chief Constable has been asked to come forward with a plan on tackling cybercrime with a view to this being funded from the transformation fund.
- 6.9 Panel asked the Commissioner if the DIP review had been completed. It was noted that the report has now been produced and the recommendations complement much of the ongoing work and will be taken forward through partnership working. The Commissioner agreed to forward the report to the Panel.
- 6.10 The Commissioner stressed the need for a balanced view when looking at performance indicators and his belief that they were necessary to prioritise outcomes. It was noted that the Commissioner has increased the number of performance measures from 15 to 20. The revised performance measures were circulated to the Panel in the meeting.
- 6.11 **RESOLVED**
- 6.11.1 That the Chair and Deputy Chair would highlight where joint working would be productive and meet to discuss these with the Commissioner to identify and address any barriers.
- 6.11.2 That the Commissioner share the final DIP review report with Panel members.
- 6.11.3 That the Panel issues a report making comments and recommendations on the refreshed Police and Crime Plan in line with legislative requirements.
- 7. The Commissioner's actions in light of the review of the use of long-term police bail in West Yorkshire**
- 7.1 The PCC explained the actions that he has taken following the analysis on use of long-term police bail which was highlighted by the BBC last year.
- 7.2 The Commissioner reported that as a result, the Chief Constable had been asked to review the management of the use of pre-charge bail in West Yorkshire and to ensure that the correct application of bail is used to safeguard victims, witnesses and to manage suspects.
- 7.3 The Panel was informed that there are some changes as a result of a new bail policy which has been implemented along with additional training. However, when questioned about his satisfaction around whether the balance between long term use of bail and the use of conditions was proportionate, the Commissioner could not give full assurances that all aspects had been covered. The Commissioner agreed to

look further at this issue and to come back with an action plan within the next six months addressing any necessary improvements.

7.4 **RESOLVED**

7.4.1 That the Commissioner look further into this issue and come back to the Panel within the next six months with an action plan addressing any necessary improvements.

8. Report of the Crawford Review

- 8.1 The PCC gave his view on the outcome of the Crawford Review.
- 8.2 The Panel noted that the Chief Executive of the OPCC and the Chief Constable have been tasked with producing an implementation plan to instigate improvements for early dispute resolution.
- 8.3 It was noted that the Commissioner is keen to develop further the use of an innovative mediation process for dealing with police/community disputes.
- 8.4 A further area of innovation is being considered is that of a complaints triage system which may include a role for the Panel. The Commissioner welcomed offers of help from the Panel to work together on the development of this in the short term.
- 8.5 The Panel expressed concern that a large percentage of complaints are not upheld. Of those complainants who choose to appeal to the IPCC, a high percentage of these are upheld. The question was asked as to whether these are analysed and the learning from this addressed.
- 8.6 The Panel expressed its disappointment that after a considerable wait, the report did not make any formal recommendations. The Panel also felt that the lack of an evidential basis and omission of any statistical information would do little to adequately restore public trust and confidence in how police complaints and conduct issues are handled within West Yorkshire.
- 8.7 The Panel agreed to provide the Commissioner with its views and experience as he develops his plan to respond to points raised by the Review.
- 8.8 The Commissioner informed the Panel that as that this was part of a process to look at continuous improvement the HMIC have been asked to provide a further professional view looking at the overall impact on the changes that have been made within PSD and to consider ways in which the structure monitoring and governance arrangements for complaints might be improved along with integrity testing and reporting mechanisms.
- 8.9 The Panel informed the Commissioner that they were going to write to the Home Office to seek clarity around accountability of the Commissioner and his staff and the role/remit of the Panel as the legislation is not very clear.

8.10 **RESOLVED**

8.10.1 That the Commissioner considers how the Panel might provide help and support as he develops his plan to respond to points raised by the Review.

8.10.2 That the Commissioner shares the implementation plan with the Panel as soon as possible.

8.10.3 That the Panel seek Home Office clarification around the issues of accountability of the Commissioner and his staff and the role/remit of the Panel.

9. **Criminal Justice Performance Report**

9.1 Sue Hall gave an overview of the Criminal Justice Performance Report and sought the Panel's views on what kinds of performance information would be helpful in the future.

9.2 The Panel thanked Sue for the information which they found helpful.

9.3 It was suggested that it would be helpful to have actual figures that which outlined the trend rather than just the baseline and targets, and also information on the national figures for comparison.

9.4 The Panel queried whether there was any impact on any of the figures as a result of court closures within West Yorkshire.

9.5 It was noted that this would be Sue Hall's last Police and Crime Panel meeting. The Panel thanked Sue for her advice and support to the Panel in her role as an advisor on criminal justice matters and wished her well following her departure from the West Yorkshire Probation Trust.

9.6 **RESOLVED**

9.6.1 That the Panel considers this information on a biannual basis taking on board the requests for information to include actuals and national comparators.

9.6.2 That Sue Hall provides information on whether court closures within West Yorkshire has had an impact on trial effectiveness.

10. **Complaints**

10.1 Cllr Alan Wassell, the Panel's lead on complaints and engagement, gave an update on the complaints that had been recorded since the last meeting.

10.2 **RESOLVED**

10.2.1 That the Panel's complaints update be noted and that further details are provided on the outcome of complaints in due course.

11. Forward Agenda Plan

11.1 The forward agenda plan was noted. It was acknowledged that the June meeting was looking rather congested.

11.2 RESOLVED

11.2.1 That the Secretariat liaise with the Chair to agree which items might be rearranged to another meeting date to ensure appropriate consideration can be given to each item.

12. Key Communications

12.1 RESOLVED

12.1.1 That the Panel identified a series of key messages for inclusion in a press release and that the Panel are given sight of these before being issued.

13. Any Other Business

13.1 There was no other business raised

14. Date and Time of Next Meeting

14.1 The next Panel meeting is scheduled for Friday 20 June in the Wakefield Suite, Wakefield One, Wakefield.



COUNCIL MEETING – 02 JULY 2014

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC1	20/06/14

Submitted by: Councillor N Dawson
 List of supplementary speakers (if any)

Poor regulation and supervision of a Bail Hostel in Morley

For Democratic Services completion

Executive Member/Chair: Cleaner, Safer, Stronger Communities
 Relevant Director: Director of Environment and Neighbourhoods

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday prior to meeting
 Amendments - 1.30 pm on Tuesday prior to meeting
 (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

*Usually the Monday of the week prior to a Wednesday meeting.

Distribution: Lord Mayor, Group Leaders, Whips, Deputy Leader, Executive Councillors, Chief Executive, Assistant Chief Executive (Citizens and Communities), City Solicitor, Deputy Chief Executive, Relevant Chair and Director.

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COUNCIL MEETING – 02 JULY 2014

NOTICE OF:	Reference No:	Date Received:
	Back Bench Community Concern	BBCC2

Submitted by: Councillor M Rafique
 List of supplementary speakers (if any) Councillor E Taylor

Implementation of Universal School Meals in Chapel Allerton.

For Democratic Services completion

Executive Member/Chair: Children and Families
 Relevant Director: Director of Children’s Services

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday prior to meeting
 Amendments - 1.30 pm on Tuesday prior to meeting
 (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

*Usually the Monday of the week prior to a Wednesday meeting.

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COUNCIL MEETING – 2nd JULY 2014

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC3	20/06/14

Submitted by: Cllr Ryk Downes
List of supplementary speakers Cllr Brian Cleasby

To raise issues regarding CCTV coverage in Otley & Yeadon and Horsforth Wards.

For Democratic Services completion

Executive Member/Chair: Executive Member (Cleaner, Stronger and Safer Communities)
Relevant Director Director of Environment and Housing

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
Questions - 10.00 am on Monday prior to meeting
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COUNCIL MEETING – 2 July 2014

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC 4	20/06/14

Submitted by: Councillor Gerald Wilkinson
 List of supplementary speakers (if any) Councillor Alan Lamb

Traffic issues outside St James' Primary School, Hallfield Lane.

Councillor Gerald Wilkinson

For Democratic Services completion

Executive Member/Chair: Executive Member for Transport and the Economy
 Relevant Director Director of City Development

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
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COUNCIL MEETING – 2 July 2014

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1		

Submitted by:	Councillor Andrew Carter
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Director of Resources

This Council notes with concern that local community pubs are closing at an alarming rate as high as 28 per week nationally and further notes the closure of once popular pubs throughout Leeds over recent years.

This Council believes that if additional powers were made available to local authorities much needed community involvement and consultation could be secured when proposals are brought forward to close or demolish community pubs/working men’s clubs in Leeds, in line with the recent moves by Government to encourage localism and devolve power to local authorities. This would be especially important when there are proposals to convert them to alternative uses such as betting shops and pay day lenders.

Council recognises that commercial viability should play a part in the process but, subject to that qualification, Leeds City Council resolves to add its support to the CAMRA campaign and use the Sustainable Communities Act to submit a proposal to Government to ensure that planning permission and consultation are required before community pubs are allowed to be converted to a variety of other uses, or are allowed to be demolished.

This Council welcomes the Government support given to the pub industry through measures to crack down on ‘beer tie’ arrangements, the scrapping of the alcohol duty escalator and a reduction in beer duty in the last two budgets.

Councillor Andrew Carter

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

- White Papers - *10.00 am on the day before the issue of the Summons
 - Questions - 10.00 am on Monday prior to meeting
 - Amendments - 1.30 pm on Tuesday prior to meeting
- (including references back)

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COUNCIL MEETING – 2nd JULY 2014

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	23/06/14	24/06/14

Submitted by:	Councillor Jonathan Bentley
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Cleaner, Stronger and Safer Communities)
Relevant Director	Director of Environment and Housing

This Council notes the recent report from Public Health England which shows poor air quality is directly responsible for approximately 350 deaths a year in Leeds and the World Health Organisation's recent report showing Leeds failing to meet European air quality standards.

Low Emission Zones in Sweden showed a 40% decrease in emission levels from heavy vehicles within just four years of the creation of a Low Emission Zone. A similar increase in air quality in Leeds will avoid unnecessary deaths.

With this in mind, Council expresses its concern that the feasibility study asked for by Full Council more than three years ago in April 2011 has yet to be completed. It therefore requests the Executive Board to bring forward proposals to create Low Emission Zones in areas of high air pollution in Leeds in order to save lives no later than the October 2014 Executive Board meeting.

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

White Papers	- *10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday prior to meeting
Amendments (including references back)	- 1.30 pm on Tuesday prior to meeting

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COUNCIL MEETING – 2 JULY 2014

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper Amendment	WP3	23/06/14	23/06/14

Submitted by:	Councillor L Mulherin
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member for Health and Wellbeing)
Relevant Director	Director of Public Health

This Council supports the founding values and principles of the NHS and its achievements in its 66 years of existence. Members are committed to universal healthcare, free at the point of need, provided by a publicly funded National Health Service.

Council therefore notes with concern the Government's irresponsible leadership of the NHS since 2010 and the damage done by the biggest top down reorganisation the NHS has ever seen.

Council supports the work taking place locally in Leeds to integrate health and social care and to promote joint working in order to improve health outcomes and meet the significant challenges faced across the system as a result of government funding cuts.

Council commits to build stronger and closer relationships with health and social care providers by inviting them to sit on the Leeds Health and Wellbeing Board, ensuring greater joined up working.

In addition, Council also calls on the government to:

- Repeal the Health and Social Care Act 2012 and bring commissioning back together under local Health and Wellbeing Boards.
- Re-establish the Secretary of State's statutory duty to provide and secure a comprehensive health service.
- Remove the infrastructure which imposes competition on the NHS and which leaves it open to threat from the free market.
- Ensure that decision-making at all levels in the NHS is open and transparent and that patients and the public are involved in designing services for the future.

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
Questions - 10.00 am on Monday prior to meeting
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