



**A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 14th January, 2015 at 1.30 pm**

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

**1 Minutes 1 - 20**

To approve the minutes of the Council Meetings held on 12<sup>th</sup> November 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 Recommendations of the Executive Board - Natural Resources & Waste Local Plan - Submission of Policies Minerals 13 and 14 21 - 40**

To consider the report of the Director of City Development seeking Council approval for the re-submission of Policies Minerals 13 and 14 to the Secretary of State for re-examination prior to their adoption.

**6 Recommendations of the Executive Board - Local Council Tax Support scheme 2015/16 41 - 94**

To consider the report of the Assistant Chief Executive (Citizens and Communities) setting out a recommended local Council Tax Support Scheme for adoption by Council in 2015/16. The scheme will operate for the 15/16 financial year and would continue each year thereafter until the Council adopts a different scheme.

7            **Report on the Calculation of the Council Tax and Business Rates Tax Bases for 2015/16**            95 - 140

To consider the report of the Deputy Chief Executive seeking agreement to the 2015/16 council tax bases for Leeds and the parish/town councils as set out in the report and providing indicative business rates shares for 2015/16 and to request Council to give delegated authority to the Deputy Chief Executive to finalise the shares and to submit them in the *National Non-Domestic Rates Return 1 2015-16* on or before 31<sup>st</sup> January 2015.

8            **Report on the Inner West Community Committee**            141 - 148

To consider a report in respect of the Inner West Community Committee

9            **Report on the Inner South Community Committee**            149 - 156

To consider a report in respect of the Inner South Community Committee

10          **Report on the Inner North West Community Committee**            157 - 164

To consider a report in respect of the Inner North West Community Committee

11          **Report on Appointments**            165 - 166

To consider the report of the City Solicitor on appointments.

12          **Questions**

To deal with questions in accordance with Council Procedure Rule 11

13          **Minutes**

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

Executive Board	167 - 200
Scrutiny Boards	201 - 266
Plans Panels	267 - 338
Licensing Committee and Sub Committees	339 - 362
Advisory and Procedural Committees	363 - 382
Housing Advisory Board	383 - 394

	Community Committees	395 - 410
	Joint Committees	411 - 428
14	<b>Back Bench Community Concerns</b>	429 - 438

To receive Community Concerns in respect of:-

- 1) Councillor Finnigan - Morley Community Centres
- 2) Councillor Renshaw – Cycle routes in the Outer South area
- 3) Councillor Walshaw – We want our communities’ rights back!
- 4) Councillor Cohen – To address concerns about highways maintenance and speed limits in Alwoodley Ward.
- 5) Councillor Lay – To raise issues regarding the future of Otley Citizens Advice Bureau.

15	<b>White Paper Motion (in the name of Councillor A Carter) - Core Strategy Housing Numbers</b>	439 - 440
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This Council, while supporting the principle of speedily adopting the Core Strategy, believes that the housing numbers for Leeds up to the year 2028 are too high.

This Council calls for a clear and transparent mechanism through which these numbers can be revised downwards and for the first review of these numbers to take place by no later than the autumn of 2015.

Furthermore this Council is concerned that in ‘most wards’ there is a reduction in Greenbelt land as a result of the Labour Administration’s Core Strategy.

16	<b>White Paper Motion (in the name of Councillor Sobel) - Review of Resources for Public Services and Investment in Infrastructure</b>	441 - 442
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This Council notes with concern the enormous North-South divide in this country.

Council further notes with concern that the burden of austerity measures has fallen mainly on the North.

Council therefore calls on the next Government to carry out a fundamental review of the allocation of resources for public services and the allocation of investment in infrastructure in order to promote economic growth and prosperity in the North.

This Council believes that the value of voluntary youth work should be taken into account during the Community Centre Review. Therefore it asks Executive Board to instruct officers to find out how much voluntary youth work takes place at each of the affected centres, how many young people benefit by it, and how much it would cost if that work had to be provided professionally by City Council Youth Services.

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 Extraordinary Meeting of the Leeds City Council held  
Civic Hall, Leeds on Wednesday, 12th November, 2014

**PRESENT:** The Lord Mayor Councillor David Congreve in the Chair.

**WARD**

**ADEL & WHARFEDALE**

Billy Flynn  
Barry John Anderson  
John Leslie Carter

**ALWOODLEY**

Neil Alan Buckley  
Dan Cohen

**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**

**CHAPEL ALLERTON**

Eileen Taylor  
Mohammed Rafique  
Jane Dowson

**CITY & HUNSLET**

Mohammed Iqbal  
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**

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 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

**53 Appointment of Honorary Alderman**

It was moved by Councillor Wakefield, seconded by Councillor J Procter and supported by Councillors Golton, Finnigan and D Blackburn and

**RESOLVED UNANIMOUSLY** – That under Section 249(1) of the Local Government Act 1972, the Council admit the following former Councillors of the Leeds City Council to be Honorary Aldermen of the City in recognition of the long and distinguished public service rendered by them:-

Bernard Atha CBE  
Gerard Francis  
Brenda Lancaster  
Matthew Loble  
Thomas Murray

Council rose at 1.30 pm.

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**WARD** **WARD**

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John Leslie Carter

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Dan Cohen

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Caroline Gruen  
Ted Hanley

**BURMANTOFTS & RICHMOND HILL**

Ron Grahame  
Maureen Ingham  
Asghar Khan

**CALVERLEY & FARSLEY**

Rod Wood  
Andrew Carter  
Joseph William Marjoram

**CHAPEL ALLERTON**

Eileen Taylor  
Mohammed Rafique  
Jane Dowson

**CITY & HUNSLET**

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Judith Cummins  
Katherine Mitchell

**WEETWOOD**

Judith Mara Chapman  
Jonathan Bentley  
Susan Bentley

**WETHERBY**

John Michael Procter  
Gerald Wilkinson  
Alan James Lamb



**54 Announcements**

- a) The Lord Mayor congratulated Councillor Walshaw on the recent birth of his son.
- b) The Lord Mayor reported the recent retirement of Richard Mills.
- c) The Lord Mayor congratulated Councillor Downes on his fundraising efforts, summiting Kilimanjaro for the Lily Foundation.
- d) The Lord Mayor reported the receipt of a letter from Sir Rodney Walker, Chairman of the Tour de France Hub 2014 Ltd, the Lord Mayor read the contents of the letter to the meeting.

**55 Minutes**

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

**RESOLVED** – That the minutes of the meetings held on 10<sup>th</sup> September 2014 be approved.

**56 Declarations of Interest**

There were no declarations of interest.

**57 Communications**

The Chief Executive informed Council that responses to Council resolutions had been received from the Rt Hon Greg Clark MP , Minister for Universities, Science and Cities with regard to a White Paper in respect of Devolution and from the Rt Hon Mike Penning MP , Minister of State for Policing , Criminal Justice and Victims with regard to a White Paper in respect of Police and Crime Commissioners considered at Council in September 2014 and that the responses had previously been circulated to all Members of Council.

**58 Deputations**

Four deputations were admitted to the meeting and addressed Council, as follows:-

- 1) Grove Lane Residents regarding traffic issues on Grove Lane
- 2) West Riding Ramblers' Association regarding the 'Walk Leeds Festival'
- 3) South Leeds Delegation regarding the Trolley Bus Scheme and the route in South Leeds
- 4) North West Leeds Transport Forum regarding NGT

**RESOLVED** – That the subject matter in respect of deputation 1 be referred to the Director of City Development for consideration in consultation with the relevant Executive Member and Community Committee Chair, that the subject matter in respect of deputation 2 be referred to the Director Public Health for consideration in consultation with the relevant Executive Member and the subject matter in respect of deputation 3 and 4 be referred to the Director of City Development for consideration in consultation with the relevant Executive Member.

**59 Motion to Suspend Council Procedure Rules**

It was moved by Councillor Selby, seconded by Councillor Campbell that ;

- (a) Under the provisions of Council Procedure Rule 2.3, that the order of business be varied so that the items relating to the Leeds Core Strategy and the Leeds Community Infrastructure Levy be considered after the tea break, that questions be considered immediately after deputations and that the tea

break be taken at the conclusion of the summing up on the minutes by the Leader of Council.

- (b) Council Procedure Rule 14.1 (f) and (g) be suspended in respect of the Leeds Core Strategy/Leeds Community Infrastructure Levy to allow the member summing up on the motion to do so for up to 4 minutes and to allow 1 spokesperson from each opposition group to speak for up to 4 minutes.
- (c) Under the provisions of Council Procedure Rule 13.2 (d) that the Back Bench Community Concern in the name of Councillor Campbell be withdrawn.
- (d) Under the provisions of Council Procedure Rule 22.1(Suspension of Council Procedure Rules), that Council Procedure Rule 12.1(Motions on Notice) be suspended to allow the introduction of an Emergency Motion detailed in the order paper below.

Upon being put to the vote the motions were carried.

## **60 Questions**

Q1 Councillor Anderson to the Executive Member (Neighbourhoods, Planning and Personnel):-

Will the Executive Board Member for Neighbourhoods, Planning and Personnel confirm whether the Council has submitted an expression of interest for Government Housing Zone funding?

The Executive Member (Neighbourhoods, Planning and Personnel) replied.

Q2 Councillor Golton to the Executive Member (Transport and the Economy):-

Will the Executive Board member for Transport and the Economy inform Council of the total cost of officer time spent up to the end of October 2014 on planning and implementing the residential selective part night switching of street lights in Rothwell Ward?

The Executive Member (Transport and the Economy) replied.

Q3 Councillor Coulson to the Executive Member (Cleaner, Stronger and Safer Communities):-

Does the Executive Member for Cleaner, Stronger and Safer Communities believe the government's taxi licensing reforms are in the best interests of community safety?

The Executive Member (Cleaner, Stronger and Safer Communities) replied.

Q4 Councillor Finnigan to the Executive Member (Neighbourhoods, Planning and Personnel):-

Can the Executive Board Member for Housing please confirm the costs in officer time and in legal costs and legal representation for the Cottingley Springs Travellers Site Public Inquiry?

The Executive Member (Neighbourhoods, Planning and Personnel) replied.

Q5 Councillor G Harper to the Executive Member (Health & Wellbeing):-

Following the publication of the Verita reports last month, how confident is the Executive Member for Health & Wellbeing about the future provision of Congenital Heart Services in Leeds?

The Executive Member (Health & Wellbeing) replied.

Q6 Councillor J Procter to the Leader of Council:-

Will the Leader of Council outline any implications for Leeds City Council of the recent tribunal ruling that will see overtime calculated within holiday pay?

The Leader of Council replied.

Q7 Councillor Campbell to the Executive Member (Neighbourhoods, Planning and Personnel):-

Can the Executive Board member for Neighbourhoods, Planning and Personnel inform Council what the formula used by council officers is 1) to calculate the reduced green space contribution; and 2) the reduced garden size; for housing development in the vicinity of public parks?

The Executive Member (Neighbourhoods, Planning and Personnel) replied.

Q8 Councillor Maqsood to the Executive Member (Neighbourhoods, Planning and Personnel):-

Given 12<sup>th</sup> November is Housing Day, could the Executive member with responsibility for housing and planning confirm whether he supports the measures laid out in the Lyons Review of Housing?

The Executive Member (Neighbourhoods, Planning and Personnel) replied.

Q9 Councillor Finnigan to the Executive Member (Neighbourhoods, Planning and Personnel):-

Can the Executive Board Member for Housing confirm the number of housing new build completions for the last 3 years?

The Executive Member (Neighbourhoods, Planning and Personnel) replied.

Q10 Councillor Macniven to the Executive Member (Adult Social Care):-

Could the Executive Member please outline his views on the new ratings announced recently by the Care Quality Commission regarding the standard of care in homes?

The Executive Member (Adult Social Care) replied.

Q11 Councillor Anderson to the Executive Member (Cleaner, Stronger and Safer Communities):-

Will the Executive Board Member for Cleaner, Stronger and Safer Communities comment on rumours that police officers are being redeployed from Leeds to Bradford?

The Executive Member (Cleaner, Stronger and Safer Communities) replied.

Q12 Councillor Downes to the Executive Member (Transport and the Economy):-

Will the Executive Board member for Transport and the Economy prioritise the review of bus lanes for 2015.

The Executive Member (Transport and the Economy) replied.

At the conclusion of question time, the following questions remained unanswered and it was noted that, under the provisions of Council Procedure Rule 11.6, written answers would be sent to each Member of Council:-

Q13 Councillor J McKenna to the Executive Member (Transport and the Economy).

Q14 Councillor Gettings to the Executive Member (Transport and the Economy).

Q15 Councillor S McKenna to the Executive Member (Digital, Creative Skills and Culture).

Q16 Councillor Wadsworth to the Executive Member (Cleaner, Stronger and Safer Communities).

Q17 Councillor S Bentley to the Executive Member (Health & Wellbeing).

Q18 Councillor Dunn to the Chair of the WYCA Transport Committee.

Q19 Councillor Anderson to the Executive Member (Neighbourhoods, Planning and Personnel).

Q20 Councillor Golton to the Leader of Council.

Q21 Councillor Castle to the Executive Member (Transport and the Economy).

Q22 Councillor J Bentley to the Executive Member (Cleaner, Stronger and Safer Communities).

Q23 Councillor Anderson to the Executive Member (Neighbourhoods, Planning and Personnel).

Q24 Councillor S Bentley to the Executive Member (Digital, Creative Skills and Culture).

Q25 Councillor Anderson to the Executive Member (Cleaner, Stronger and Safer Communities).

Q26 Councillor Cleasby to the Executive Member (Transport and the Economy).

**61 Report on Appointments**

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

**RESOLVED –**

That the appointments referred to in paragraph 4 of the report be approved, namely that Councillor G Latty be appointed to replace Councillor P Latty on Scrutiny Board (Health and Well-being and Adult Social Care) and that Councillor Campbell replace 'whips nominee' on Scrutiny Board (Housing and Regeneration)

**62 Report on the Outer West Community Committee**

It was moved by Councillor Jarosz, seconded by Councillor Selby and

**RESOLVED –** That the report on the work of the Outer West Community Committee be noted.

**63 Report on the Inner East Community Committee**

It was moved by Councillor A Khan , seconded by Councillor Selby and

**RESOLVED –** That the report on the work of the Inner East Community Committee be noted.

**64 Report on Leeds Award**

It was moved by Councillor Hyde, seconded by Councillor Selby and

**RESOLVED –** That the recommendations of the Leeds Award Panel to nominate Mr Arthur France to receive the Leeds Award, as presented by the report of the City Solicitor, be approved.

**65 Minutes**

It was moved by Councillor Wakefield, seconded by Councillor Selby that the minutes be received in accordance with Council Procedure Rule 2.2(i).

**RESOLVED –** That the minutes be received in accordance with Council Procedure Rule 2.2(i)

Council Procedure Rule 4, providing for the winding up of business, was applied prior to all notified comments on the minutes having been debated.

Following the summing up on the minutes by the Leader of Council , the meeting was suspended at 4.45pm and resumed at 5.10pm.

**66 Back Bench Community Concern**

Following a resolution of the Council meeting the Community Concern was withdrawn from the agenda.

**67 Recommendations of the Executive Board - The Leeds Community Infrastructure Levy - Adoption of the Charging Schedule**

It was moved by Councillor P Gruen, seconded by Councillor Selby and

**RESOLVED –**

- i) To adopt the Leeds Community Infrastructure Levy Charging Schedule and implement the Community Infrastructure Levy charges from 6<sup>th</sup> April 2015.
- ii) To note that the following steps will be undertaken in order to deliver the decisions:
  - o The timescales for the implementation of the decisions are that Leeds City Council will start charging the CIL from 6<sup>th</sup> April 2015.
  - o The Chief Planning Officer is the officer responsible for implementation.

**68 Recommendations of the Executive Board - LDF Core Strategy Inspector's Report and Adoption**

It was moved by Councillor P Gruen, seconded by Councillor Selby that Council is recommended to adopt the Leeds Core Strategy (as submitted for examination and with the main modifications recommended by the Inspector and the additional minor modifications proposed) pursuant to Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended).

An amendment was moved by Councillor J Procter, seconded by Councillor Collins,

Insert under Recommendations of item 6 LDF Core Strategy Inspector's Report and Adoption:

'The Council commits to undertake an immediate review of overall housing numbers, in light of population projections and ministerial statements, to commence in tandem with the forthcoming consultation on site allocations and to be completed before specific site allocations take place.'

The amendment in the name of Councillor J Procter was declared lost and upon being put to the vote it was

**RESOLVED** - That Council adopt the Leeds Core Strategy (as submitted for examination and with the main modifications recommended by the Inspector and the additional minor modifications proposed) pursuant to Section 23 of the Planning and Compulsory Purchase Act 2004 (as amended).

On the requisition of Councillors G Latty and J Procter, the voting on the amendment was recorded as follows;

YES - 36

Anderson, J Bentley, S Bentley, A Blackburn, D Blackburn, Buckley, Campbell, A Carter, J L Carter, Castle, Cleasby, Chapman, Cohen, Collins, Downes, Elliott, Finnigan, Flynn, Gettings, Golton, Harrand, Lamb, G Latty, P Latty, Lay, Leadley, Marjoram, J Procter, R Procter, Robinson, Townsley, Varley, Wadsworth, Wilford, Wilkinson and Wood

NO - 61

Akhtar, Blake, Bruce, Charlwood, Coulson, Coupar, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Gabriel, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Hanley, Harington, Harland, Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, S McKenna, Mitchell, Morgan, Mulherin, Nagle, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN – 0

On the requisition of Councillors Selby and P Gruen, the voting on the motion was recorded as follows;

YES - 61

Akhtar, Blake, Bruce, Charlwood, Coulson, Coupar, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Gabriel, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Hanley, Harington, Harland, Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, S McKenna, Mitchell, Morgan, Mulherin, Nagle, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

NO - 0

ABSTAIN - 18

J Bentley, S Bentley, A Blackburn, D Blackburn, Campbell, Cleasby, Chapman Downes, Elliott, Finnigan, Gettings, Golton, Lay, Leadley, Marjoram, Townsley, Varley and Wilford.

**69 White Paper Motion (in the name of Councillor Buckley) - Health and Wellbeing**

It was moved by Councillor Buckley, seconded by Councillor G Latty that this Council notes the work done over the past 18 months by the Leeds Health and Wellbeing Board and looks forward to further positive work in the future.

Council recognises the budgetary and service improvement pressures within social care and health services and believes that these services will see significant transformation both in Leeds and nationally over the coming years.

Given the challenges ahead, this Council believes that the Health and Wellbeing Board should develop a more proactive approach to dealing with the health issues that matter most to Leeds residents. It should also ensure members of the public are aware of the likely changes to come, and are engaged with the work of the Board and its role in helping to bring about these changes.

This Council asks that a report is brought to Executive Board to explore and review how to better engage the public in future changes to health and wellbeing in Leeds and how the Health and Wellbeing Board can work more effectively towards achieving that goal.

An amendment was moved by Councillor Mulherin, seconded by Councillor Blake

Delete all after “positive work in the future” and replace with:

Council recognises the severe budgetary and service transformation pressures placed on local and national health and care systems as a result of the Governments mismanagement of the NHS and the flawed legislation which led to the unnecessary and costly top-down reorganisation of the NHS.

The result is the biggest shake-up of the NHS since its creation with health and care services now facing unprecedented transformation in extremely challenging timescales.

This Council requests that the Health and Wellbeing Board is tasked with producing a report to explore and review how it can further work with the public to ensure that it is best placed to improve the health and wellbeing of the whole city and to ensure that people who are the poorest will improve their health the fastest.

Motion will then read:

The council notes the work done over the past 18 months by the Leeds Health and Wellbeing Board and looks forward to further positive work in the future.

Council recognises the severe budgetary and service transformation pressures placed on local and national health and care systems as a result of the Governments mismanagement of the NHS and the flawed legislation which led to the unnecessary and costly top-down reorganisation of the NHS.

The result is the biggest shake-up of the NHS since its creation with health and care services now facing unprecedented transformation in extremely challenging timescales.

This Council requests that the Health and Wellbeing Board is tasked with producing a report to explore and review how it can further work with the public to ensure that it is best placed to improve the health and wellbeing of the whole city and to ensure that people who are the poorest will improve their health the fastest.

A second amendment was moved by Councillor Golton, seconded by Councillor Townsley;

Add at the end of paragraph 2 the following :

“In light of this Council believes that the decisions of the Health and Well-being Board are of vital importance to the future of health provision in Leeds and agrees that they should be fully considered by Full Council in the same way as Executive Board decisions are considered.”

Add at the end of paragraph 4 the following :

“Council further agrees that minutes of the Health and Well-being Board should be given space on the Council Agenda for discussion, and asks that a report is brought to the next Council meeting outlining how this will be achieved.”

Motion will then read;

This Council notes the work done over the past 18 months by the Leeds Health and Wellbeing Board and looks forward to further positive work in the future.

Council recognises the budgetary and service improvement pressures within social care and health services and believes that these services will see significant



transformation both in Leeds and nationally over the coming years. In light of this Council believes that the decisions of the Health and Well-being Board are of vital importance to the future of health provision in Leeds and agrees that they should be fully considered by Full Council in the same way as Executive Board decisions are considered.”

Given the challenges ahead, this Council believes that the Health and Wellbeing Board should develop a more proactive approach to dealing with the health issues that matter most to Leeds residents. It should also ensure members of the public are aware of the likely changes to come, and are engaged with the work of the Board and its role in helping to bring about these changes.

This Council asks that a report is brought to Executive Board to explore and review how to better engage the public in future changes to health and wellbeing in Leeds and how the Health and Wellbeing Board can work more effectively towards achieving that goal. Council further agrees that minutes of the Health and Well-being Board should be given space on the Council Agenda for discussion, and asks that a report is brought to the next Council meeting outlining how this will be achieved.

The second amendment in the name of Councillor Golton was declared lost.

The amendment in the name of Councillor Mulherin was carried, and upon being put as the substantive motion, it was

**RESOLVED** - That the council notes the work done over the past 18 months by the Leeds Health and Wellbeing Board and looks forward to further positive work in the future.

Council recognises the severe budgetary and service transformation pressures placed on local and national health and care systems as a result of the Governments mismanagement of the NHS and the flawed legislation which led to the unnecessary and costly top-down reorganisation of the NHS.

The result is the biggest shake-up of the NHS since its creation with health and care services now facing unprecedented transformation in extremely challenging timescales.

This Council requests that the Health and Wellbeing Board is tasked with producing a report to explore and review how it can further work with the public to ensure that it is best placed to improve the health and wellbeing of the whole city and to ensure that people who are the poorest will improve their health the fastest.

During consideration of the item above the meeting was adjourned for approximately 10 minutes due to lighting issues within the Chamber.

**70 White Paper Motion (in the name of Councillor Chapman) - Fixed Odds Betting Terminals**

It was moved by Councillor Chapman, seconded by Councillor Harland and

**RESOLVED** - That this council notes the prevalence of Fixed Odds Betting Terminals (FOBTs) and their concentration in high unemployment areas. This council also notes that, unlike fruit machines in pubs and amusement arcades where cash stakes are limited to £2, gamblers can bet up to £100 every 20 seconds on FOBTs with cash or card, more than four times as fast as the rate of play in casinos and with over £1.5bn lost on FOBTs across the UK in 2012 alone.

This council believes that the increase in FOBTs is causing significant problems and that the Government should either use the existing legislative framework, or introduce legislation, to outlaw B2 casino games in betting shops.

At the very least, local authorities should be given the powers to protect the local amenity and wellbeing of communities by (1) stopping the proliferation of betting shops and (2) reducing the maximum stakes and slowing down the speed of play.

This council therefore requests that the Chief Executive writes to Helen Grant MP, Parliamentary Under Secretary of State for Sport and Tourism, recommending a reduction in the maximum bet per spin on FOBTs to £2 and officially supporting London Borough Newham's Sustainable Communities Act proposal to give local authorities the power to do the same.

## **71 White Paper Motion (in the name of Councillor J Lewis) - Local Public Transport Networks**

It was moved by Councillor J Lewis, seconded by Councillor Harper that this Council believes the people of Leeds and their elected representatives are best placed to develop and shape local public transport networks.

Council is concerned that current arrangements, where decisions are made either by remote government departments and agencies or private sector operators, have resulted in under investment, inadequate services and rising costs for passengers.

Council believes that a lack of local planning and integration has created a public transport system that fails to meet the needs of the people of Leeds.

Council would like to see a fully integrated local transport system, including modern integrated 'Oyster style' ticketing, locally planned networks and investment in order to create growth in passenger numbers and help build a stronger economy for Leeds residents.

Council resolves to proceed with the development of London style franchising through bus Quality Contracts and to continue discussions with the Department of Transport to devolve management of the forthcoming TransPennine and Northern Rail franchises. Council further resolves to seek continued devolution from Westminster and Whitehall of the powers and resources to Leeds City Region to enable the creation of a publicly run and accountable integrated transport network and welcomes initiatives such as the proposed Transport for the North.

An amendment was moved by Councillor Golton, seconded by Councillor Campbell;

at the end of paragraph 3 delete "Leeds" and replace with "the Leeds City Region"

Insert new fourth paragraph prior to existing para 4 as follows :-

"Council also notes the public opposition to the NGT routes and believes this is due to the restrictions placed on developing a suitable transit system for the City by central Government over the last twenty years, and the inability of the scheme to react to developments in technology and rider expectations. Council therefore calls on the Executive Board and the West Yorkshire Combined Authority to return to central government in the light of recent announcements and request that the funding promised for NGT is transferred to the West Yorkshire transport fund, for local decision making on the most appropriate means of proceeding with a relevant and acceptable scheme."

in original paragraph 5 add after “resolves to” the word “urgently” in the first sentence; and delete the word “and” and replace with “, noting that NEXUS has agreed to proceed with the introduction of Quality Bus Contracts at a more rapid pace than West Yorkshire has proceeded at over recent years. Council further resolves “

add at end of the paragraph

“Council particularly welcomes calls by the Deputy Prime Minister for funding to be included in next month’s Autumn Statement for transport improvements in West Yorkshire at the Northern Futures Conference on the 6th November, and resolves to write to the Chancellor of the Exchequer urging him to include devolved funding in his proposals.”

Motion will then read;

This Council believes the people of Leeds and their elected representatives are best placed to develop and shape local public transport networks.

Council is concerned that current arrangements, where decisions are made either by remote government departments and agencies or private sector operators, have resulted in under investment, inadequate services and rising costs for passengers.

Council believes that a lack of local planning and integration has created a public transport system that fails to meet the needs of the people of the Leeds City Region.

Council also notes the public opposition to the NGT routes and believes this is due to the restrictions placed on developing a suitable transit system for the City by central Government over the last twenty years, and the inability of the scheme to react to developments in technology and rider expectations. Council therefore calls on the Executive Board and the West Yorkshire Combined Authority to return to central government in the light of recent announcements and request that the funding promised for NGT is transferred to the West Yorkshire transport fund, for local decision making on the most appropriate means of proceeding with a relevant and acceptable scheme.

Council would like to see a fully integrated local transport system, including modern integrated ‘Oyster style’ ticketing, locally planned networks and investment in order to create growth in passenger numbers and help build a stronger economy for Leeds residents.

Council resolves to urgently proceed with the development of London style franchising through bus Quality Contracts noting that NEXUS has agreed to proceed with the introduction of Quality Bus Contracts at a more rapid pace than West Yorkshire has proceeded at over recent years. Council further resolves to continue discussions with the Department of Transport to devolve management of the forthcoming TransPennine and Northern Rail franchises. Council further resolves to seek continued devolution from Westminster and Whitehall of the powers and resources to Leeds City Region to enable the creation of a publicly run and accountable integrated transport network and welcomes initiatives such as the proposed Transport for the North.

Council particularly welcomes calls by the Deputy Prime Minister for funding to be included in next month’s Autumn Statement for transport improvements in West Yorkshire at the Northern Futures Conference on the 6<sup>th</sup> November, and resolves to write to the Chancellor of the Exchequer urging him to include devolved funding in his proposals.

The amendment in the name of Councillor Golton was declared lost and upon being put to the vote it was .

**RESOLVED** – That this Council believes the people of Leeds and their elected representatives are best placed to develop and shape local public transport networks.

Council is concerned that current arrangements, where decisions are made either by remote government departments and agencies or private sector operators, have resulted in under investment, inadequate services and rising costs for passengers.

Council believes that a lack of local planning and integration has created a public transport system that fails to meet the needs of the people of Leeds.

Council would like to see a fully integrated local transport system, including modern integrated 'Oyster style' ticketing, locally planned networks and investment in order to create growth in passenger numbers and help build a stronger economy for Leeds residents.

Council resolves to proceed with the development of London style franchising through bus Quality Contracts and to continue discussions with the Department of Transport to devolve management of the forthcoming TransPennine and Northern Rail franchises. Council further resolves to seek continued devolution from Westminster and Whitehall of the powers and resources to Leeds City Region to enable the creation of a publicly run and accountable integrated transport network and welcomes initiatives such as the proposed Transport for the North.

On the requisition of Councillor Campbell and Cleasby, the voting on the amendment was recorded as follows;

YES - 11

J Bentley, S Bentley , Campbell, Cleasby, Chapman , Downes, Elliott, ,Golton, Lay ,Leadley and Varley,

NO - 56

Akhtar, Blake, Bruce, Charlwood, Coulson, Coupar, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Gabriel, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Hanley, Harington, Harland, Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, S McKenna, Mitchell, Morgan, Mulherin, Nagle, Ogilvie, Rafique, Renshaw, Ritchie, Selby, Smart, E Taylor, Towler, Truswell, Urry, Venner, Wakefield and Yeadon.

ABSTAIN – 16

A Blackburn, D Blackburn, Buckley, J L Carter ,Castle, Cohen, Flynn, Harrand, Lamb, G Latty, P Latty, J Procter, Robinson, Wadsworth, Wilford and Wilkinson

**72 Emergency Motion(in the name of Councillor Mulherin) - Congenital Heart Services in England**

It was moved by Councillor Mulherin , seconded by Councillor Buckley and

**RESOLVED** – That this Council welcomes the consultation currently being undertaken by NHS England on the standards that will be used to determine the

future service provision of Congenital Heart Services in England. We are pleased to see that Adults and Children's services are now being considered together. This was a key recommendation from this Council and the Yorkshire and Humber Joint Health Scrutiny Committee in the "Safe and Sustainable" review.

We welcome the overall emphasis on co-location of services and note that Leeds is well-placed to deliver this with all children's services and maternity services under one roof.

We also welcome the greater involvement of patient groups prior to formal consultation this time. However, we are very disappointed that efforts were not made with groups who are particularly susceptible to congenital heart disease, such as the South Asian Community in West Yorkshire, to ensure that they were able to fully engage in the consultation.

We are also concerned to ensure that there is a level playing field for hospital Trusts to make the investment required to meet the proposed standards.

Finally we continue to assert the principle that the clinicians should come to the people, rather than the people having to go to the clinicians.

We call upon NHS England and the Secretary of State for Health to:

- a) Align standards with the resources to meet them where necessary so that there is a level playing field for hospital Trusts, and the communities they serve.
- b) Ensure that there is access to expert safe and sustainable care within recognised travel times for emergency surgery and that the impact on families of lengthy periods away from home following surgery is minimised by ensuring that hospitals serving major population centres continue to provide specialist congenital heart surgery.

Council rose at 8.05pm

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Report author: Helen Miller

Tel: 2478132

## Report of the Director of City Development

### Report to Full Council

**Date:** 14<sup>th</sup> January 2015

**Subject: Natural Resources & Waste Local Plan – Submission of Policies Minerals 13 and 14**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): City and Hunslet, Burmantofts and Richmond Hill, Garforth and Swillington and Rothwell wards		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input 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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

### Summary of main issues

1. The Natural Resources & Waste Local Plan was formally adopted by the Council on 16<sup>th</sup> January 2013 as part of the Local Development Framework (LDF). However, following a High Court Challenge, policies Minerals 13 and 14 are to be re-examined prior to their adoption. This report is seeking authority to submit the revised policies to the Planning Inspectorate for re-examination. The revised policies and supporting text are attached as Appendix 1.
2. Minerals 13 and 14 provide protection for wharves and railway sidings to enable a modal shift to non-road based freight. The City Council has updated the evidence base on which these policies are founded and made revisions to the policies accordingly. It is considered that the issues raised through the High Court Challenge have been addressed through these changes.
3. Executive Board approval was given on 25<sup>th</sup> June 2014 for the revised policies and explanatory text to be subject to 6 weeks of public consultation. Executive Board also recommended Full Council to approve the revised policies for submission to the Secretary of State for independent examination, providing that no new significant issues are raised from the public consultation.

4. The consultation took place for 6 weeks from 7<sup>th</sup> November to 19<sup>th</sup> December 2014. An additional rail siding site has been suggested however without evidence from Network Rail to support it, it is not recommended that the Plan should be amended.

## **Recommendations**

Council is asked to agree the following:

- i) Approve the submission of the revised policies and supporting text to the Secretary of State for independent examination.

### **1.0 Purpose of this Report**

- 1.1 The City Council has an ambition to maximise the use of rail and water freight in the city. Policies Minerals 13 and 14 are an important step towards achieving this objective. A High Court Challenge into policies Minerals 13 and 14 has resulted in the need to re-submit the policies to the Planning Inspectorate for re-examination. The purpose of this Report is to obtain Council approval for the re-submission of the Policies to the Secretary of State for re-examination prior to their adoption. The policies are attached to this report in Appendix 1.
- 1.2 Policies Minerals 13 and 14 support the City Council's wider strategic objectives for the environment by encouraging a form of freight transport that has lower carbon emissions compared to road. They are also relevant for the following Best Council Objective:
- Promote Sustainable and Inclusive Economic Growth. This will be achieved by giving the support needed to business to invest in a modal shift from road to rail and water freight, as these are low carbon forms of freight transport that also help business to remain competitive.

### **2.0 Background Information**

- 2.1 The National Planning Policy Framework requires local planning authorities to safeguard existing, planned and potential rail heads, rail links to quarries, wharfage and associated storage, handling and processing facilities for the bulk transport by rail, sea or inland waterways of minerals, including recycled, secondary and marine-dredged materials.
- 2.2 Spatial Policy 8 of the Leeds Core Strategy (economic development priorities) recognises the need to support development at existing locations/sites for general industrial and warehouse use, particularly in locations which take full advantage of existing services, high levels of accessibility and infrastructure (including locations and sites accessible by rail and/or waterway). Policy EC1 of the Leeds Core Strategy identifies freight storage/distribution opportunities as part of the overall employment land requirements, focusing on the following locations:
- along rail corridors, particularly in the Aire Valley
  - along the Aire and Calder navigation.



- 2.3 The Natural Resources & Waste Local Plan was formally adopted by the Council on 16<sup>th</sup> January 2013 as part of the Local Development Framework (LDF). It contains policies regarding minerals, waste, flood risk, energy and air quality. A key objective is planning for a shift to non-road based freight, to be achieved by the protection of wharves and rail sidings through policies Minerals 13 and 14.
- 2.4 Following adoption, a High Court Challenge was received, submitted jointly by two parties both of whom are landowners with land affected by policies Minerals 13 and 14. The landowners sought an order to quash policies Minerals 13 and 14 in so far as they related to the sites in their ownership.
- 2.5 The Hearing took place on 20<sup>th</sup> and 21<sup>st</sup> August 2013 with judgement on 24<sup>th</sup> September 2013. There were three grounds to the claim. Firstly, that the policies had not been based on a robust evidence base. Secondly, there was a lack of evidence that the policies were deliverable and therefore could result in the long term sterilisation of land. Thirdly, that the Council had failed to comply with the SEA Directive by not assessing alternative uses on the sites. The Judge found in favour of the claimant on the first two of the three grounds submitted, on the basis that the independent Inspector who had examined the Plan had acted 'irrationally because his report did not adequately explain his reasoning with regard to those matters'. The Judge found in favour of the Council on the third ground of claim. As an alternative to quashing the sites from the Plan, she ordered that policies Minerals 13 and 14 should be remitted back to the Planning Inspectorate for re-examination.

### 3.0 **Main Issues**

- 3.1 Policies Minerals 13 and 14 are now ready to be submitted to the Planning Inspectorate for re-examination. The Council commissioned a study into the potential for non-road based freight in Leeds. This study is summarised in a Freight Topic Paper and has been used to inform updates to policies Minerals 13 and 14. This has given an opportunity for officers to address the concerns that were raised by the Judge with regard to ensuring that the policies are founded on a robust and credible evidence base and modifications have been made to the policies to address the weakness identified. Specific changes include the following:

- the omission of a reference to the potential for a wharf at Bridgewater Road South,
- the identification of an area between Holbeck and Stourton as an Intermodal Freight Area, where uses that can make use of the rail and water freight opportunities are encouraged,
- the modification of the criteria in Minerals 14 so that only one of the criteria need to be met rather than all of them (to make the policy fit for purpose),
- to improve clarity, the sites affected have been named and listed within the policy.

- 3.2 Executive Board approval was given on 25<sup>th</sup> June 2014 for the revised policies and explanatory text to be subject to 6 weeks of public consultation. The Council has formally consulted on these revisions from 7<sup>th</sup> November to 19<sup>th</sup> December 2014. Sustainability appraisal work and consultation under the 'Duty to Co-operate' has not identified any new significant effects as the intent of the policies is the same.
- 3.3 The results of the consultation are mostly positive and supportive of the policies. Previous objectors, Towngate Plc and D.B. Schenker, have submitted objections although they have also made supporting comments. Towngate Plc no longer object to the safeguarding of the wharf on their land at Haigh Park Road.
- 3.4 A response has been received from a rail freight company asking for rail sidings at Whitehall Yard to be safeguarded. The Council had previously recommended safeguarding Whitehall Yard at the Preferred Options stage of the Plan. Following a response from Network Rail to say that due to the restricted length of siding and because it is very difficult to access by rail - given the heavy flow of passenger traffic emanating from Leeds station, they did not recommend safeguarding and therefore the site was not included in the Publication Draft of the Plan. The Council has not received any evidence from Network Rail to suggest that circumstances have changed and therefore it is not considered that the Plan should be amended at this point in time. If during the Examination in Public, information is presented to support the safeguarding, then the Council would not be opposed to the inclusion of the site as a safeguarded rail siding.
- 3.5 Executive Board also recommended Full Council to approve the revised policies for submission to the Secretary of State for independent examination, providing that no new significant issues are raised from the public consultation. The consultation has finished now and there are no new significant issues that would warrant amending the Plan at this point in time. Full Council are now requested to authorise the submission of the policies to the Secretary of State for independent examination.

#### **4.0 Corporate Considerations**

As noted above, the Natural Resources & Waste Local Plan forms part of the Local Development Framework and as such forms part of the Development Plan for Leeds. Policies Minerals 13 and 14 cannot be considered to be part of the Adopted Plan until they have been re-examined and found sound.

#### **4.1 Consultation and Engagement**

- 4.1.1 The Natural Resources and Waste Local Plan has been subjected to a number of public consultation exercises as part of its preparation and as required by the LDF Regulations. The Independent Inspector who examined the Plan indicated that he was content with the public consultation undertaken at that time. A six week consultation has now taken place on the amended policies and the results of this have not produced any issues that suggest the Plan should be amended at this point in time.

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality Impact Assessment Screening was carried out on the Natural Resources and Waste Local Plan when it was submitted to the Secretary of State for Examination. This report has been updated in the light of further changes to the Plan but has not resulted in any material change to the EIA Screening conclusion. The EIA Screening was published when the report went to Executive Board in June 2014.

## **4.3 Council Policies and City Priorities**

- 4.3.1 The Natural Resources and Waste Local Plan Policy Minerals 13 protects sites for non-road based freight and therefore helps to further the Council's objectives for sustainable transport and low carbon investment.

## **4.4 Resources and value for money**

- 4.4.1 Policies Minerals 13 and 14 are being prepared within the context of the LDF Regulations, statutory requirements and within existing resources. There are no specific resource implications for the City Council arising from the consultation.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The Natural Resources and Waste Local Plan Policy Minerals 13 has potential to lead to a modal shift from road freight to rail and water freight and it therefore enables Leeds City Council to comply with the requirements of the European Air Quality Directive and thereby avoid penalties incurred for non-compliance. The Government operates a 'Water Preferred Policy' for the movement of abnormal loads and Minerals 13 aids the compliance with that policy by ensuring that there are waterside sites for loading and unloading. This Report was also sent to the Sustainable Economy and Culture Scrutiny Board meeting on 1.7.14 for them to note the contents. The final decision as to whether to submit the policies to the Secretary of State is being referred to Full Council as part of the Budget and Policy Framework and therefore this report is not eligible for Call In.

## **4.6 Risk Management**

- 4.6.1 Policies Minerals 13 and 14 are being prepared in accordance with the LDF Regulations and therefore this reduces the risk of them being unsound. The Freight Study and Marine Aggregate Study help to ensure that the updates to the policies are founded on a robust and credible evidence base and therefore reduce the risk of the policies being found unsound. However, the extent to which an evidence base can be considered to be sufficient is subjective and it will be up to the Inspector to examine this issue. Even after examination by an independent Inspector there is a risk that someone could mount a High Court Challenge again. However the Council has taken all reasonable steps to reduce the risk.

## **5.0 Conclusion**

5.1 Following an update to the evidence base regarding freight potential in Leeds, amendments have been made to policies Minerals 13 and 14. A six week consultation has taken place on the amended policies in accordance with the LDF Regulations. The City Council can now proceed to submit the policies for re-examination prior to their adoption.

## **6.0 Recommendations**

Full Council is asked to agree the following:

- i) Approve the submission of the revised policies and supporting text to the Secretary of State for independent examination.

## **7.0 Background documents<sup>1</sup>**

7.1 Although there are no formal Background Documents to this report, a substantial number of documents are available representing various stages in preparation of the Plan. These are available on the Natural Resources and Waste Local Plan web pages or by contacting Helen Miller on Leeds 2478132.

### **Appendix 1**

The revised policies and supporting text are attached as Appendix 1.

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<sup>1</sup> 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.

# Natural Resources and Waste

Leeds Local Development Framework



Development Plan Document  
Publication Draft Policies Minerals 13 and 14

November 2014

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**We can also provide this document in audio or Braille on request.**

**(Bengali):-**

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 247 8092 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

**(Chinese):-**

凡不懂英語又須協助解釋這份資料者，請致電 0113 247 8092 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

**(Hindi):-**

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की ज़रूरत है, तो कृपया 0113 247 8092 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

**(Punjabi):-**

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 247 8092 ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ। ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂ ਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂ ਗੇ।

**(Urdu):-**

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 247 8092 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹریپرٹیر) سے رابطہ کریں گے۔

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## MOVEMENT OF MINERALS AND OTHER FREIGHT

- 3.33 This Plan aims to meet the local target for aggregate provision through safeguarding and allocation of sites. Leeds does not produce the right quality of aggregate needed for concrete-making and therefore will need to import aggregates from outside the District. In line with the strategic objective for a low carbon economy, Leeds aims to make the most of the opportunities in the District for the movement of freight by canal and rail. We propose to assist this by safeguarding existing sites that can be used for canal or rail-based freight purposes and allocating new sites where appropriate. This will help to ensure that important sites with freight potential are protected from pressure for other permanent uses and to encourage further investment in the canal and rail infrastructure. This will also help ensure we have sufficient sites for concrete batching and asphaltting operations and that they are located in the industrial parts of the south-east of the District where their impact on the environment and housing is minimal. Supporting industries in this way helps to ensure their future survival by enabling them to operate more efficiently. Historically, Leeds had a strong basis in manufacturing and whilst the local economy has focused more recently on finance and law, by supporting manufacturing industry it helps to promote a strong, diverse economy.
- 3.34 The Freight Topic Paper 2014 includes a summary of existing and potential freight movements in and out of Leeds. Additionally, detailed evidence is presented in two studies, 'Potential for the use of Non-Road Freight Modes for West Yorkshire, April 2014' and the 'Marine Aggregate Report, 2013'. The Freight Study recognises that Leeds has a strong synergy with the Humber Ports and that the Stourton area offers genuine tri-modal freight development opportunities that would have much lower 'entry costs' than other similar schemes elsewhere in the country. This Plan aims to support these opportunities so that sites can be taken forward and actively marketed by interested commercial parties. The Marine Aggregate Study concludes that it is likely that in the medium to long-term land-won aggregate will be replaced by marine-won aggregate from the North Sea. This Plan needs to make provision for this in ensuring that marine-won aggregate can be transported into Leeds from the East Coast and Humber Ports using rail and /or canal.
- 3.35 The main focus of current rail freight activity is in the Stourton area where aggregate is brought to each of the mineral processing plants by rail. It is also the location of the Freightliner sidings which are one of the busiest rail container terminals in Britain. Over the plan period there is potential for further rail freight activity in that area and for aggregate to be conveyed onward to sites within a short distance of the rail sidings.
- 3.36 The Aire and Calder Navigation connects to the Humber Ports and has been identified by the Canal and River Trust as a Priority Freight Route. It has potential for greater use for freight movements. The focus of the following policies is to safeguard sites for unloading in order to protect the ability to use the canal for freight movement. The Canal and River Trust advise that freight activities can take on average two years to implement. To avoid sites being left vacant, temporary employment uses will be considered on protected wharf sites.



### **MINERALS 13: TRANSPORT MODES**

1. The following existing rail sidings and wharves are safeguarded to protect them from development that would prejudice their long term availability for rail or canal freight.
  - Site 14 Canal wharf at Stourton
  - Site 15 Canal wharf at Old Mill lane, Hunslet
  - Site 16 Rail sidings at Pontefract Road, Stourton
  - Site 17 Rail sidings at Knowsthorpe Lane
  - Site 18 Canal wharf at Fleet lane, Woodlesford
2. Site 20 Skelton Grange Road, Stourton is allocated for provision of a new canal wharf and associated employment activities which will utilise movements of freight by canal.
3. Site 21 Bridgewater Road South is allocated for provision of new rail sidings and associated employment activities which will utilise movements of freight by rail.

Proposals are expected to incorporate suitable landscaping to protect views and amenity from nearby existing and proposed residential allocations to the north and the river/canal.
4. Short term / temporary uses which do not utilise rail or canal freight may also be accepted on sites 20 and 21 providing they do not prejudice the long term use of rail or canal for freight.
5. An Intermodal Freight Area is identified at Stourton where commercial activities that can make use of the rail and water freight opportunities are encouraged.
6. Site 19 Skelton Grange rail spur, provides rail access to the former power station site at Skelton Grange (site 200) and is safeguarded to preserve the future opportunity for rail freight.

3.37 There are limited opportunities for rail and wharf facilities in Leeds and it is important that the sites identified in this Plan have every opportunity to develop and flourish for these uses. Nevertheless the Council recognises that land should not be sterilised indefinitely if there is no reasonable prospect of the sites being used for such purposes. Applications for alternative uses on a safeguarded or allocated wharf or rail siding will be considered in terms of their benefits weighed against the loss of the non-road freight opportunity using the following criteria based policy:

### **MINERALS 14: CRITERIA FOR ASSESSING ALTERNATIVE DEVELOPMENT ON PROTECTED WHARVES AND RAIL SIDINGS**

Canal wharves and rail sidings are protected from other development unless the applicant can demonstrate compliance with one of the following criteria:

1. The development is of a temporary nature and would not prejudice the longer term ability of the site to utilise movements of freight by canal or rail, or
2. The applicant is able to demonstrate that in the case of a safeguarded wharf/rail siding that an adequate replacement wharf/rail siding has been provided or
3. A sufficient supply of sites will remain in the district, readily available and of at least the same functional capability (including proximity to relevant economic centres), so as not to prejudice the objective of encouraging a shift from road freight, or
4. The applicant is able to conclusively demonstrate, through the provision of current and forecast marketing evidence, that the site is unlikely to ever be used for freight purposes.



**Leeds City Council**

**Natural Resources and Waste DPD**

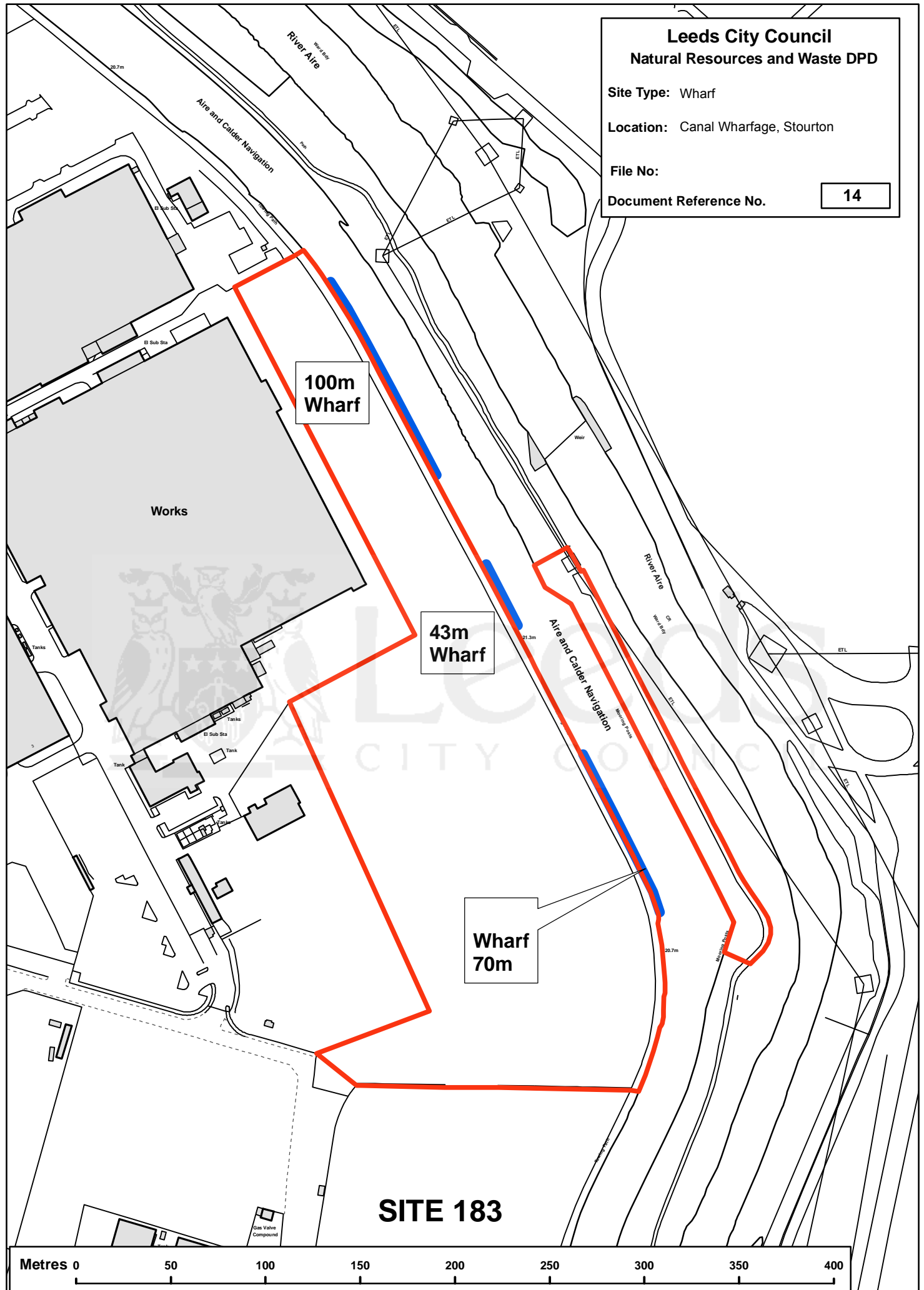
**Site Type:** Wharf

**Location:** Canal Wharfage, Stourton

**File No:**

**Document Reference No.**

**14**



**Leeds City Council  
Natural Resources and Waste DPD**

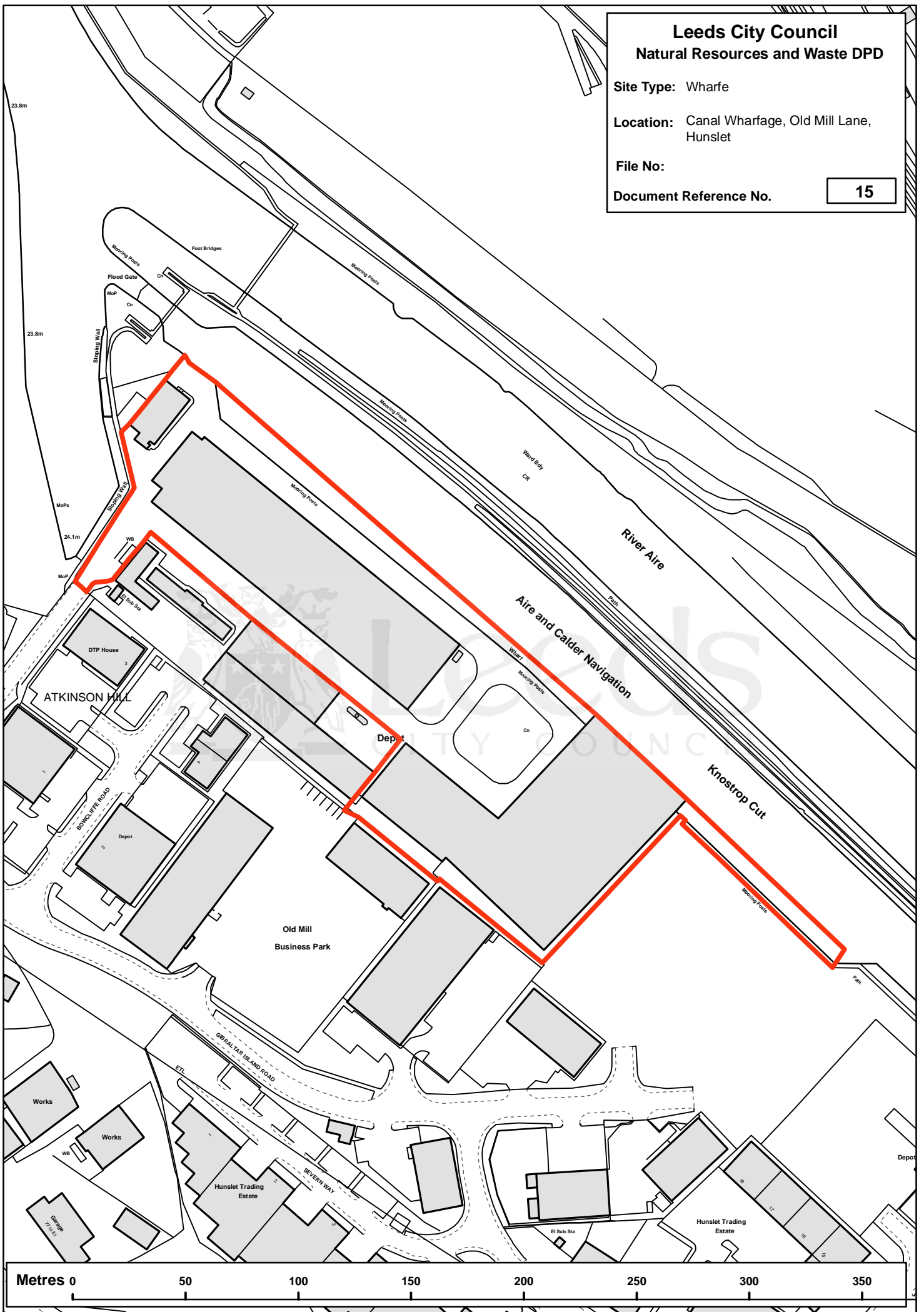
**Site Type:** Wharfe

**Location:** Canal Wharfage, Old Mill Lane,  
Hunslet

**File No:**

**Document Reference No.**

**15**



**Leeds City Council  
Natural Resources and Waste DPD**

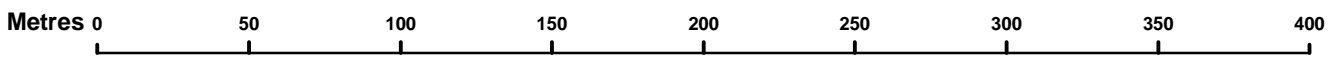
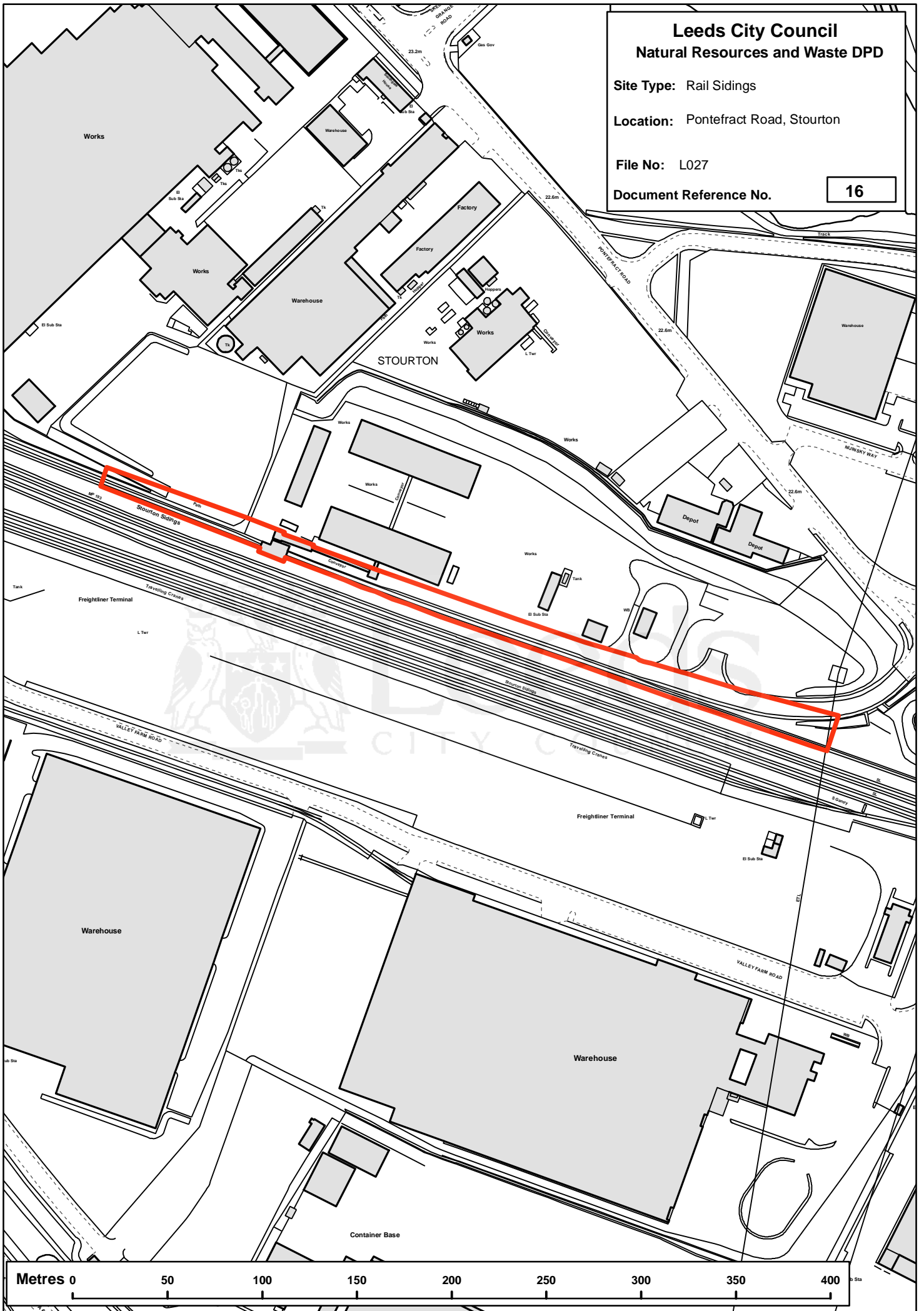
**Site Type:** Rail Sidings

**Location:** Pontefract Road, Stourton

**File No:** L027

**Document Reference No.**

**16**





**Leeds City Council  
Natural Resources and Waste DPD**

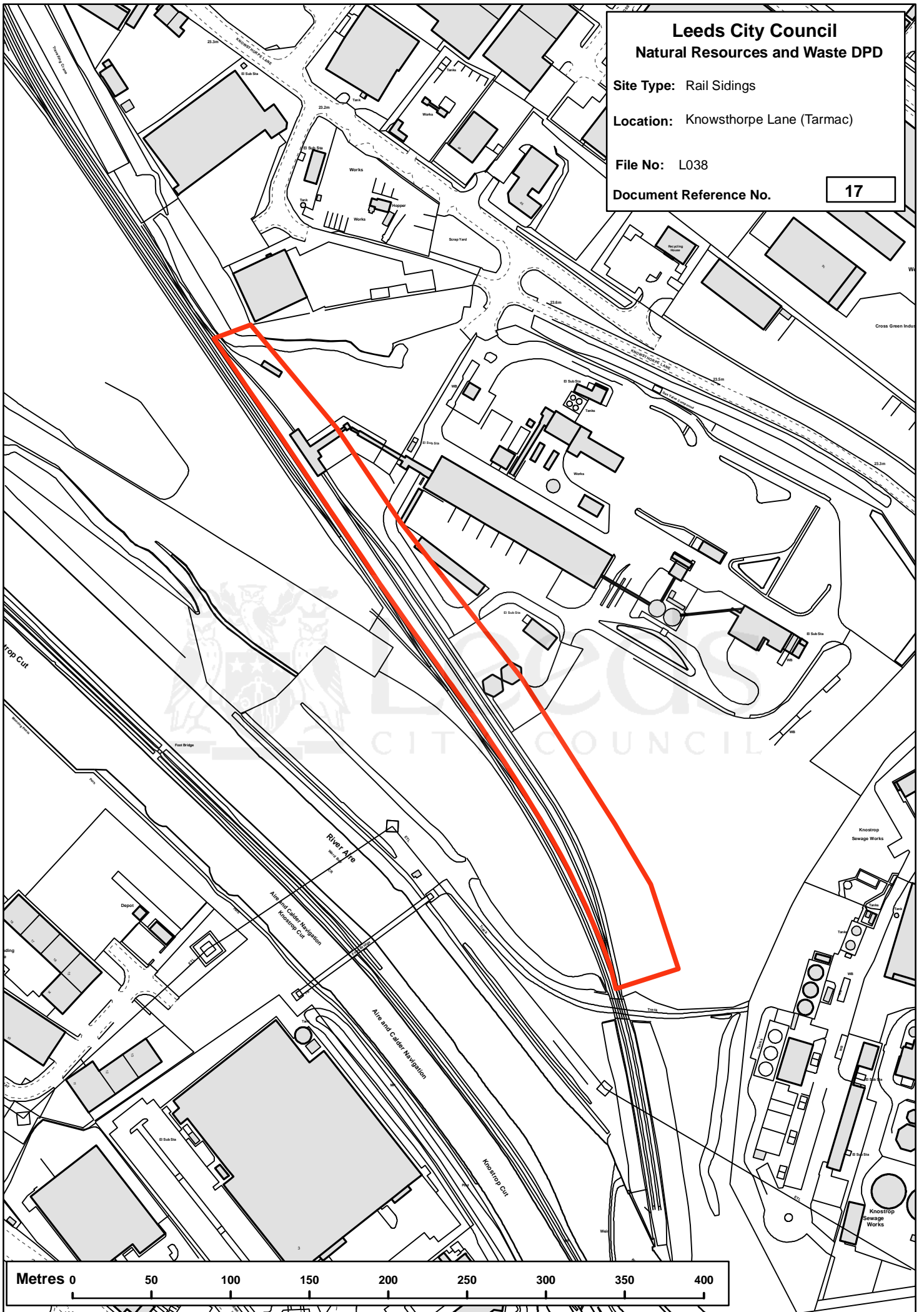
**Site Type:** Rail Sidings

**Location:** Knowsthorpe Lane (Tarmac)

**File No:** L038

**Document Reference No.**

**17**



Metres 0 50 100 150 200 250 300 350 400

Workings

### Leeds City Council

### Natural Resources and Waste DPD

Site Type: Wharf

Location: Fleet Lane, Woodlesford

File No:

Document Reference No.

18

Track

Def

Jetty

Depot

Fleet Cut

FLEET LANE

Depot

16.4m

Fleet Bridge

19.2m

River Aire

Weir Path

Track

14.9m

Aire and Calder Navigation

Path

FB

Weir

Track

FB

Metres 0 50 100 150 200 250 300 350 400



**Leeds City Council  
Natural Resources and Waste DPD**

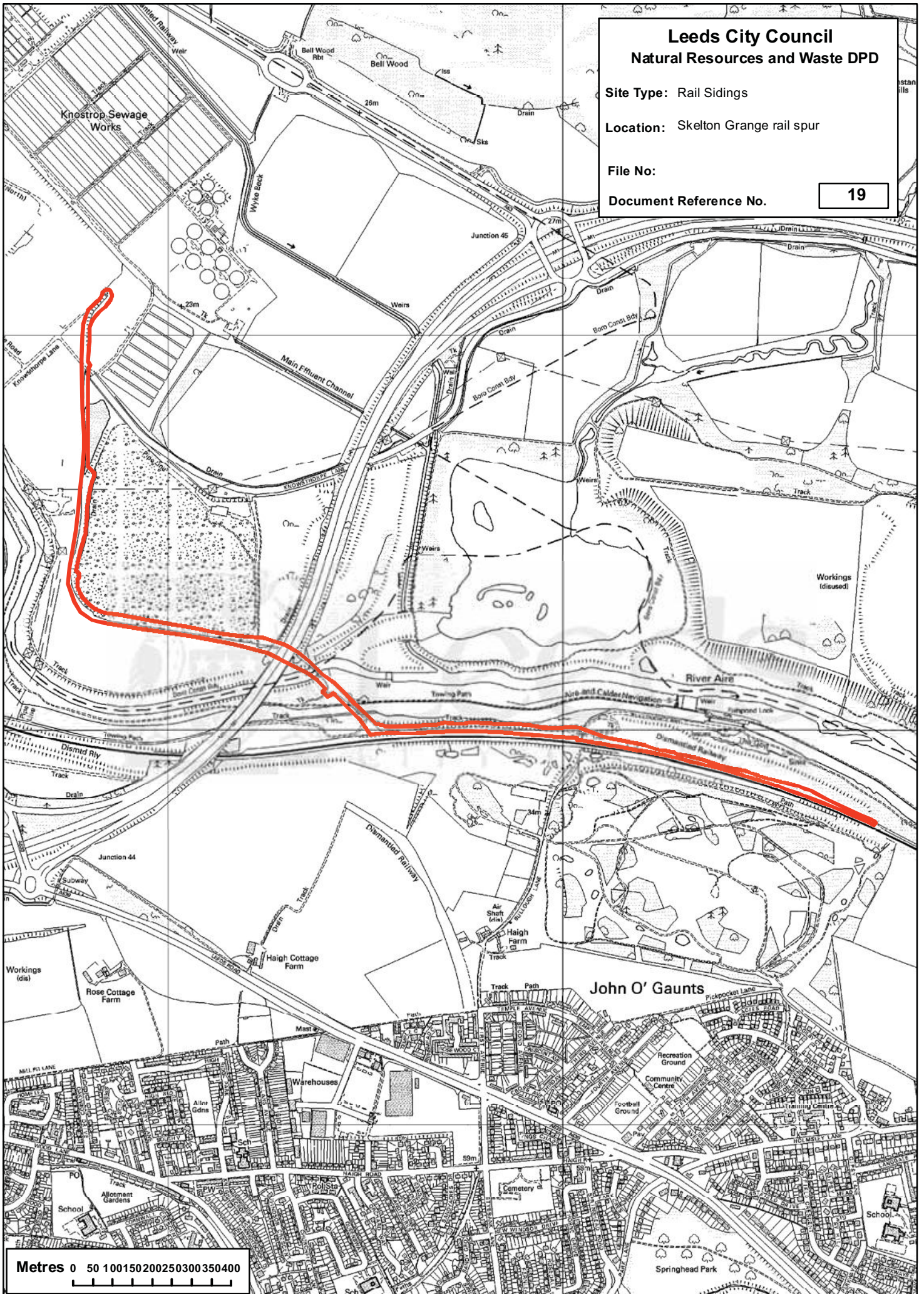
**Site Type:** Rail Sidings

**Location:** Skelton Grange rail spur

**File No:**

**Document Reference No.**

**19**





**Leeds City Council  
Natural Resources and Waste DPD**

**Site Type:** Wharf

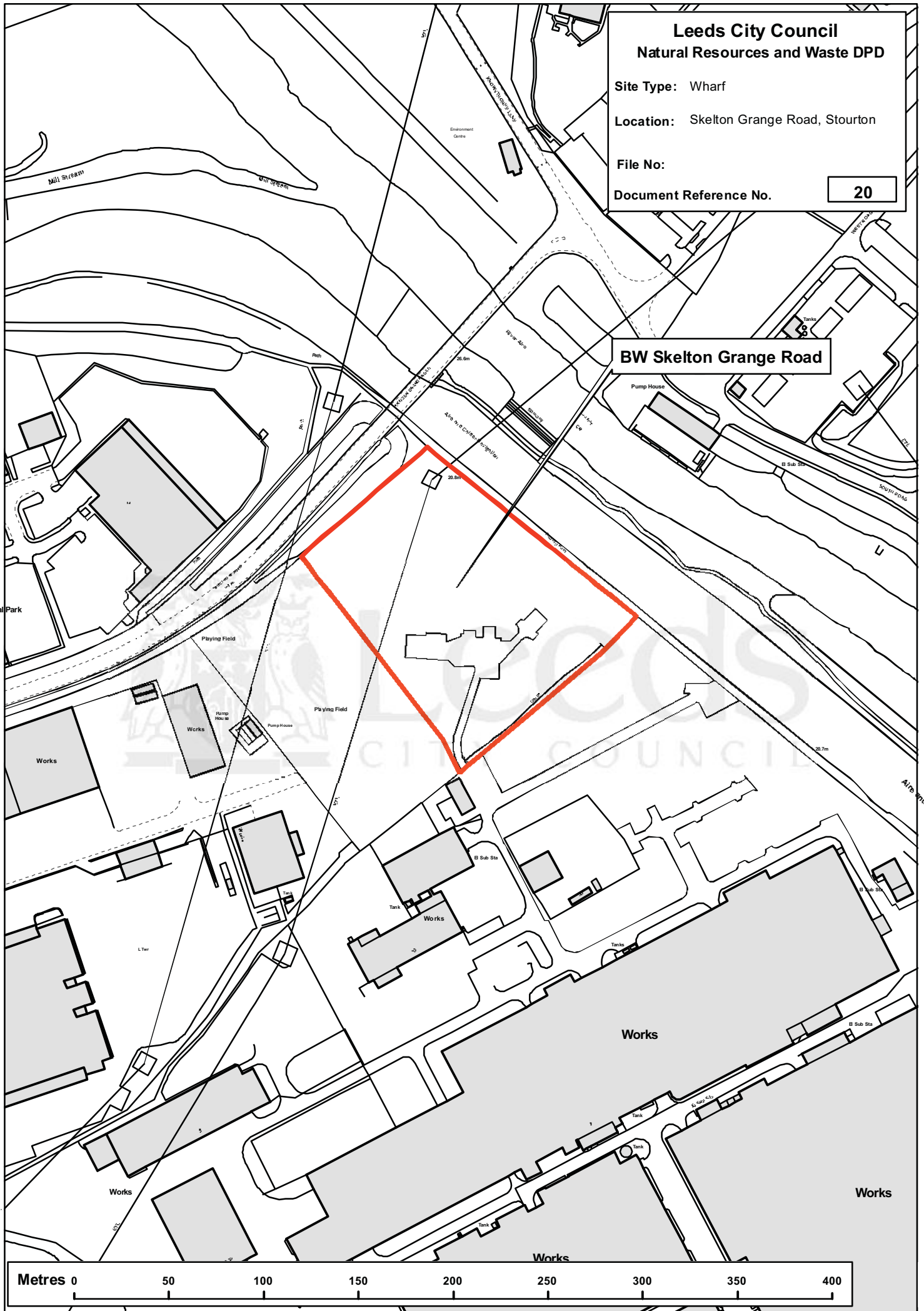
**Location:** Skelton Grange Road, Stourton

**File No:**

**Document Reference No.**

**20**

**BW Skelton Grange Road**



**Metres** 0 50 100 150 200 250 300 350 400

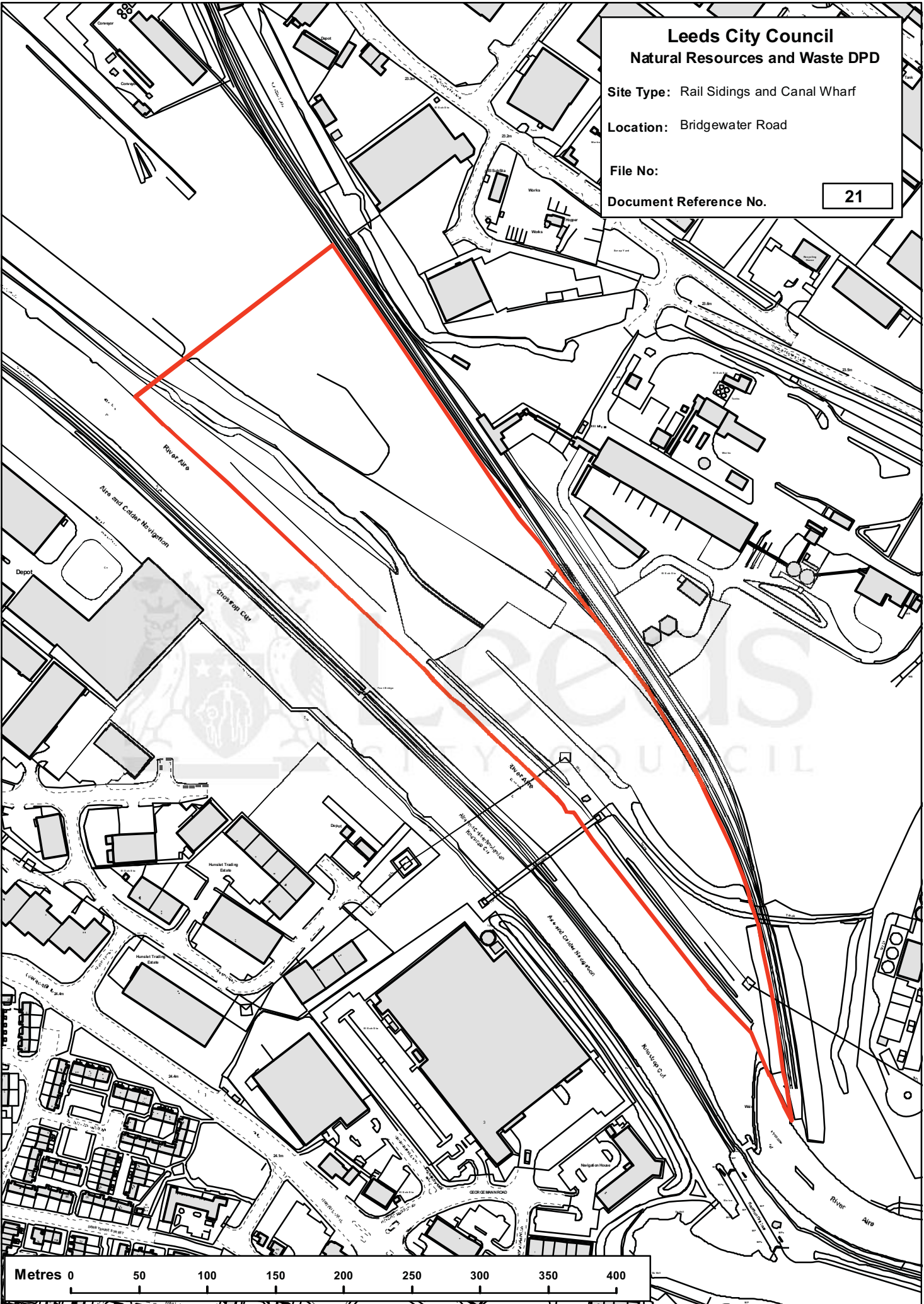
**Leeds City Council**  
**Natural Resources and Waste DPD**

**Site Type:** Rail Sidings and Canal Wharf

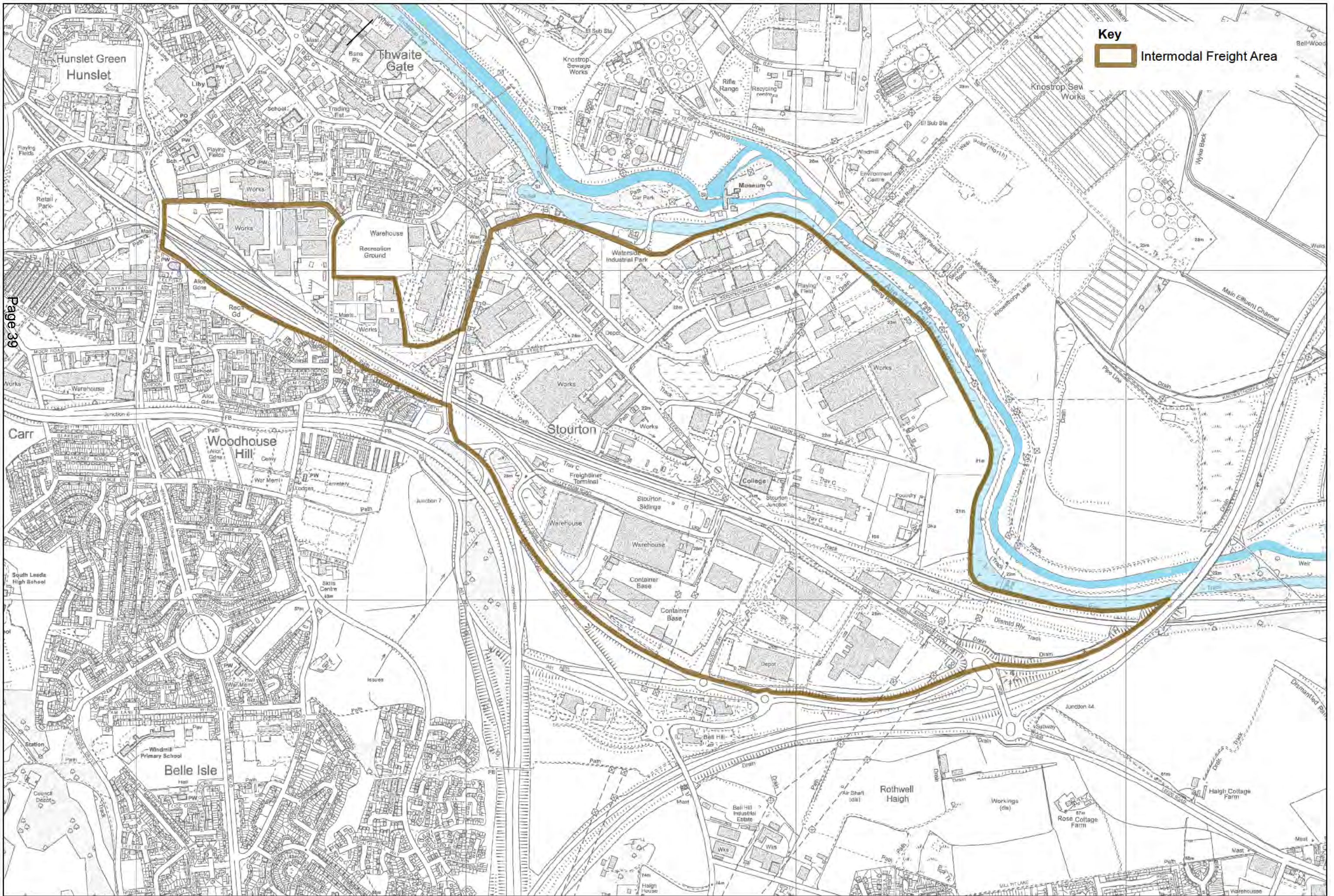
**Location:** Bridgewater Road

**File No:**

**Document Reference No.** 21









## Contact Details

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**Web:** [www.leeds.gov.uk/ldf](http://www.leeds.gov.uk/ldf)



# Natural Resources and Waste

## Leeds Local Development Framework

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Development Plan Document  
Publication Draft Policies Minerals 13 and 14

November 2014

**Report of Assistant Chief Executive (Citizens and Communities)**

**Report to Council**

**Date: 14 January 2015**

**Subject: Local Council Tax Support scheme 2015/16**

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 checked="" type="checkbox"/> Yes	<input 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 the main issues**

- 1 Council Tax Benefit was abolished 31<sup>st</sup> March 2103 and local Council Tax Support schemes came into effect form 1<sup>st</sup> April 2013. Each year the Council must agree a local Council Tax Support scheme. This needs to be done by 31<sup>st</sup> January each year and failure to propose, consult upon and agree a scheme by 31<sup>st</sup> January in any year will see the previous year's scheme rollover into the next year.
- 2 In July 2014 the Executive Board received a report detailing issues with the current Council Tax Support scheme and acknowledged that the scheme adopted by Leeds was not sustainable in the long term and agreed the need consider alternative approaches to the delivery of Council Tax Support and delegated responsibility to develop a potential new scheme to the Assistant Chief Executive (Citizens and Communities), and agreed to consult upon the developed scheme.
- 3 A consultation exercise was undertaken between 1 October 2014 and 14 November 2014 on a draft scheme that:
  - 1) Continues with the scheme of protection for vulnerable groups
  - 2) Continues the current local scheme of disregarding in full Armed Forces Compensation Payments
  - 3) Continues to provide a budget of £49.6m which is the same budget as in 13/14 and 14/15
  - 4) Puts in place a 30% reduction Council Tax Support scheme for non-protected working age customers
  - 5) Provides that Council Tax Support for Jobseekers is wrapped up in a wider package of additional support after 6 months. Jobseekers would be required to take up this additional support in order to continue to receive Council Tax Support.
- 4 In December 2014, the Executive Board received a report on the outcome of the consultation and agreed to recommend to Council the adoption of points 1, 2, 3 and 5 of the draft Council Tax Support Scheme from 1 April 2015 with the amendment to point 4 that the % reduction is reduced to 25% rather than increased to 30%.

## Recommendations

1. Members are asked to adopt a Local Council Tax Support Scheme that:
  - Continues with the scheme of protection for vulnerable groups as set out in para 2.4
  - Continues the current local scheme of disregarding in full Armed Forces Compensation Payments
  - Continues to provide a budget of £49.6m which is the same budget as in 13/14 and 14/15
  - Reduces from 26% to 25% the amount of Council Tax due from non-protected working age customers eligible for council tax support, and;
  - Introduces new arrangements for non-protected job seekers that requires after a period of 6 months that they take up additional support to help people them into work in order to continue to receive Council Tax Support.
  
2. Members are also asked to approve the principle that an element of funding from any underspends against the scheme in 15/16 should be re-invested in activity to support people into work.

### 1. Purpose of this report

- 1.1 The report sets out a recommended local Council Tax Support Scheme for adoption by Council in 2015/16. The scheme will operate for the 15/16 financial year and would continue each year thereafter until the Council adopts a different scheme.

### 2. Background information

- 2.1 Regulation 10(1)(2) of the Local Government Finance Act 2012 requires that each billing authority must put in place a Council Tax Reduction scheme. The deadline for adopting a scheme is set by regulation 4(6) of Schedule 1A to the Act which states that a default scheme will apply where billing authorities fail to adopt a scheme. The default scheme would be the previous year's scheme.
- 2.2 The Government provides funding of £49.201m towards the cost of the local Council Tax Support scheme each year with the balance of funding proportionately split between the council and the major precepting authorities. The council has set an overall budget for the scheme of £49.672m for each year of the scheme to date.
- 2.3 Prescribed Regulations are in place, which mandate that pension age claimants continue to receive the level of support that they would have received under the Council Tax Benefit Scheme.
- 2.4 The 13/14 scheme retained many the elements of the Council Tax Benefit Scheme but saw a reduction in support of 19% for the majority of working age customers. There was no reduction in support for a number of protected groups set out below.
  - customers who qualify for a severe or enhanced disability premium;
  - lone parents with a child under 5
  - customers in receipt of a War Widow(er)s Pension or War Pension
  - Carers

The Second Adult Rebate scheme ceased

- 2.5 The 14/15 scheme retained protections for the groups but increased the reduction from 19% to 26% in order to help contain scheme costs within a budget of £49.672m. The change was needed to reflect an increase in the numbers of customers in the protected groups which had led to a scheme overspend in 13/14 and the likelihood of increased Council Tax charges.

### **3. Main Issues**

- 3.1 The current local Council Tax Support scheme, which is based on the national Council Tax Benefit scheme, acts as a standalone financial support scheme and requires little engagement from customers in order to continue to receive Council Tax Support.
- 3.2 A report was taken to Executive Board in July 2014 that set out options for a scheme that would be more consistent from year to year and would help jobseekers in looking for work. This would be done by linking ongoing entitlement to Council Tax Support to the provision of additional support around improving job prospects for customers claiming Jobseekers Allowance. This new approach is important in taking forward the Citizens@Leeds propositions for tackling poverty and deprivation.
- 3.3 A consultation exercise took place between 1 October 2014 and 14 November 2014 on a draft scheme that:
- Continues with the scheme of protection for vulnerable groups
  - Continues the current local scheme of disregarding in full Armed Forces Compensation Payments
  - Continues to provide a budget of £49.6m
  - Puts in place a 30% reduction Council Tax Support scheme for non-protected working age customers
  - Requires that Council Tax Support for Jobseekers being wrapped up in a package of additional support after 6 months. Jobseekers would be required to take up this additional support in order to continue to receive Council Tax Support..
- 3.4 In December 2014, the Executive Board received a report on the outcome of the consultation which can be found at appendix A and agreed to recommend to Council the adoption of the draft Council Tax Support Scheme from 1 April 2015 with the amendment that the % reduction is reduced to 25% rather than increased to 30%
- 3.5 The proposal to increase the % reduction to 30% was felt to be necessary based on scheme expenditure at the time the draft scheme was developed. However since the original forecasts were made, the number of people claiming Council Tax Support has fallen and consequently the scheme expenditure has reduced. The result is that current forecasts indicate that it is now possible to continue to maintain the protected groups, limit the reduction to 25% and maintain scheme expenditure within the current budget levels.
- 3.6 The recommended scheme allows for an increase in Council Tax of up to 2% should Council decide to do this.

### **Corporate Considerations**

## **4 Corporate Considerations**

## **Consultation and engagement**

- 4.1 A public consultation exercise was conducted from 1<sup>st</sup> October 2014 to 14<sup>th</sup> November 2014. A summary of the consultation is included as an appendix in the Executive Board report. (Appendix B)

## **Equality and Diversity / Cohesion and Integration**

- 4.2 An Equality Impact Assessment has been undertaken and published.

## **Council Policies and City Priorities**

- 4.3 The local Council Tax Support scheme plays a key element in tackling poverty and deprivation. Packaging the financial support within a wider offer of advice and personal support will take forward the Citizens@Leeds propositions designed to:
- provide accessible and integrated services;
  - help people out of financial hardship; and
  - help people into work;

## **Resources and Value for Money**

- 4.4 The recommended scheme is designed to keep spend within the existing budget provision. While the scheme remains relatively straightforward to administer and is designed to fit within current capability levels for both the Welfare & Benefits Service and Jobs & Skills, the first year of the scheme will be used to help fully gauge resource requirements in future years.
- 4.5 Following consideration by Scrutiny Board (Resources and Council Services), it is recommended that any underspend in the scheme in 2015/16 is invested in further developing initiatives to support people into work.

## **Legal Implications, Access to Information and Call In**

- 4.6 Councils are required to confirm existing scheme or adopt a new local schemes by 31<sup>st</sup> January each year and in order to do so need to undertake meaningful consultation with major precepting authorities, the public and groups with an interest in the scheme design. The outcomes of the consultation process are reported elsewhere in this report and both the West Yorkshire Police Authority and the West Yorkshire Fire and Rescue Service have responded to say they are content that the scheme proposals do not seek to increase costs to the council or the major precepting authorities.
- 4.7 Councils are required to determine the 'classes' that are eligible for support. A recent judicial review confirmed that councils are limited to looking at a customer's financial need when defining the classes that are eligible for support. This raised questions about the recommended scheme which requires Jobseekers to engage in work-related activity in order to continue to get Council Tax Support. Counsel opinion was sought on this matter and this has confirmed that the proposed scheme falls within the requirements of the relevant sections of the Local Government Act.
- 4.8 Council needs to be aware that if it were to adopt a scheme that required a 30% reduction in support, there is a risk that the scheme could be challenged. This is because the consultation was based on a proposal to increase the reduction in support to 30% in order "to avoid having to make changes to the protected groups" while keeping spend

within a £49.6m budget. The latest figures show that there is no increase required in order to keep within budget and continue the protections. The views of the public on this aspect of the consultation cannot therefore be relied upon given that there is now an alternative approach that was not put to consultation.

## **Risk Management**

4.9 The recommended scheme introduces an element of conditionality in order for Jobseekers to continue receiving Council tax Support. There is a risk that some Jobseekers will not engage in the process and will be faced with losing Council Tax Support. This risk can be mitigated through the quality and type of contact there is with customers, including telephone and face-to-face contact where appropriate, and it is intended to build on existing relationships with Families First and Housing Leeds to help with this. There will also be an opportunity for customers to subsequently engage with the scheme and have their Council Tax Support backdated to when it stopped.

There is a risk that the legality of the scheme may be challenged. However, Counsel's opinion is clear that the scheme meets the requirement of the Local Government Act Finance Act 2012. It is also the case that the recommended scheme is open to all customer based on their financial situation. This was not the case in relation to the recent judicial review against Sandwell Borough Council whose scheme barred certain groups from claiming based on specific residence requirement irrespective of their financial situation.

4.10 All schemes are at risk of costs pressures caused by increases in caseload and increases in Council tax levels. Changing the scheme to a scheme that provides greater work incentives and requires greater levels of engagement from customers is more likely to have positive outcomes, lead to less dependency on the scheme and be affordable in the long-term. However, it does carry the risk that some households will face even greater hardship where there is not the level of engagement required.

## **5.0 Recommendations**

Members are asked to adopt a Local Council Tax Support Scheme that:

- Continues with the scheme of protection for vulnerable groups as set out in para 2.4
- Continues the current local scheme of disregarding in full Armed Forces Compensation Payments
- Continues to provide a budget of £49.6m which is the same budget as in 13/14 and 14/15
- Reduces from 26% to 25% the amount of Council Tax due from non-protected working age customers eligible for council tax support, and;
- Introduces new arrangements for non-protected job seekers that requires after a period of 6 months that they take up additional support to help people them into work in order to continue to receive Council Tax Support.

Members are also asked to approve the principle that an element of funding from any underspends against the scheme in 15/16 should be re-invested in activity to support people into work.

**Background documents:** None

**Report of Assistant Chief Executive (Citizens and Communities)**

**Report to Executive Board**

**Date: 17<sup>th</sup> December 2014**

**Subject: Consultation outcomes on Local Council Tax Support scheme 2015/16**

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes <input 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 the main issues**

- 1 Council Tax Benefit was abolished on 31<sup>st</sup> March 2013 and local Council Tax Support schemes came into effect from 1<sup>st</sup> April 2013. Each year the Council must agree a local Council Tax Support scheme. This needs to be done by 31<sup>st</sup> January each year and failure to propose, consult upon and agree a scheme by 31<sup>st</sup> January in any year will see the previous year's scheme rollover into the next year.
  
- 2 In July 2014 the Executive Board received a report detailing issues with the Current Council Tax Support scheme and acknowledged that the scheme adopted by Leeds was not sustainable in the long term and agreed the need to consider alternative approaches to the delivery of Council Tax Support.
  
- 3 The Board delegated responsibility to develop a potential new scheme to the Assistant Chief Executive (Citizens and Communities) and approved a proposal to consult upon the developed scheme. The board requested that following the conclusion of the consultation exercise that a further report be submitted to Executive Board in December 2014 to report the outcome of the consultation and make a recommendation for a new Council Tax Support Scheme from 2015-16

**Recommendations**

1. Executive Board is asked to note the information in this report and recommend for adoption by Full Council a Local Council Tax Support Scheme that:
  - a) Continues with the scheme of protection for vulnerable groups as set out in para 2.4;
  
  - b) Continues the current local scheme of disregarding in full Armed Forces Compensation Payments;



- c) Continues to provide a budget of £49.6m which is the same budget as provided in 13/14 and 14/15;
  - d) Reduces from 26% to 25% the amount of Council Tax due from non-protected working age customers eligible for council tax support, and;
  - e) Introduces new arrangements for non-protected job seekers that requires after a period of 6 months that they take up additional support to help people them into work in order to continue to receive Council Tax Support.
2. Executive Board is also asked to support the proposal that a proportion of any Scheme underspend in 2015/16 should be re-invested in activity to support people into work to support the successful implementation of this new initiative .
  3. If Full Council support the adoption of the proposed scheme, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2015. Implementation will commence in the first week of March 2015 as part of the annual billing process in order for the new Scheme to be effective from 1 April 2015.

## **1. Purpose of this report**

- 1.2 The report provides Executive Board with information to recommend a local Council Tax Support Scheme for adoption by Full Council by 31 January 2015. Scheme options have been set out that reflect both the consultation feedback and budget position facing the council. The requirement to adopt a local scheme by 31 January 2015 is contained within the Local Government Finance Act 2012. Failure to adopt a revised scheme by 31 January 2015 would see the 2014/15 scheme adopted by default.

## **2. Background information**

- 2.1 Regulation 10(1)(2) of the Local Government Finance Act 2012 requires that each billing authority must put in place a Council Tax Reduction scheme. The deadline for adopting a scheme is set by regulation 4(6) of Schedule 1A to the Act which states that a default scheme will apply where billing authorities fail to adopt a scheme. The default scheme would be the previous year's scheme.
- 2.2 The Government provided overall funding of £49.201m towards the cost of the local Council Tax Support scheme in 2013/14 with the funding proportionately split between the council and the major precepting authorities. There has been no additional funding from the Government since 2013/14. The council has provided additional financial support for the scheme since 2013/14 and set a budget for the scheme of £49.672m for each year of the scheme to date.
- 2.3 Prescribed Regulations are in place, which mandate that pension age claimants continue to receive the level of support that they would have received under the Council Tax Benefit Scheme.
- 2.4 The 13/14 scheme retained many of the elements of the previous Council Tax Benefit Scheme but saw a reduction in support of 19% for the majority of working age customers. There was no reduction in support for a number of protected groups set out below.

- customers who qualify for a severe or enhanced disability premium;
- lone parents with a child under 5
- customers in receipt of a War Widow(er)s Pension or War Pension
- carers

2.5 The 14/15 scheme retained protections for the groups set out in para 2.4 but increased the reduction from 19% to 26% in order to help contain scheme costs within a budget of £49.672m. The change was needed to reflect an increase in the numbers of customers in the protected groups which had led to a scheme overspend in 13/14 and the likelihood of increased Council Tax charges.

### 3. Main Issues

3.1 The current local Council Tax Support scheme, which is based on the national Council Tax Benefit scheme, acts as a standalone financial support scheme requiring little engagement from customers in order to continue to receive Council Tax Support. The scheme does not link in to other services aimed at supporting people and, consequently, does little in itself to reduce dependency on Council Tax Support.

3.2 A report was taken to Executive Board in July 2014 that set out options for schemes that included more of a focus on helping people into work, including a scheme that would seek to reduce dependency on Council Tax Support for jobseekers and support a scheme that would be consistent from year to year. This would be done by linking ongoing entitlement to Council Tax Support to the provision of additional support around improving job prospects for customers claiming Jobseekers Allowance.

3.3 This new approach is important in taking forward the Citizens@Leeds propositions for tackling poverty and deprivation. The propositions as approved by Executive Board are set out below:

- The need to **provide accessible and integrated services**;
- The need to **help people out of financial hardship**;
- The need to **help people into work**; and
- The need to **be responsive to the needs of local communities**.

3.4 The propositions are underpinned by an expectation that where possible financial support is provided as part of a package of support that includes advice and personal support with customers required to actively engage with agreed initiatives in order to continue to receive support.

3.5 In light of the ongoing challenges in respect of the current scheme, particularly in relation to costs, impact and collection issues, an alternative option aimed at providing greater incentives and support for households to improve their employment prospects and better reflect the Citizens@Leeds approach has been developed. A draft scheme has been developed and published for consultation.

#### Scheme outline

3.6 An outline of the draft scheme that formed the basis for the consultation is attached at appendix A. The key points of the scheme are:

- The scheme of protections would remain for vulnerable groups;
- Pensioners would continue to be protected as required under the national prescribed scheme;
- Non-protected working age customers would face a 30% reduction in support;

- Customers claiming Jobseekers Allowance would get CTS at the 30% reduction rate for the first 6 months. Thereafter, ongoing entitlement to CTS would be linked to the provision of additional support provided by the Council aimed at improving job prospects or addressing budgeting or debt issues. Jobseeker Allowance customers would be required to agree the additional support in order to continue to receive Council Tax Support.

## **The Consultation**

- 3.7 The consultation ran from 1 October 2014 to 14 November 2014 and a summary report of the findings can be found at appendix B.
- 3.8 A sample of 12,000 Council Tax Support customers were sent consultation packs. The survey was also available on 'Talking-point' and promoted through the Council's home web-page along with posters in Housing Offices, Libraries, One Stop Centres, Community Hubs, Neighbourhood Networks, Children's Centres and Adult Social offices. The Advice Leeds Network was sent details and invited to respond. The proposals were also taken to Resources and Council Services Scrutiny Board.
- 3.9 A total of 1,279 responses were received alongside a response from the Advice Leeds Network. The main findings were:
- 89% agreed that vulnerable groups should continue to be protected from the cuts with only 3% disagreeing;
  - 51% agreed that we should change the reduction to 30% to avoid having to make changes to the protected groups with 24% disagreeing;
  - 71% agreed that jobseekers should work with us to prepare for work to continue to receive Council Tax Support with 12% disagreeing;
  - 49% agreed that Jobseekers who did not work with us should not receive Council tax Support after 6 months with 28% disagreeing
- 3.10 99 of the respondents commented that they were struggling financially because the current reduction in support and/or that any further reduction in support would result in further hardship. A further 43 respondents expressed concern of difficulties faced by low income and part time workers.
- 3.11 There were also a number of comments received in relation to the support package requirements. These have been grouped into themes and are set out in Appendix C along with responses to the concerns raised.

## **Recommended scheme**

- 3.12 Taking into account the outcomes and responses from the consultation and the latest information on caseload and Council Tax Support spend, it is suggested that Executive Board recommend to Full Council a scheme which continues to be based on the Council Tax Benefit scheme but with the following elements:
- Full protections remain for the following vulnerable groups:
    - customers who qualify for a severe or enhanced disability premium;
    - lone parents with a child under 5
    - customers in receipt of a War Widow(er)s Pension or War Pension

- carers
- Pensioners continue to be protected as required under the national prescribed scheme for pensioners;
- All other non-protected working age customers would get a maximum of 75% support and would have to pay a minimum of 25% of the Council Tax themselves. Although the draft scheme proposed a maximum of 70% support and a minimum payment of 30%, this was based on an assumption that a reduction to a maximum of 70% support would be required to maintain Council Tax Support spend at £49.672m in the event of a Council Tax increase. There is now consistent data to give greater confidence about caseload reductions that remove the need for customers to receive less support in 15/16 (see table 1 below). It is also expected that the introduction of a scheme with a greater focus on reducing dependency on CTS will enable the scheme to remain at 75% support in future years.
- Claims from customers getting Jobseekers Allowance are paid for 6 months at the 75% support rate. CTS after 6 months will continue to be paid provided the customer has agreed a support programme with the council and is engaging with the support programme.
  - Jobseekers Allowance customer who fail to agree a support programme or engage with the support programme will no longer get Council Tax Support. However, where customers subsequently re-engage, and provided this is within a reasonable period of time, it is intended that Council Tax Support will be reinstated from when it was stopped. More details of this approach are set out in appendix E.

3.13 When there are changes to the Council Tax Support scheme, there is a requirement to consider whether transitional arrangements should be put in place. As this is a significant change in approach, it is proposed that the scheme would apply only to new Jobseekers Allowance cases from April 2015 with existing cases coming within the scope of the scheme whenever they have a relevant change or from 16/17 whichever is the sooner. This approach will also support the implementation of the scheme and enable processes to be fully embedded ahead of the full roll out from 16/17.

3.14 The costs of this scheme in the event of a 2% increase in Council Tax, and taking into account caseload trends, are expected to be contained within a £49.672m budget (see table 1 below). It is expected that further initiatives aimed at identifying more undeclared changes will also bring costs down.

Group	Caseload		Forecast Spend	
	Mar 2014	Nov 2014	14/15	15/16*1
Elderly	29,605	28,667	£20,289,908	£20,695,706
War Pensioners	33	32	£24,393	£24,881
Severe Disability	2,525	2,831	£1,982,827	£2,022,484
Enhanced dis.	5,968	7,799	£5,976,629	£6,096,162
Carer	1,688	1,792	£1,455,100	£1,484,202
Lone parent – child u5	6,733	6,558	£4,470,231	£4,559,635
Other working age	31,302	28,605	£14,516,691	£15,007,119
<b>Total</b>	<b>77,854</b>	<b>76,284</b>	<b>£48,715,782</b>	<b>£49,890,189*2</b>
<b>Budget</b>			<b>£49,672,311</b>	<b>£49,672,311</b>

\*1 – assumes 2% Council Tax increase

\*2 – further reductions will follow due to new scheme and ongoing activity to manage caseload

- 3.15 Further details about the administration of the scheme are set out in appendices
- An outline of the administration of the scheme is at appendix D; and
  - Details of the support package is at appendix E

### **Other options**

3.16 The following options have also been considered

a) A fully funded scheme:

This would see no reduction in support but would require the council to find an additional £5m in scheme funding. The only options for funding this would be by reducing funding for other services or by using cash reserves. Neither of these options is considered feasible. The council already faces significant reductions in funding that are likely to impact on service provision as well as potentially placing pressure on reserves. This scheme is not recommended.

b) A 75% maximum support scheme with no requirement for Jobseekers to engage in support programmes:

This removes the requirement for Jobseekers to engage in support programmes in order to continue to get Council Tax Support. Support programmes would be voluntary for Jobseekers. This option removes an incentive for customers to work with the council and carries the risk that not only will a number of customers opt not to work with the council in developing support packages but that the scheme may not be affordable on an ongoing basis. In order to reduce dependency on Council Tax Support and help tackle financial hardship, it is important that customers work with the council in developing support programmes. This scheme is not recommended.

c) A 70% maximum support scheme with/without requirement for Jobseekers to engage in support programmes:

This scheme, with a requirement for Jobseekers to engage in support programmes, was the basis for the consultation. At the time that the consultation was prepared it was unclear if the reduction in scheme costs would be sustained or whether the scheme costs would return to the level originally projected. On that basis the information we presented in the consultation was:

*“We could keep the current scheme, but if the Council Tax charge increases, the current reduction of 26% would still need to increase to 30% in 2015-16 and maybe 35% in 2016-17. We could put extra money into the scheme but this would mean that other services would get less money or not be provided”*

However, because the scheme costs have now levelled at a rate significantly lower than was originally projected, it would be difficult to justify reducing the maximum support to 70% in order to avoid putting extra money into the scheme. Scheme costs on current caseload levels for a 70% maximum support scheme (including a 2% Council Tax increase) would be almost £800k less than the CTS budget in both 13/14 and 14/15.

In addition to this 142 of the consultation respondents commented that the reduction in support meant that those impacted were already struggling to pay their Council Tax.

## **Other Issues**

### **Annual benefits uprating**

- 3.17 Amendments are required to the scheme to take account of DWP's annual benefit uprating. It is recommended that rates used in the Council Tax Support scheme are uprated in line with rates used in Housing Benefit administration. These are published by the Department of Work and Pensions each December. If the rates are not uprated this will mean many of those getting an annual increase in their benefits will see a decrease in Council Tax Support. Scheme changes simply to reflect annual uprating do not themselves trigger a requirement for public consultation.

### **Changes to Prescribed Regulations**

- 3.18 The Local Government Finance Act allows for further prescribed regulations to be laid. DCLG have not indicated that there are likely to be changes to the prescribed regulations and the Council Tax administration and enforcement regulations. However, any additional prescribed regulations must be incorporated within the local scheme

### **Universal Credit**

- 3.19 The Government announced the national roll out of Universal credit starting in February 2015. The roll out will be in phases and Leeds is not in the first phase covering Feb to May 2015. Universal Credit will be limited to new Jobseekers who are single and do not have children initially. However once a person has received Universal Credit they will remain within scope for Universal Credit even if their family circumstances change or they start work.
- 3.20 The Local Council Tax Support scheme provides that Universal Credit claimants are treated as set out in the national default scheme for 2013/14. The impact of this is that out of work claimants will receive a level of support similar to the level they received under the legacy benefits system.
- 3.21 It is likely there will be very few claimants in Leeds receiving Universal Credit who are not Jobseekers but in order to ensure that UC claimants continue to benefit from the existing protection rules, the protected group criteria will be amended from 1 April 2015 to include the carer element and the limited capability for work and work related activity element of universal credit.
- 3.22 Many working claimants who are also getting Universal Credit will receive little or no Council Tax Support. This is because their overall income levels will take them out of entitlement. It is recommended that until Universal Credit impacts are clearer that no other change is made to the local scheme for 2015-16.

## **Corporate Considerations**

### **4. Consultation and engagement**

- 4.1 A public consultation exercise was conducted from 1<sup>st</sup> October 2014 to 14<sup>th</sup> November 2014. A summary report on the outcome of the consultation is attached at appendix B

### **5. Equality and Diversity / Cohesion and Integration**

- 5.1 A detailed impact analysis was carried out during preparations for 2013-14 and was updated in 2014-15. A further impact analysis on the recommended scheme has been undertaken and is attached at appendix F

## **6. Council Policies and City Priorities**

- 6.1** The local Council Tax Support scheme plays a key element in tackling poverty and deprivation. Packaging the financial support within a wider offer of advice and personal support will take forward the Citizens@Leeds propositions designed to:
- provide accessible and integrated services;
  - help people out of financial hardship; and
  - help people into work.

## **7. Resources and Value for Money**

- 7.1** The recommended scheme is designed to keep spend within the existing budget provision. While the scheme remains relatively straightforward to administer and is designed to fit within current capability levels for both the Welfare & Benefits Service and Jobs & Skills, the first year of the scheme will be used to help fully gauge resource requirements in future years.
- 7.2** Following consideration by Scrutiny Board (Resources and Council Services), it is recommended that any underspend in the scheme in 2015/16 is invested in further developing initiatives to support people into work.

## **8. Legal Implications, Access to Information and Call In**

- 8.1** Councils are required to confirm existing scheme or adopt a new local schemes by 31<sup>st</sup> January each year and in order to do so need to undertake meaningful consultation with major precepting authorities, the public and groups with an interest in the scheme design. The outcomes of the consultation process are reported elsewhere in this report and both the West Yorkshire Police Authority and the West Yorkshire Fire and Rescue Service have responded to say they are content that the scheme proposals do not seek to increase costs to the council or the major precepting authorities.
- 8.2** Councils are required to determine the 'classes' that are eligible for support. A recent judicial review confirmed that councils are limited to looking at a customer's financial need when defining the classes that are eligible for support. This raised questions about the recommended scheme which requires Jobseekers to engage in work-related activity in order to continue to get Council Tax Support. Counsel opinion was sought on this matter and this has confirmed that the proposed scheme falls within the requirements of the relevant sections of the Local Government Act.

## **9. Risk Management**

- 9.1** The recommended scheme introduces an element of conditionality in order for Jobseekers to continue receiving Council tax Support. There is a risk that some Jobseekers will not engage in the process and will be faced with losing Council Tax Support. This risk can be mitigated through the quality and type of contact there is with customers, including telephone and face-to-face contact where appropriate, and it is intended to build on existing relationships with Families First and Housing Leeds to help with this. There will also be an opportunity for customers to subsequently engage with the scheme and have their Council Tax Support backdated to when it stopped.
- 9.2** There is a risk that the legality of the scheme may be challenged. However, Counsel's opinion is clear that the scheme meets the requirement of the Local Government Act. It is also the case that the recommended scheme is open to all customer based on their

financial situation. This was not the case in relation to the recent judicial review against Sandwell Borough Council whose scheme barred certain groups from claiming based on specific residence requirement irrespective of their financial situation.

- 9.3 All schemes are at risk of costs pressures caused by increases in caseload and increases in Council tax levels. Changing the scheme to a scheme that provides greater work incentives and requires greater levels of engagement from customers is more likely to have positive outcomes, lead to less dependency on the scheme and be affordable in the long-term. However, it does carry the risk that some households will face even greater hardship where there is not the level of engagement required.

## **10. Conclusions**

- 10.1 The current approach to Council Tax Support schemes is providing reducing levels of financial support to households without providing any incentives or support for people to improve their work prospects. The longer-term approach to providing support needs to be based around helping people into work with elements of the scheme conditional on citizen engagement with initiatives that are designed to improve work prospects. Such schemes are dependent on a number of factors including the provision of wrap around support that incorporates financial help, advice and personal support and also requires integrated delivery models.
- 10.2 The recommended scheme is a major departure from the typical way of providing local Council Tax Support schemes and requires both the citizen and the council to work together to deliver outcomes that are mutually beneficial. One of the key elements is the need for the scheme to work alongside Jobcentre Plus's support and not duplicate or confuse customers. Jobs & Skills Service has designed a support process that works with Jobcentre Plus and the work programme and, based upon their considerable experience in supporting jobseekers to date, adds value to the overall process of helping people into work where appropriate.
- 10.3 The new approach to Council Tax Support will ultimately reduce scheme costs to the council and allow additional funding to be made available to continue helping people to move into work.

## **Recommendations**

1. Executive Board is asked to note the information in this report and recommend for adoption by Full Council a Local Council Tax Support Scheme that:
  - a) Continues with the scheme of protection for vulnerable groups as set out in para 2.4;
  - b) Continues the current local scheme of disregarding in full Armed Forces Compensation Payments;
  - c) Continues to provide a budget of £49.6m which is the same budget as provided in 13/14 and 14/15;
  - d) Reduces from 26% to 25% the amount of Council Tax due from non-protected working age customers eligible for council tax support, and;



- e) Introduces new arrangements for non-protected job seekers that requires after a period of 6 months that they take up additional support to help people them into work in order to continue to receive Council Tax Support.
- 2. Executive Board is also asked to support the proposal that a proportion of any Scheme underspend in 2015/16 should be re-invested in activity to support people into work to support the successful implementation of this new initiative .
- 3 If Full Council support the adoption of the proposed scheme, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2015. Implementation will commence in the first week of March 2015 as part of the annual billing process in order for the new Scheme to be effective from 1 April 2015.

### **Background documents**

Consultation document

List of appendices:

*Appendix A: draft outline of scheme*

*Appendix B: report on outcomes of consultation*

*Appendix C: responses to issues raised in consultation*

*Appendix D: operational details of recommended scheme*

*Appendix E: information on support package*

*Appendix F: Equality Impact Assessment*

## **Outline of Changes**

**There will be no change for the protected groups.**

The scheme will continue to protect:

- War Pensioners
- Disabled people in receipt of an enhanced or severe disability premium
- Carers
- Lone Parents of children under 5

**The reduction for those affected will decrease from 26% to 25%.**

This will provide support at 75% of what would have been paid under Council tax Benefit

### **Changes for Job Seekers Allowance (Income Based) cases**

From 1 April 2015 Jobseeker's entitlement to Council tax Support (CTS) will be limited to 6 months at 75%.

### **Transitional Protection for existing Jobseekers**

Jobseekers who are in receipt of for JSA(IB) and CTS at 31 March 2015 will be transitionally protected and continue to receive CTS at 75% during 2015/16.

- Transitional protection will continue whilst ever the Jobseeker continues to receive JSA(IB) and CTS.
- If there is a break of 4 weeks or more in either the JSA(IB) or CTS award the transitional protection will end.
- If there is no break of 4 weeks or more in the JSA(IB) and CTS award, transitional protection will end on 31 March 2016

### **Discretionary Conditional Support**

As Jobseekers approach the end of the 6 month award or transitional protection period, they will be given the opportunity to agree a package of support provided by Jobs and Skills to provide help to prepare for, and find work.

If the Jobseeker takes up the support package offer, discretionary CTS will continue to be paid at the "Conditional Support Rate" whilst ever they continue to receive Jobseekers Allowance and work with Jobs and Skills to prepare for work. If the jobseeker ceases to engage with Jobs and Skills the conditional support will cease.

The conditional support rate in 2015-16 will be 75%, the same rate that non protected claimants will receive.

The basis for the financial assessment of need will be identical to the assessment for Council Tax Support.

### **Identifying affected Jobseekers**

It is proposed that the changes will apply only to Jobseekers who receive Income Based Jobseekers Allowance, a means tested benefit paid by Jobcentre Plus to Jobseekers who are actively seeking work. The means test applied by Jobcentre Plus is sufficient to determine that Jobseekers are in financial need of Council Tax Support. The method of assessing need mirrors the assessment that is made in the Council Tax Support assessment.

The changes will not apply to Jobseekers receiving contribution based Jobseekers Allowance which is based on the National Insurance contributions made prior to unemployment, and is time-limited to 6 months, after which subject to means test requirements the Jobseeker will move on to Income Based Jobseeker Allowance. The changes will affect these jobseekers 6 months after they move onto Income Based Jobseekers Allowance

The changes will not apply to Jobseekers that fall into the vulnerable groups, their support will continue to be protected at 100%.

### **Changes in circumstances**

It is not unusual for Jobseekers to break their Jobseekers Allowance claim for a relatively short period for a variety of reasons. They may fail to attend a regular signing, go abroad for a short time, claim another benefit or take up temporary employment.

Where a Jobseeker makes a new claim for Jobseekers Allowance and Council Tax Support after 1 April 2015 but has a break in that claim, the length of the break will determine whether the 6 month unconditional period starts again or whether the new period is linked with the earlier period. Where the break is for 4 weeks or more, a new 6 month unconditional period will start from the date that the new claim is made. Where the break is for less than 4 weeks the periods will be linked together and conditional support will apply from the 27<sup>th</sup> week of Jobseekers Allowance and Council Tax Support entitlement.



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Tel:	0113 247 5018
Date:	20 November 2014

## **Summary report on the consultation on Council Tax Support local scheme revisions for 2015/16**

### **1 Purpose of this report**

- 1.1 This report sets out key findings from consultation by Leeds City Council on proposals to revise the local Council Tax Support scheme.

### **2 Background information**

- 2.2 In July 2014 Executive Board approved the principle of exploring alternative Council Tax Support scheme proposals for 2014/15 that would be based around providing high levels of support and challenge with a focus of supporting people into work. The board delegated responsibility for designing the detail of the scheme to the Assistant Chief Executive (Citizens and Communities)
- 2.3 The board agreed that a consultation should be undertaken on detailed proposals once these had been developed and discussed and agreed with relevant members.
- 2.4 A draft proposed scheme for 2015/16 has been developed that would:
- Continue to protect vulnerable groups from any reduction in support
  - See support for non-protected groups reduce further from 26% to 30%
  - Keep spend at current levels in the event of an increase in Council Tax in 2015/16
  - Limit automatic support for new Jobseekers to 6 months
  - Introduce conditional Council Tax Support as part of a wider package of support available to jobseekers after the 6 month automatic award has been exhausted
- 2.5 The proposed scheme has been examined by members of the Budget Review Group, The Resources and Council Scrutiny Board and Cabinet.
- 2.6 A survey was produced with information on the proposed changes to the scheme to allow people to have their say. 12,000 of the 48,000 working age recipients of Council Tax Support were randomly selected and were sent a full paper questionnaire and invited to respond to the consultation. The 12,000 included
- 4,000 vulnerable households who are protected from the reduction in support,
  - 4,000 Jobseekers
  - 4,000 who not protected or jobseekers
- 2.7 The survey was also available on talking-point and this was promoted in the council's home web page. Posters were also displayed in One Stop Centres, Libraries and Housing Offices, Neighbourhood Networks, Children Centres and Adult Social Care Offices. Leeds Advice Network were also informed of the consultation by email and invited to respond.

2.8 The consultation ran from 1 October 2014 to 14 November 2014 and a total of 1,279 responses to the survey were received.

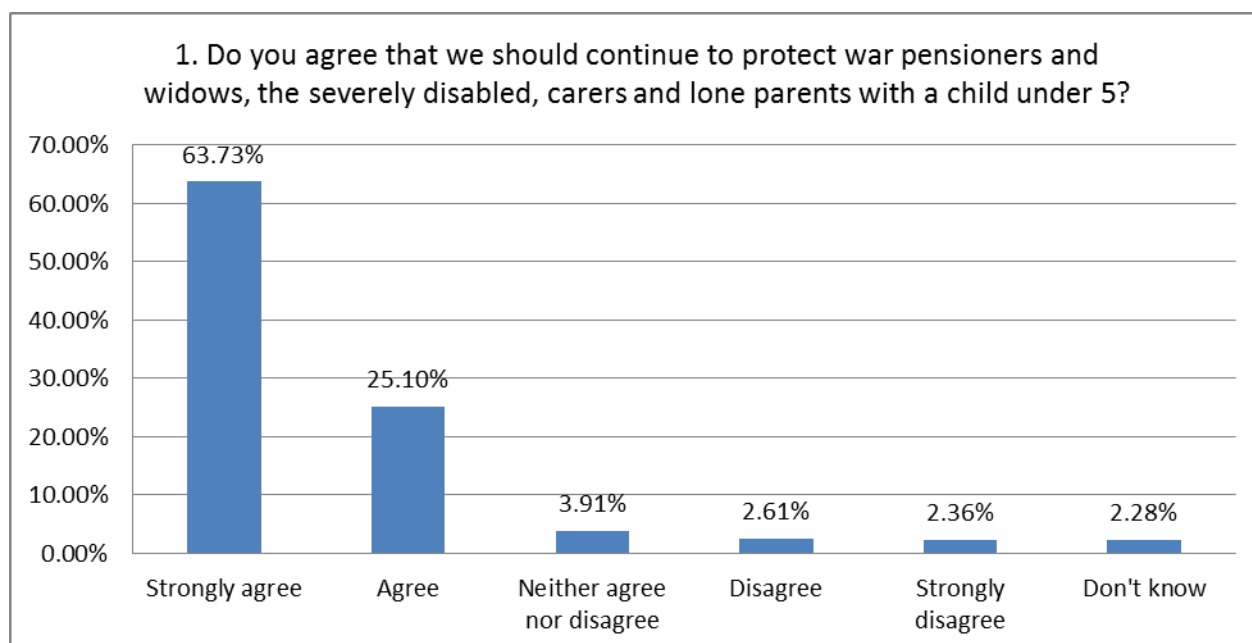
### 3 Main issues

3.1 The charts below set out key findings from the 'agree / disagree questions in the survey, followed by Table 1, showing thematically-grouped results from the 'open-response' questions in the survey, where respondents were free to write their responses.

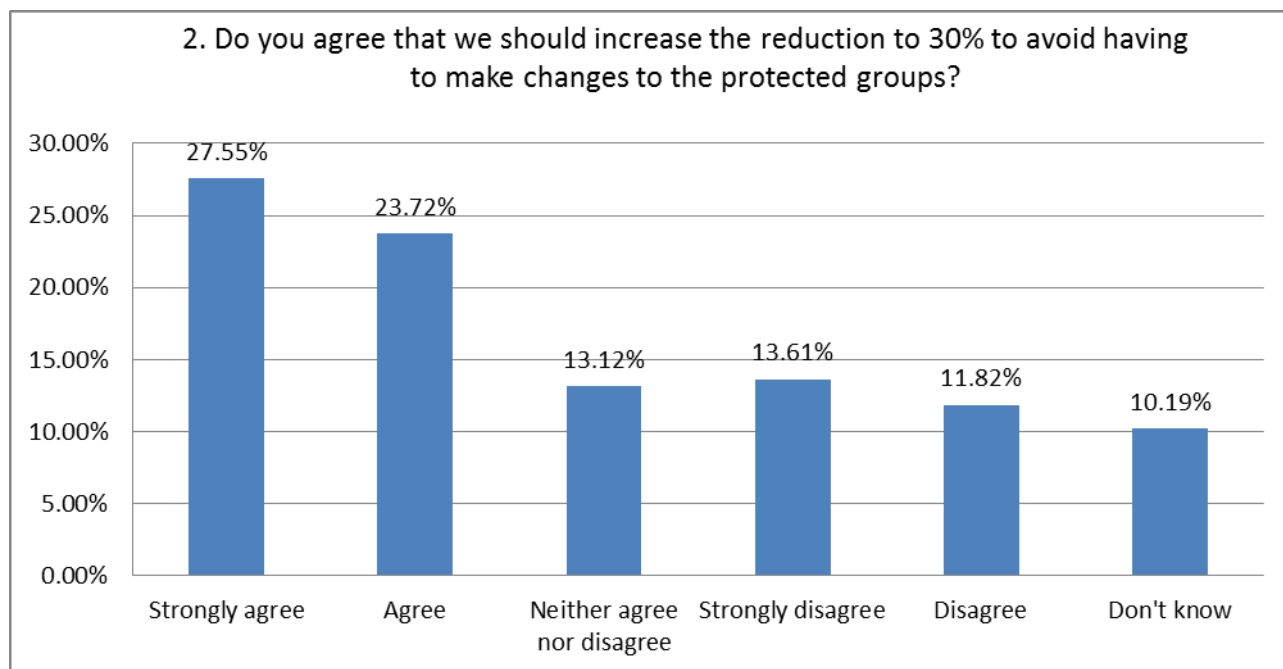
#### Summary of key findings

##### 3.2 Protection of vulnerable people

Respondents were asked if they agree that the council should continue to protect vulnerable people through the LCTS. Overall, 89% of respondents agreed such protection should continue.

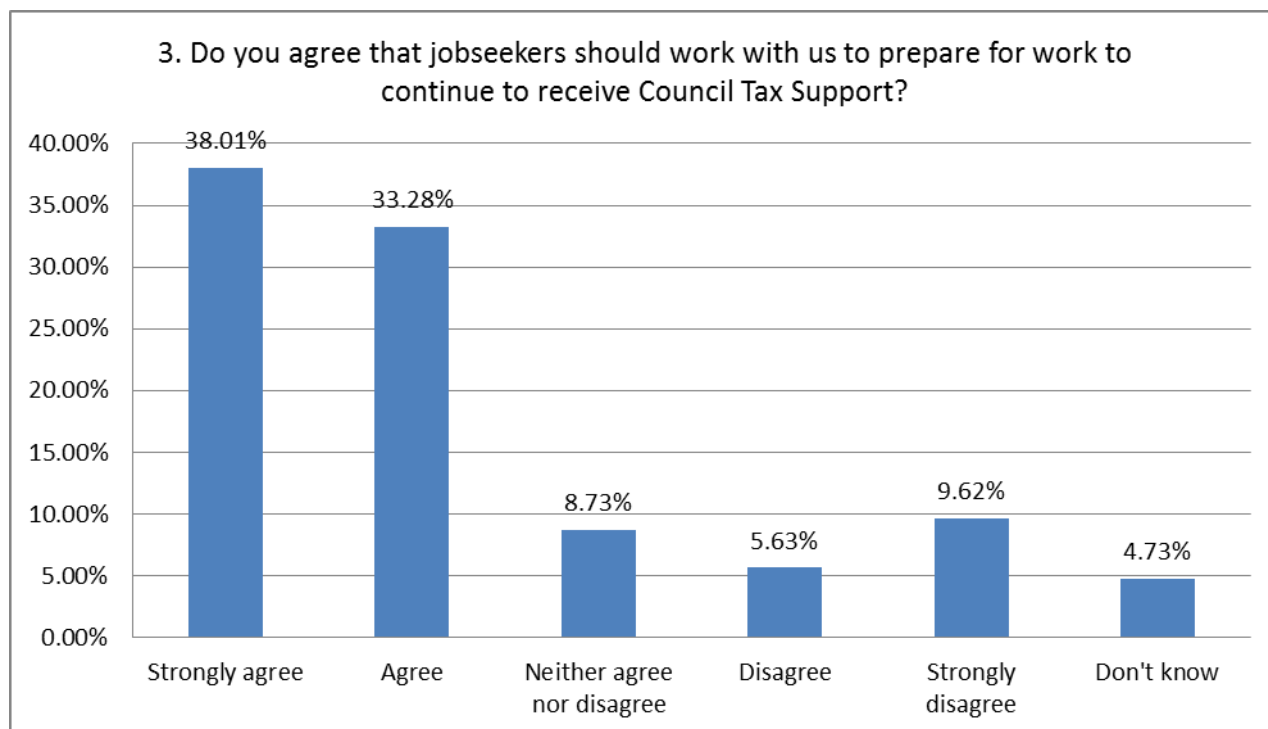


Respondents were also asked if they agree that the council should increase the reduction to 30% to avoid making changes to the protected groups. Again, more respondents agreed (51%) than disagreed (25%).



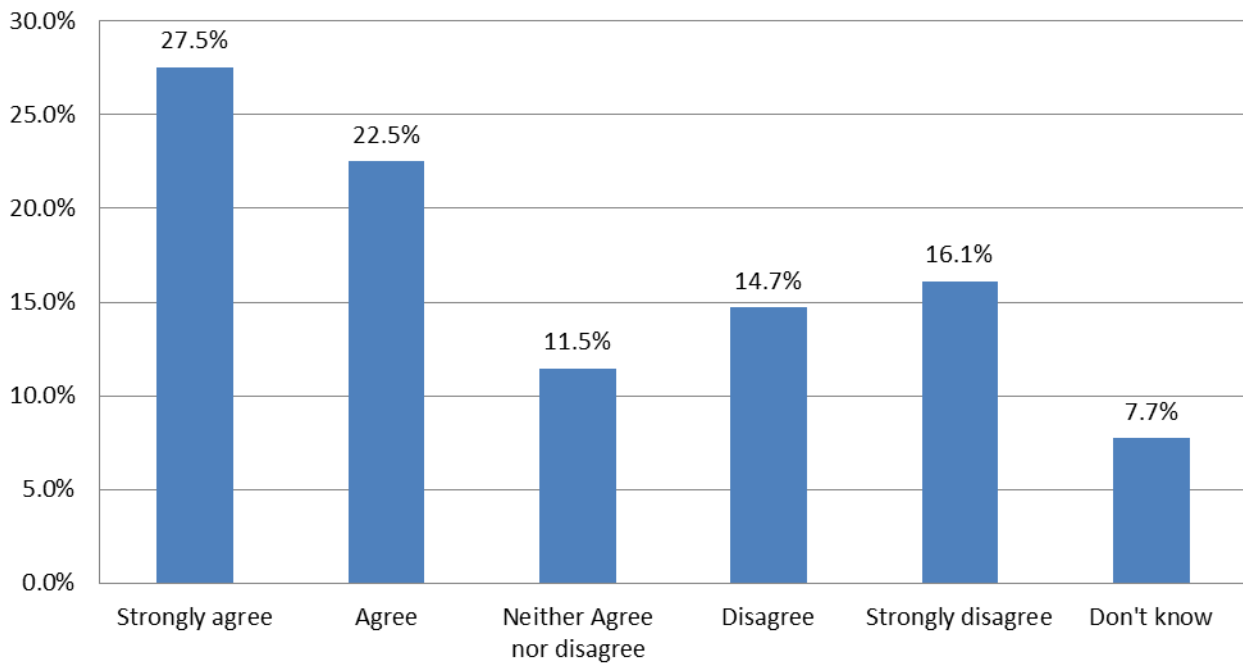
### 3.3 Supporting Jobseekers into work

Respondents were asked if they agreed that Jobseekers should work with us to prepare for work to continue to receive Council Tax Support. There was strong support 71% who agreed that Jobseekers should work with us to prepare for work.



Respondents were also asked if they agreed that Jobseekers who do not work with us to prepare for work should not receive Council tax Support after 6 months. 50% supported this whilst 31% did not.

4. Do you agree that jobseekers who do not work with us to prepare for work should not receive Council Tax Support after 6 months?



### 3.5 Respondents comments

There were two open response questions and respondents were asked whether they thought any other groups would benefit from the work support packages and asked to say why.

Finally respondents were given space in the survey to add any comments relevant to the consultation.

Over 600 comments were received to these two questions and then grouped into themes.

Table 1 sets out the main themes and table 2 sets out the recurring comments in relation to the work support package

**Table 1 - Open-response question results** (Grouped into the main themes of responses)

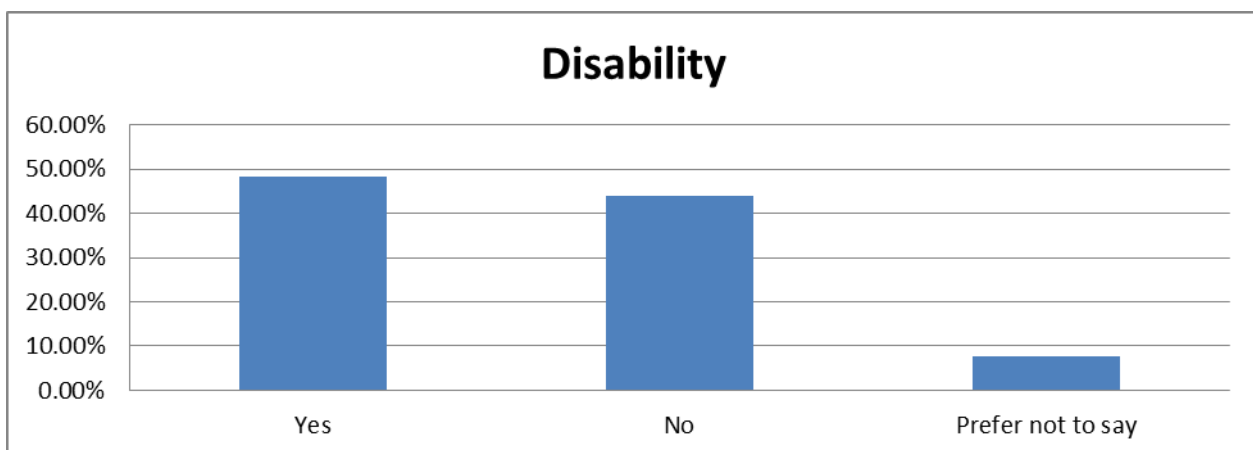
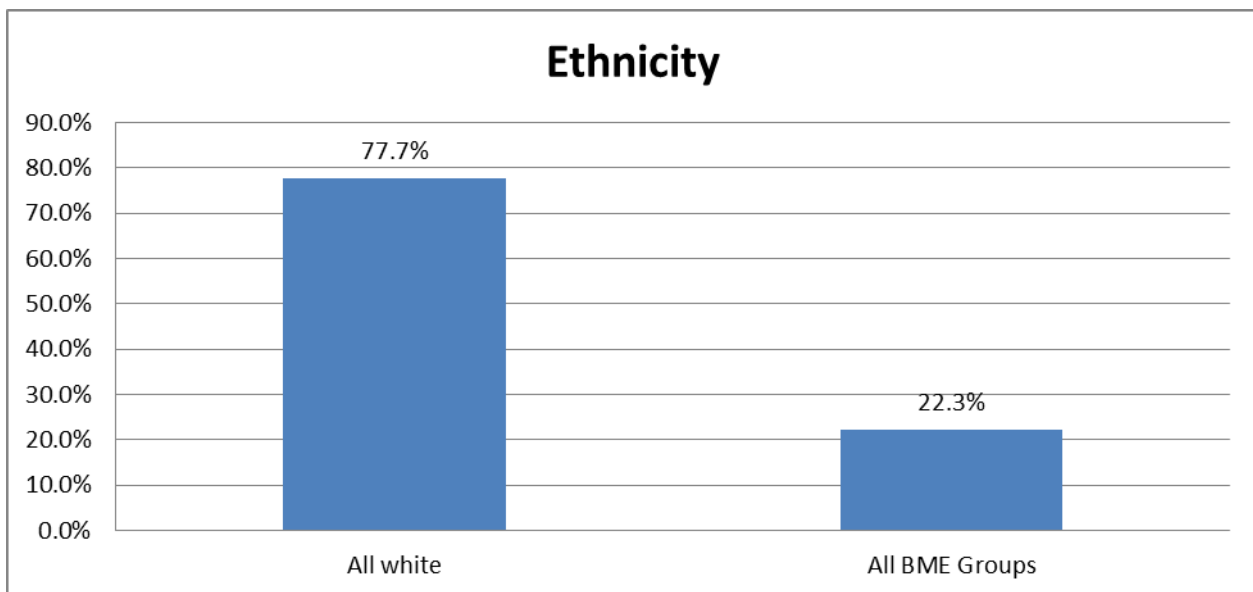
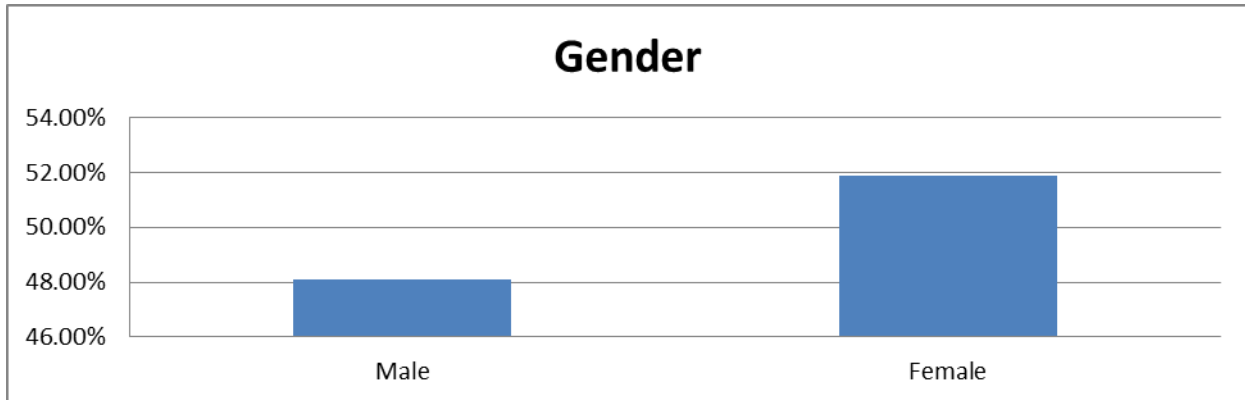
<b>Theme of comments</b>	<b>Number of comments</b>
Respondents stated that they were struggling to meet living costs or suffering financial hardship because of the current reduction and / or that the proposed reduction in support would cause further difficulties. Many commented on the cumulative impact of the welfare reform programme	99
A number of alternative suggestions about how the Council or the Government could save money or which particular groups should pay more Council Tax. Many of these suggestions were outside the scope of Council Tax administration regulations. I.e. Increase the amount paid by those who live in the most expensive properties and set the Council Tax based on earnings.	83
Respondents expressed that hardship was being experienced by them particularly or by people they know who are low income and / or part time workers.	43
Various comments expressing support for protecting vulnerable people	41
Support for protecting all lone parents from the 30% reduction or a suggestion that no lone parents should be protected	41
Suggestions that the work support package also be offered to people who get Employment Support Allowance, or that this entire group be protected from the reduction.	36
Suggestion that young people (under 25) should receive more support	28
Other miscellaneous comments	46



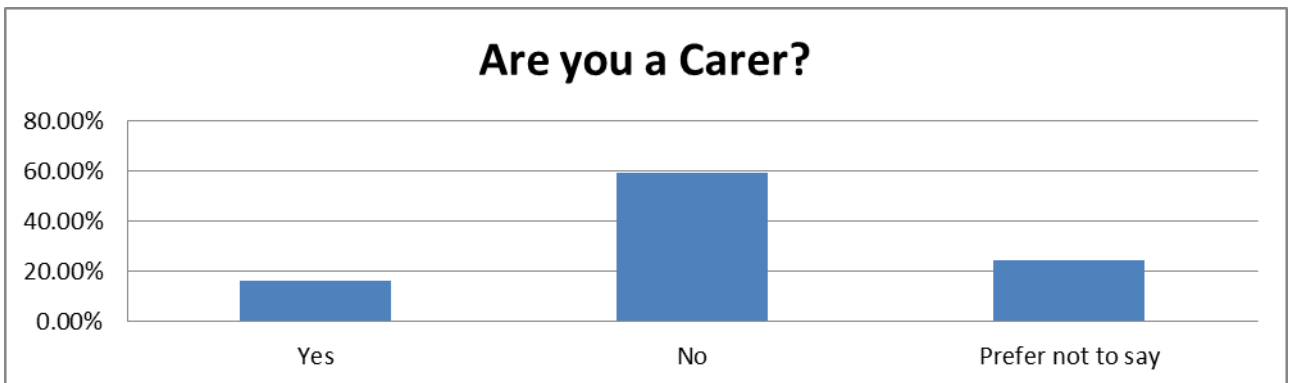
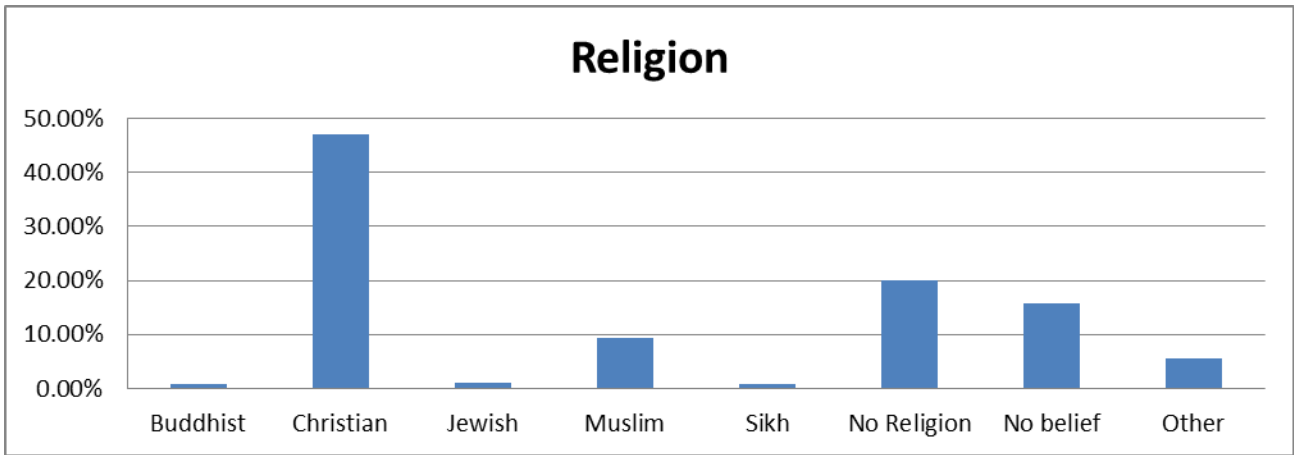
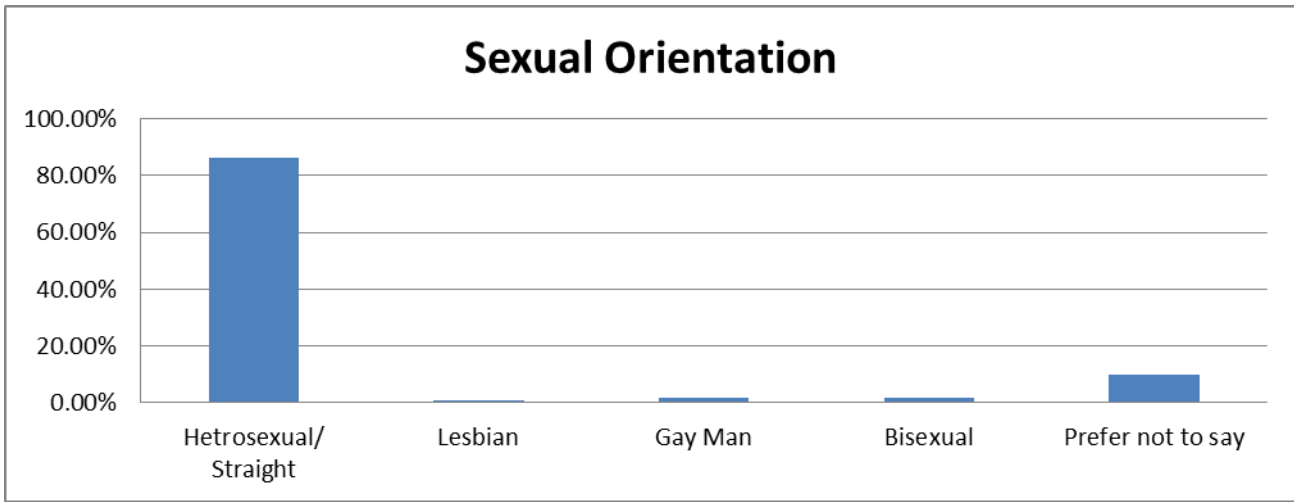
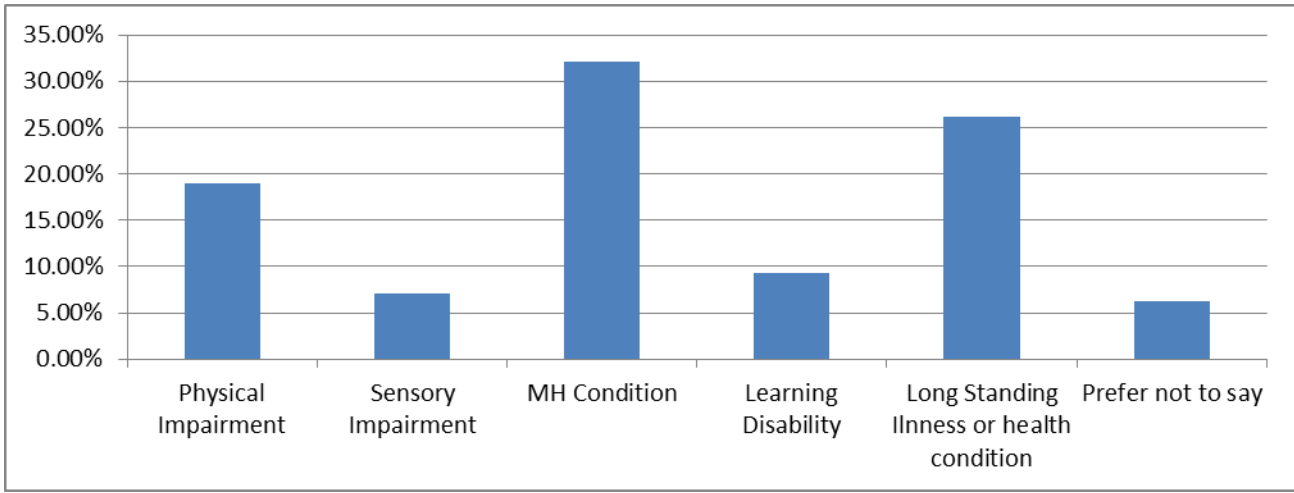
**Table 2 – Recurring comments made regarding the Work Support Package**

<b>Comments about the proposed Work Support package</b>
The scheme would be a duplication of work already undertaken by Jobcentre Plus and the work programme providers
Support package should be concentrated on: <ul style="list-style-type: none"> <li>• School leavers, and other young Jobseekers</li> <li>• Lone Parents</li> <li>• Families</li> <li>• Ex-prisoners</li> <li>• Ex-service men and women</li> </ul>
That Jobseekers should be treated as individuals and those who are vulnerable or have mental health and social problems such as drug and alcohol dependency should be recognised and supported accordingly
Those close to retirement age may need different support
Concern about the resources required and associated cost of providing the support package
Fears that the package would involve unpaid compulsory voluntary work, and pressure would be placed on jobseekers to take low paid work and zero hours contracts
That there are insufficient suitable jobs available
Concern that onerous demands, conflicting with Jobcentre Plus requirements would place additional pressure on jobseekers and that a Jobcentre sanction would be deemed to be non-engagement
Suggestion that work preparation activities with other organisations are recognised when determining individual support plans
A request that couples have support made available to both members, but that Council Tax Support is not withdrawn where both members do not engage with the support package.
Concern that the withdrawal of support would create a negative effect on crime

#### 4.0 Equality Data supplied by respondents



Those respondents who said that they were disabled they described their disability as follows:



## **5 Consultation with the Major Precepting Authorities**

The West Yorkshire Police and Fire Services have been consulted and both have responded that they have no objections to the proposals provided that the changes do not have any budget implications on their services

## **6 Conclusions**

- 6.3 The consultation exercise showed clear support for continuing to protect vulnerable groups and good support for this to be done even if it meant that others had to pay more.
- 6.4 There is strong agreement for providing additional support for jobseekers to help them prepare for work and overall agreement for withdrawing support for Jobseekers who do not work with us to prepare for work.
- 6.5 There are concerns about some aspects of the work support package and these must be addressed in the detailed design of the support package and communicated clearly so that the support package offered is not misunderstood

## Appendix C: Responses to issues raised about the proposed work support package by consultation exercise

### Comment 1

The scheme would be a duplication of work already undertaken by Jobcentre Plus and the work programme providers

*By working with Jobcentre Plus we will ensure that this does not happen, Support requirements will be focussed around the individuals own "my work plan" document that Jobseekers make with their Jobcentre Plus work coach. A 1:1 meeting will identify any barriers to work that have not already been identified and addressed in the plan and actions to address these will be included as part of the support package.*

### Comment 2

The support package should be concentrated on:

- School leavers, and other young Jobseekers
- Lone Parents
- Families
- Ex-prisoners
- Ex-service men and women

*All Jobseekers will have access to the support package which will be tailored to the individual's needs which will recognise the individual's particular barriers to work*

### Comment 3

That Jobseekers should be treated as individuals and those who are vulnerable or have mental health and social problems such as drug and alcohol dependency should be recognised and supported accordingly

*The 1:1 meeting will seek to identify barriers to work. The Jobseekers will be referred or signposted to specialist organisations who can work with the jobseeker to remove or manage these barriers. Work preparation activities will take into account these needs and will ensure that that these are manageable.*

### Comment 4

Those close to retirement age may need different support

*We recognise that the support requirement of those approaching retirement may be different. The age of the jobseeker will be taken into account when determining what activities should be included in the work support package. The jobseeker's work history, existing skills and how easily these can be transferred, and the health of the jobseekers will also be taken into account when determining the work preparation activities that are reasonable taking and also the financial preparations the jobseeker has made for their retirement.*

### Comment 5

Concern about the resources required and associated cost of providing the support package

*We feel that the support package can be provided in 2015-16 by prioritising existing resources to meet the needs of new Jobseekers claiming Council Tax Support. We need to consider very carefully how we will meet the requirements of existing jobseekers before the work support package is rolled out to this group. Our roll-out plans for this group need to be take into account the resources available to provide support, whilst at the same time providing support to new jobseekers.*

*If the Council Tax Support expenditure savings anticipated by reducing the number of jobseekers claiming support are achieved, it may be possible to direct some of these savings into the support provision.*

Comment 6

Fears that the package would involve unpaid compulsory voluntary work, and pressure would be placed on jobseekers to take low paid work and zero hours contracts

*Whilst the offer to participate in voluntary work will be offered to some as part of the package, no jobseeker will be forced to undertake unpaid voluntary work. Neither will jobseekers be penalised for rejecting work paid at a rate below the minimum wage or zero hours contract work.*

Comment 7

That there are insufficient suitable jobs available

*There is no expectation that all Jobseekers will move into work, we simply want to help jobseekers to make themselves more “work ready” so that they stand the best chance possible of succeeding in their search for employment.*

Comment 8

Concern that onerous demands, conflicting with Jobcentre Plus requirements would place additional pressure on jobseekers and that a Jobcentre sanction would be deemed to be non-engagement

*“My work plan” will be a key focus of the support package so that unreasonable and conflicting priorities are not placed on the jobseeker, and no jobseeker will lose Council Tax Support because they have been sanctioned by Job Centre Plus. It is anticipated that the work that Jobseekers undertake with us as part of the work support package will help them to meet their claimant commitment. We also want to provide support to sanctioned jobseekers who work with us to navigate the sanction appeal process.*

Comment 9

Suggestion that work preparation activities with other organisations are recognised when determining individual support plans

*The work of other organisations providing Jobseeker Support will certainly be recognised in the work support package. We will be contacting organisations directly to look at how we can work together to provide the support that jobseekers need.*

Comment 10

A request that couples have support made available to both members, but that Council Tax Support is not withdrawn where both members do not engage with the support package.

*This suggestion will be incorporated into the design of our scheme*

Comment 11

Concern that the withdrawal of support would create a negative effect on crime

*The scheme is intended to provide additional support to help residents looking for work. There is no need for jobseekers to face a withdrawal of support.*

## Appendix D: **Delivery Arrangements**

The change will apply only to new Jobseekers from 1 April 2015, engagement with the work support package will not be required until 6 months after the start of the Jobseekers Allowance based Council Tax Support Claim. The first time Jobseekers will be required to meet the conditionality will be October 2015

When a new claim for Council Tax Support is made Council Tax Support will be awarded on an ongoing basis, the Council Tax charge will be adjusted to reflect their current circumstances and will assume that those circumstances will remain the same until the end of the financial year. This is a requirement under the Council Tax Administration Act and results in the charge payer receiving a bill for 26% of their charge for the remainder of the year. This remains in place until the charge payer has a change in their circumstances.

At the start of the award the claimant will be advised that their Council Tax Support award is conditional upon their engagement with us in the work support package from 6 months after their claim was made.

If a Jobseeker's claim for JSA is broken for more than 28 days, the 6 month unconditional period will start again. Any breaks of less than 28 days will be treated as continuous. This is consistent with Jobcentre Plus processes for entry to the Work Programme

After 6 months unconditional support has been paid the Jobseeker will be contacted by letter and invited to meet with Jobs and Skills to discuss and agree their personal support package. The letter will explain the conditionality requirement again and will ask the claimant to contact Welfare and Benefits if they think that they have a good reason why they are unable to meet with Jobs and Skills or why they believe that the work support package will not benefit them. This will be termed an exception request. The letter will explain that if the claimant does not meet with Jobs and Skills within one month of the date of the letter, their Council tax Support will be terminated from the date that they had received 6 months unconditional support

Once the jobseeker registers with Jobs and Skills and commits to take up the support package, Jobs and Skills will notify Leeds Welfare and Benefits Service that engagement has commenced this will be recorded and Council Tax Support will continue.

If the Jobseeker has not registered with Jobs and Skills within 2 weeks of the date they were invited to meet with Jobs and Skills the Jobseeker will be contacted again by telephone by Welfare and Benefits Staff and invited again to meet with Jobs and Skills to discuss and agree their personal support package.

If the jobseeker does not register with Jobs and Skills within 1 month of the first invitation letter and no exception request has been received, their Council Tax Support will be cancelled from the date that they received 6 months unconditional support. A letter will be sent explaining why support has been cancelled and inviting the jobseeker to make an exception request if they believe they have reasons why they are unable to meet with Jobs and Skills or why they believe that the work support package will not benefit them. They will also be advised that they may contact Jobs and Skills at any time to register for the work support package, and that if they do their support will be reinstated from that time. They will also be advised of their right to request reconsideration and their right to appeal to a valuation tribunal.

If Welfare and Benefits are advised later that the jobseeker has registered with Jobs and Skills, Council tax Support will be reinstated from the date that the Jobseeker registered with Jobs and Skills. If the break between the date that the 6 months unconditional support ended and the date that the Jobseeker registered with Jobs and Skills is less than 13 weeks Council tax

Support will be backdated to the date that it was cancelled. If it is more than 13 weeks it will not be backdated.

If a Jobseeker registers with Jobs and Skills initially but fails to maintain engagement Jobs and Skills will notify Welfare and Benefits of the facts why they feel that engagement has broken down.

Welfare and Benefits will contact the claimant by telephone and also in writing to explain that if the Jobseeker does not re-engage with Jobs and Skills within 1 month that Council Tax Support will end. The jobseeker will also be advised that if they believe they have reasons why they are unable to meet with Jobs and Skills or why they believe that the work support package will not benefit them and asked to put these in writing

After 1 month if Jobs and Skills have not advised that the jobseeker has re-engaged and no exception request has been received Council Tax Support may\* end. If a decision is made to end the award a letter will be sent explaining why support has been cancelled. They will also be advised that they may contact Jobs and Skills at any time to register for the work support package, and that if they do their support will be reinstated from that time. They will also be advised of their right to request reconsideration and their right to appeal to a valuation tribunal. (\*See Broken engagement below)

If Welfare and Benefits are advised later that the jobseeker has re-engaged with Jobs and Skills, Council tax Support will be reinstated from the date that the Jobseeker re-engaged with Jobs and Skills. If the break between the date that engagement ceased and the date that the Jobseeker re-engaged with Jobs and Skills is less than 13 weeks Council Tax Support will be backdated to the date that it was cancelled. If it is more than 13 weeks it will not be backdated. Only one backdate is allowed. If a jobseeker breaks engagement a second time. Support will be re-instated only from the date that the jobseeker re-engaged.

### **Broken engagement**

A jobseeker may have registered with Jobs and Skills, but Jobs and Skills may later consider that the engagement has broken down. In this situation they will notify Welfare and Benefits of the facts. Jobs and Skills will report the missed and rescheduled appointments and uncompleted actions to Welfare and Benefits. Welfare and Benefits will then telephone the jobseeker and encourage the jobseeker to re-engage before support is cancelled. The decision to cancel the support will be made by the Welfare and Benefits officer and this should be an individual judgement based on the facts presented by Jobs and Skills, and the discussion with the jobseeker. In some cases an exception request may be appropriate. Support should only be stopped if the broken engagements relate to work preparation activities. If a jobseeker fails to only take-up the additional support relating to health and well-being Council Tax Support will not be affected.

### **Exception requests**

There will be occasions where it may be unreasonable to expect a jobseeker to engage with Jobs and Skills. Every scenario cannot be prescribed for and often these issues are likely to be temporary issues and a short term exception may be appropriate. As such these will be considered on a discretionary basis and responded to individually explaining the term of the exception if one has been granted or alternatively why an exception has not been allowed. Evidence may be requested.

Examples may be:

- The jobseeker has recently suffered a bereavement



- The jobseeker is homeless and living in temporary accommodation
- The jobseeker is a victim of domestic violence
- The jobseekers is already receiving intensive support from another recognised support provider e.g. Multi Storey Flats DHP pilot, Gipsil, Families First
- Jobseeker approaching pension credit age
- The jobseeker is a young care leaver
- Pregnancy

### **Couples**

Jobseeker couples will both be invited to take up the support package but only one need take up the support package for the Council Tax Support to continue.

## The Support Package

Leeds Welfare and Benefits Service, Employment and Skills Service and Jobcentre Plus have been involved in developing the employment support package. The provision of wrap around support that incorporates financial help, advice and personal support requires integrated delivery models through Hubs, and links with external partners including local Jobcentre Plus colleagues.

A proposed model for Employment Support is attached at Figure A.

This details a two phase approach lasting for up to 26 weeks and concluding before mandatory referral to the Work Programme, at week 52 of unemployment.

The proposal includes a period of intensive support followed by an additional period where individuals will receive ongoing support according to need.

It is proposed that the initial, Intensive Support phase will last for 13 weeks. The Ongoing Support phase will last for *up to* 13 weeks and be determined by individual need.

Both periods will conclude ahead of an individual being mandated to the Work Programme to ensure the model:

- Is well timed / sequenced in terms of established 'customer journey'
- Avoids duplication of Work Programme interventions
- Simplifies the system for customers in terms of conditionality and compliments JCP's 'Claimant Commitment'
- Focuses the window of effort from other LCC colleagues
- Provides a more efficient sequence of public funding
- Is manageable within the Service resource
- Is measurable in terms of impact alongside existing support provision

It is proposed that the scheme will be available from April 2015, enabling new Council Tax Support recipients who have been on Job Seekers Allowance for less than 6 months being able to self-refer and participate voluntarily. Managed referrals to the scheme will commence from October 2015.

Analysis of projected referrals indicate that all of the current Job shop sites could be involved in delivery although it is not possible to confirm this until further work on the proposed Hub sites has been completed. However, it is anticipated that Hub 'pop up' facilities will also be required. Support will be provided using a traditional balance of appointment and drop in services available within Job Shops.

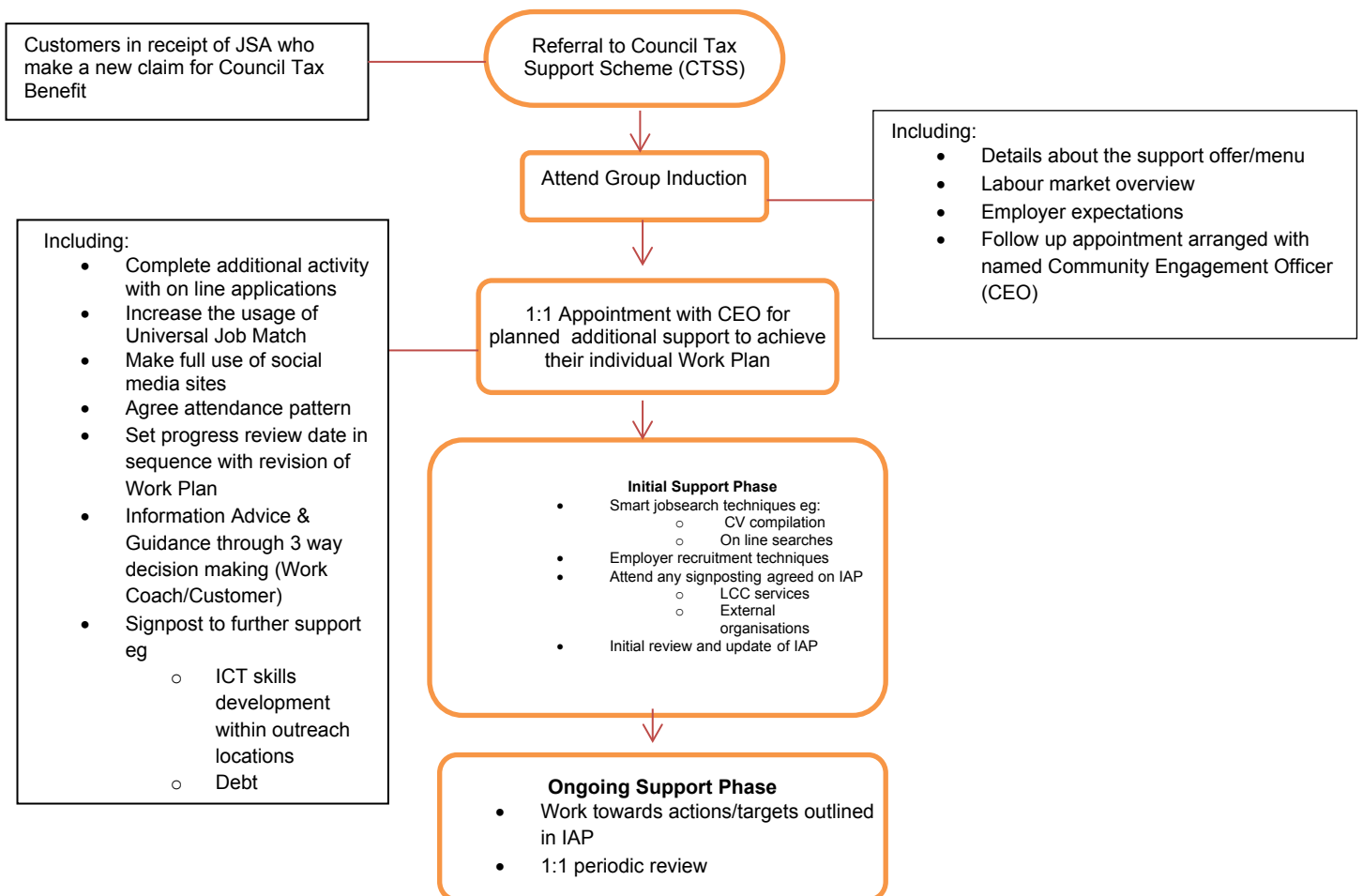
Continued close working between Welfare and Benefits, Employment and Skills and Jobcentre Plus will ensure that the support offered compliment and add value to the model administered through Jobcentre Plus which reflects national policy.

An individual's Work Plan, a key part of the Claimant Commitment will be the main reference document. This is to ensure that there is no complication, misunderstanding or misrepresentation of the compliance agreement the individual has signed to ensure continued entitlement to benefit.

The Council's package of support will comprise a series of additional and sequenced interventions to strengthen and support an individual's journey back to work including for example: financial management support; reinforcement of ICT skills through community based library or third sector provision; advice on smoking cessation etc.

Joint working will continue to refine the referral mechanisms and information sharing arrangements. Options to select cohorts with similar circumstances to improve peer support; the desire from JCP to be able to share possible sanction alerts so that we can have a consistent support message around conditionality and assist the customer avoid Job Centre sanctions will be explored further.

Figure A



## Equality, Diversity, Cohesion and Integration Impact Assessment

### Appendix F

<b>Directorate: Resources</b>	<b>Service area: Revenues and Benefits</b>
<b>Lead person: Jane McManus</b>	<b>Contact number: 0113 247 5018</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment: 26 November 2014</b>	

<b>1. Title: Local Council Tax Support Scheme</b>
Is this a:
<input type="checkbox"/> <b>Strategy /Policy</b> <input checked="" type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

### 2. Members of the assessment team

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Jane McManus	Revenues and Benefits	Project Manager
Steve Carey	Revenues and Benefits	Chief Officer (Welfare and Benefits)

### 3. Summary of strategy, policy, service or function that was assessed:

The Local Government Finance Act 2012 required that local authorities put in place local schemes of Council Tax Support from 1 April 2013 in place of the national Council Tax Benefit scheme which ended on 31 March 2013

A fixed level of Government funding of £49.201m was provided to Leeds for the local Council Tax Support scheme in 2013/4. The funding for Council Tax Support schemes in subsequent years will not increase and is now included within the Council's settlement grant. This is around £5million a year less than the funding provided in respect of the Council Tax Benefit scheme which was funded at a level of 100% of expenditure on the scheme.

Additionally the Act states that Local Authorities must adopt a national prescribed Council Tax Support scheme for pensioners. Under the national prescribed scheme regulations, pensioners must receive the same amount in Council Tax Support that they would have

received under Council Tax Benefit rules. This means that the burden of funding reductions falls disproportionately upon those of Working Age.

Local Authorities can choose to:

- Limit their expenditure to the level of funding received from government
- Make up the shortfall and deliver the same level of Council Tax Support that was provided under Council Tax Benefit. Protecting all recipients would impact negatively upon the authority's budget and the budget of those that levy a precept to it (Fire and Police Authorities and Parish Councils). An adverse effect on service provision might result in us having to stop, reduce or levy additional charges for services with a disproportionate effect on the most vulnerable,
- Partially fund the shortfall and limit the extent to which support will be reduced for those claiming support. This would also impact on the Council's and precepting authorities (West Yorkshire Police and Fire Service) budgets but to a lesser extent than fully funding the shortfall.

Following a public consultation in 2012 which found strong support for protecting vulnerable claimants Leeds adopted a local scheme that was largely based upon the national Council Tax Benefit Scheme.

There were no reductions in support for war pensioners and widows, those who are entitled to a severe or enhanced disability premium within their Council Tax Support assessment, carers and lone parents of children under 5. Like pensioners, these groups continue to receive the same level of support as they did Council Tax Benefit prior to 1<sup>st</sup> April 2013.

However anyone else of working age has had their support reduced so that the cost of the scheme would fall within the budget available. It was agreed that support would be reduced by the required percentage so that the scheme would fall within the available budget.

In addition to the £49.201m Government grant, Leeds City Council and the precepting authorities made a £471k contribution to the scheme, increasing the overall budget to £49.672m

The rate of the % reduction necessary to make to Council Tax support award of the remainder of working age claimants depends on:

- the number of people who claim Council Tax Support;
- the number of people who claim who are either of pension age or who fall into the agreed protected groups;
- the level of support that people are entitled to based on their income and circumstances;
- the level of Council Tax charge;

Based on the caseload and scheme expenditure in January 2013 (the time the initial Council Tax Support scheme was agreed) a £4.7m saving was required.

To achieve the savings required the scheme that was introduced reduced support for affected claimants by 19% and Second Adult Rebate was also abolished for working age claimants.

The support scheme must be reviewed each year, and if changes are to be made a new scheme must be published by 31 January each year. If a new scheme is not published by 31 January, the existing scheme must continue for another year.

There was a 1.99% increase in Council Tax in 14/15, and during 13/14 a 4,500 further

households were identified as qualifying for protection from the % reduction. These factors increased the cost of providing Council Tax Support

In 2014-15 to maintain scheme costs within the £49.672m available budget, and continue to protect vulnerable people it was calculated that support for affected claimants must be reduced by 26%. A consultation took place in 2013 and again there was strong support for protecting vulnerable people even though it meant increasing the % reduction to 26%.

A revised Council Tax Support Scheme was agreed by Full Council in January 2014 that retained the existing features but increased the % reduction to 26% from 1 April 2014. This increase in the % reduction from 19% to 26% equated to a 40% increase in the amount that those affected had to pay.

Since the 2014/15 scheme was published a further 2,000 households have been identified as qualifying for protection from the % reduction which again increases the cost of the scheme. Scheme costs must also remain within the £49.672m allocated budget in the event that there is an increase in Council Tax for 2015-16. In order to keep the cost of the scheme within current expenditure if there is a further 1.99% increase in Council Tax it was calculated that the % reduction may need to increase from 26% to 30% in 2015-16.

If the Council continues to retain the principles of the current scheme it is almost certain that the % reduction will continue to increase each year, gradually eroding the support that is given to non-protected working age claimants year on year.

At the 16<sup>th</sup> July 2014 Executive Board it was agreed that alternative scheme options should be developed that would aim to keep scheme expenditure at current levels and would be based around high levels of support and high levels of challenge with a focus on supporting people into work.

The aim of the proposed scheme is to support more people into work and in doing so reduce demand for Council Tax Support. When a jobseeker moves into work their level of income is likely to be such that it will mean their entitlement to support will reduce. If their income is high enough, support will be removed entirely. If we can help jobseekers currently claiming Council Tax Support move into work, the cost of providing Council Tax Support to this group will reduce

For those making a claim for Jobseekers Allowance, Jobcentre Plus requires that they sign up to the Claimant Commitment (formerly known as Jobseekers Agreement) to undertake activity to prepare for and search for work. A key part of this Commitment is 'My Work Plan', detailing an agreed schedule of activity. Under the new scheme proposal *additional* support, delivered by the council, and/or signposted to but delivered by other partners, would be available to jobseekers to complement the support provided by Jobcentre Plus. Jobcentre Plus data suggests that 50% of jobseekers will end their claim in the first 6 months, therefore it is intended to target the additional support to those that claim Council Tax Support and Jobseekers Allowance for more than 6 months.

To encourage claimants to participate in the additional support package, it is proposed that Council tax Support for Jobseekers who make a new claim for Council Tax Support from 1 April 2015 be limited to 6 months. After 6 months, support will be conditional upon the jobseeker taking up the complete support package

Welfare and Benefits will assess entitlement to support and decide whether the jobseeker is subject to conditionality and make referrals to Employment and Skills at the appropriate time for additional help with finding a job.

Employment and Skills would be responsible for agreeing and sequencing additional actions or service interventions to complement My work Plan and monitoring compliance.

Employment and Skills will work flexibly with each jobseeker and take into account:

- individual needs and job goals,
- the support already in place with Jobcentre Plus;
- available resources

Examples would be:

- Attending a Job shop for a 1:1 guidance appointment and completing appropriate tasks from the agreed plan
- completing a CV;
- setting up an email account;
- having a mock interview;
- support from a council or signposted service, eg debt advice,
- Attending scheduled appointments with Employment and Skills for ongoing job search support and guidance on further improving employability

For as long as the jobseeker engages in the agreed package they will continue to receive discretionary conditional support. If the jobseeker does not engage with Jobs and Skills in the agreed package, Council Tax support will end and the jobseeker will have the full amount of Council Tax to pay.

It is intended that the conditional support package be extended to existing jobseekers during 2016-2017. Precisely how this is achieved will be determined during 2015-16 and the method adopted will be informed by how successful the approach to be taken in 2015-16 for new jobseekers.

A consultation on the draft scheme commenced on 1 October 2015, further details of the consultation are in section 6. The draft scheme proposed an increase in the % reduction to 30%. However at the present time expenditure on the current Council Tax Support scheme is £48,715,782. This is £956,528 below the projected cost of the scheme when the 2014-15 scheme was agreed. There has been a consistent underspend throughout 2014-15 so far:

Date	Costs	Underspend
01 May 2014	£48,633,280	-£1,039,031
01 June 2014	£48,627,272	-£1,045,039
01 July 2014	£48,841,292	-£831,019
01 August 2014	£48,690,803	-£981,508
01 September 2014	£48,810,440	-£861,871
01 October 2014	£48,799,504	-£872,807
01 November 2014	£48,715,783	-£956,528

The number of households claiming Council Tax Support (caseload) has reduced by around 1,500 in the 12 months to November 2014 and although the caseload has not reduced in recent months the proportion of "in work" claims where the rate of support is less is increasing

There have also been a number of successful data-matching initiatives between local Authorities, HM Revenue and Custom (HMRC) and the Department of Work and Pensions aimed at identifying reduced entitlements to Housing Benefit. These have resulted in an increase in the amount of Housing benefit overpayment identified, many of these also having a corresponding adjustment to Council Tax Support award.

These factors together have reduced the cost of providing Council tax Support and there is no known reason why, if the Council Tax Support Scheme and the Council Tax charge remained the same, expenditure would increase significantly and so the current level of expenditure on the scheme is likely to continue. On this basis a recommendation will be

made to the executive board to reduce the % reduction from 26% to 25% rather than increase it to 30% as was proposed initially in the draft Council tax Support scheme for 2015-16.

**4. Service, function, event**

please tick the appropriate box below

The whole service  
(including service provision and employment)

A specific part of the service  
(including service provision or employment or a specific section of the service)

Procuring of a service  
(by contract or grant)  
(please see equality assurance in procurement)

**Please provide detail:**

The design and delivery of a new Local Council Tax Support Scheme from 1 April 2015

**5. Fact finding – what do we already know**

**How equality, diversity, cohesion and integration has been considered**

As a Local Authority we have responsibilities under:

- The public sector equality duty in section 149 of the Equality Act 2010.
- The Child Poverty Act 2010, which imposes a duty to have regard to and address child poverty
- The Disabled Persons (Services, Consultation and Representation) Act 1986, and Chronically Sick and Disabled Persons Act 1970, which include a range of duties relating to the welfare needs of disabled people;
- The Housing Act 1996, which gives local authorities a duty to prevent homelessness with special regard to vulnerable groups;

These responsibilities were considered when the Local Council Tax Support scheme was developed and implemented in 2013/14 and continue to be considered each time changes are considered.

Throughout the planning and development of the proposals the following information and data has been considered:

- The Council Tax Benefit Scheme
- Department of Work and Pensions equality impact assessment for welfare reform
- Government funding for a local scheme – including, the amount potentially available, length of time the funding is available for, timescales set out by Government to develop and implement a local scheme and the impact of the default scheme
- Stipulations set out by Government that state support to pensioners must be maintained and that indicate existing and potential claimants of working age will be affected
- Conditions set out by the Department of Work and Pensions that applies to nationally administered means tested welfare support



- Information available about current claimants – number of claimant, benefits receiving, profile of claimants (equality monitoring data) and personal circumstances (family, which council tax band living in)

The scheme is means tested and continues to include a system of allowances, premiums and income disregards that reflect the circumstances of the households claiming Council Tax Support. Additional allowances, premiums and disregards are awarded in respect of:

- dependent children,
- age,
- disability: and
- caring responsibilities of the household.

All of these features have been retained in the Leeds Local Council Tax Support scheme.

The % reduction applies equally to all working age claimants with the exception of the groups set out below.

- Households that qualify for a severe or an enhanced disability premium
- War widow(ers) and War Disablement Pensioners
- Lone parents of children under the age of five
- Carers

The rationale behind protecting these groups is that it would be more difficult for these groups to increase their income through work, in the same way it would be unreasonable to expect pensioners to return to work. This is consistent with the conditionality that Department of Work and Pensions applies to nationally administered means tested welfare support in that these groups are not required to be available for work, nor are they required to provide evidence that they are seeking work in order to receive assistance.

19,012 households are currently entitled to protection from the reduction.

- Households that qualify for a severe or an enhanced disability premium (10,630)
- War widow(ers) and War Disablement Pensioners (32)
- Lone parents of children under the age of five (6,558)
- Carers (1,792)

Council Tax Support is claimed by a wide range of people with varying circumstances. It is a means tested benefit and in order to qualify for support households must have a low income in relation to the needs of the household, a large proportion of claimants are not in work, some are unable to work because of disability and / or caring responsibilities for young children, though there are an increasing number of claimants who are in part time and low paid work who receive support.

Support is calculated by comparing the household's income with standard allowances that reflect the household's needs. Additional allowances are awarded to households with children, with disabled people and with caring responsibilities, and some incomes paid to disabled people and children are not taken into account when working out Council Tax Benefit awards (i.e child benefit and disability living allowance).

In accordance with the Act, pensioners are unaffected which means that the required savings must continue to be borne only by 47,617 working age claimants

The impact of protecting the 19,012 customers in the protected groups is that less funding is available for the remaining working age customers

Council Tax Support continues to be based on the householder's Council Tax liability. Council Tax Discounts granted to persons who are severely mentally impaired or who have had adaptations made to their home to meet the needs of a physical impairment of one of the occupiers will continue.

72% of the persons affected live in properties in Council Tax Band A properties. These have the lowest Council Tax charge and so are affected to a lesser degree than households who reside in properties that are in the higher Council Tax Bands, whose properties have a higher market value.

Claimants entitled to partial awards have their benefit reduced to lesser extent which supports the government's wider welfare reform agenda of increasing work incentives to ensure that people are better off in work.

The needs of disabled people are already reflected in the assessment by the award of additional premiums and income disregards. Additionally the proposal to continue to protect 10,630 claimants who receive the severe and enhanced disability premium from reductions will further remove any negative impact for disabled people.

The needs of families are already reflected in the assessment by the award of additional personal allowances for each child, and the disregard of child benefit. The proposal to continue to protect 6,558 lone parents with children under the age of 5 from reductions will further reduce any negative impact for these families.

Jobseekers are currently subject to a 26% reduction in support. If these proposals are adopted it will mean new Jobseekers will be affected from April 2015 with existing Jobseekers cases coming on stream in April 2016. Some may come within scope sooner where they have a break in their Jobseekers Allowance claim or their Council Tax Support claim.

No Jobseeker will be worse off if they take up the support package offer. The expectation is that the additional support provided by Jobs and Skills will increase their prospects of getting a job.

We are developing procedures for encouraging Jobseekers to work with us, and also to consider how best to support those residents who do not engage and will see an increase in the amount of Council Tax they have to pay.

For example; A single person receiving Jobseekers Allowance living in a band A property is currently required to make a weekly contribution of £3.34 per week based on a 26% reduction.

After 6 months the Jobseeker would need to engage in the complete support package to retain their Council Tax Support. If they fail to engage, their Council Tax Support will end and they will have £12.86 per week to pay

A couple receiving Jobseekers Allowance living in a band B property are currently required to make a weekly contribution of £5.20 per week based on a 26% reduction.

After 6 months the Jobseekers would need to engage in the complete support package to retain their Council Tax Support. If they fail to engage, their Council Tax Support will end and they will have £20.01 per week to pay.

**Are there any gaps in equality and diversity information**

**Please provide detail:**

Information relating to religious belief, sexuality and gender reassignment is not collected as this is not required to determine eligibility or entitlement to Council Tax Support.

**Action required:**

Consider where equality monitoring (for all equality characteristics) would add the most value to determine the effectiveness of the Local Council Tax Support Scheme.

Undertake appropriate monitoring of the scheme once implemented, analyse available data and take appropriate action.

**6. Wider involvement – have you involved groups of people who are most likely to be affected or interested**

Yes

No

**Please provide detail:**

Members are engaged with the development of the design of the new scheme through the formal decision making processes within the council.

The major precepting authorities (Fire and Rescue Service and West Yorkshire Police) are also engaged with the development of a local scheme and have stated their preference for a scheme that does not have financial implications for their services.

In addition to this consultation and engagement, Leeds City Council has carried out a public consultation each year to gather views on the proposed changes

A survey was produced with information on the proposed change to the scheme for 2015-16 to allow people to have their say. 12,000 claimants received a full paper questionnaire and an online survey was available for the wider public. 1,279 responses to the survey were received.

**Key findings from all the consultation activities with the public**

The consultation ran from 1 October 2014 to 14 November 2014.

The main findings were:

- 89% of respondents agreed that vulnerable groups should continue to be protected from the cuts
- 51% were in agreement to changing the reduction to 30% to avoid having to make changes to the protected groups
- 71% agreed that jobseekers should work with us to prepare for work to continue to receive Council Tax Support
- 50% agreed that jobseekers who did not work with us should not receive Council tax Support after 6 months

99 of the respondents commented that they were struggling financially because of the current reduction in support and or that any further reduction in support would result in further hardship.

A further 43 respondents expressed concern of difficulties faced by low income and part time workers.

Additional hardship can be avoided by reducing the % reduction to 25% rather than increasing it to 30% as was originally proposed

There were a significant number of comments expressing concerns over the work support packages, in particular that there would be duplication with work undertaken with Jobcentre Plus.

Follow these links for more information:

An explanation of

- the [proposed scheme](#)
- The [consultation questionnaire](#)
- The [summary findings report](#)

The consultation responses have been used to inform the detailed design of the support package and it is also proposed to involve jobseekers in the detailed design of the support package and a focus group is planned to facilitate this involvement.

**Action required:**

A detailed report on the responses is available on-line.

**7. Who may be affected by this activity?**

**Equality characteristics**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Age   | <input checked="" type="checkbox"/> Carers             | <input checked="" type="checkbox"/> Disability         |
| <input checked="" type="checkbox"/> Gender reassignment                                     | <input checked="" type="checkbox"/> Race               | <input checked="" type="checkbox"/> Religion or Belief |
| <input checked="" type="checkbox"/> Sex (male or female)                                    | <input checked="" type="checkbox"/> Sexual orientation |  |
| <input checked="" type="checkbox"/> Other (Jobseekers, low paid workers, part time workers) |  |  |

**Please specify:**

The Local Council Tax Support scheme will impact on all low income working age claimants irrespective of their equality characteristics.

**Stakeholders**

- |  |   |                                       |
|--|---|---------------------------------------|
| <input checked="" type="checkbox"/> Services users | <input type="checkbox"/> Employees          | <input type="checkbox"/> Trade Unions |
| <input checked="" type="checkbox"/> Partners       | <input checked="" type="checkbox"/> Members | <input type="checkbox"/> Suppliers    |
| <input type="checkbox"/> Other please specify      |   |                                       |

**Potential barriers.**

- |  |  |
|--|--|
| <input type="checkbox"/> Built environment             | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care                     |
| <input checked="" type="checkbox"/> Timing             | <input type="checkbox"/> Stereotypes and assumptions       |

**Cost**

**Consultation and involvement**

**Financial exclusion**

**Employment and training**

**specific barriers to the strategy, policy, services or function**

## **8. Positive and negative impact**

*Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers*

### **8a. Positive impact:**

The Local Council Tax Support Scheme will continue to have a positive impact on pensioners as there is a requirement that pensioners must receive the same amount in Council Tax support that they would have received under Council Tax Benefit rules.

The updated scheme continues to be built around allowances and premiums that continue to recognise disability, age, family status and low income.

There should also be a positive impact for those groups that the proposed scheme protects:

- Households that qualify for a severe or an enhanced disability premium
- Carers
- War widows and War Disablement Pensioners
- Lone parents of children under the age of five

The proposed change will impact upon new jobseekers. New jobseekers will be offered additional support to help them to prepare for and move into work. If they take up the support that is offered it is likely that they are likely to be able to improve their circumstances sooner than they may have done otherwise without the additional support.

When jobseekers move into work they are likely to require less financial support through Council Tax Support reduction. This will reduce the cost of the scheme and allow the Council to avoid increasing the reduction in support that others face.

Limiting funding required from the Council and precepting authorities places less pressure on other services for vulnerable people.

In order to receive Jobseekers Allowance, jobseekers must make a claimant commitment to undertake activities to help them to prepare for and find work. The activities are set out in a work plan that is agreed with their Job centre work coach. If a jobseeker does not meet their claimant commitment their Jobseekers Allowance may be sanctioned (reduced). By taking up the support package it will be more likely that the jobseeker will be able to continue to meet their claimant commitment and avoid sanctions.

### **Action required:**

Consider where equality monitoring (for all equality characteristics) would add the most value to determine the effectiveness of the Local Council Tax Support Scheme.

Continue to undertake appropriate monitoring of the scheme, analyse available data and take appropriate action.

**8b. Negative impact:**

The proposed scheme will mean that jobseekers who do not take up the support package will lose the help they would otherwise receive towards their Council Tax. People will have to pay their Council Tax from a very limited income. It is likely to severely affect their ability to meet their living costs

**Action required:**

Jobseekers will be encouraged at every opportunity to take up the additional support that is offered to them. If support is not taken up immediately but the jobseeker engages later then support will be re-instated and in most cases if the jobseeker engages within a reasonable period Council tax Support will be backdated.

Measures will be put in place to make sure that vulnerable jobseekers are identified and their support packages will be tailored to their individual circumstances.

Examples of vulnerable jobseekers who may require a more flexible package of support might be:

- The jobseeker has recently suffered a bereavement
- The jobseeker is homeless and living in temporary accommodation
- The jobseeker is a victim of domestic violence
- The jobseekers is already receiving intensive support from another recognised support provider e.g. Multi Storey Flats DHP pilot, Gipsil, Families First
- Jobseeker approaching pension credit age
- The jobseeker is a young care leaver
- Pregnancy

We will identify households with children and work closely with families first so that families get specific support tailored to meet the families' needs.

We will seek to identify jobseekers with specific barriers to work and direct them to specialist support to address their personal barriers.

**9. Will this activity promote strong and positive relationships between the groups/communities identified?**

Yes

No

**Please provide detail:** The proposed scheme treats all groups and communities equally and will not have an impact on relationships between communities

**Action required:**

No action required at this stage

**10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?**

Yes

No

**Please provide detail:** The proposed scheme will require that jobseekers engage with the council through the Employment and Skills Service. The wraparound service will provide support to find employment but will also signpost people to other services

**Action required:**

No action required at this point

**11. Could this activity be perceived as benefiting one group at the expense of another?**

Yes

No

**Please provide detail:**

The Local Government Finance Act 2012 requires that pensioners are not affected by the reductions. This means that the burden of funding reductions falls disproportionately on working age customers. Protecting other vulnerable groups without additional funding from the council and precepting authorities means that there is less funding available to support non-protected working age households.

New jobseekers who make a new claim from 1 April 2015 will be adversely impacted from 1 October 2015 if they continue to claim Council Tax Support as jobseekers and do not take up the support package offer. It is not possible to determine who will be affected but the current caseload profile has been examined to gauge the number of households who will be required to engage and their circumstances.

The analysis can be found [here](#) and is attached to this report

**Action required:**

Consider where equality monitoring (for all equality characteristics) would add the most value to determine the effectiveness of the Local Council Tax Support Scheme.

Undertake appropriate monitoring of the scheme once implemented, analyse available data and take appropriate action.



**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
<p>Continue to monitor the impacts of the Local Council Tax Support Scheme alongside the other welfare reforms on households with protected characteristics in comparison with the wider general public.</p> <p>Consider where equality monitoring (for all equality characteristics) would add the most value to determine the effectiveness of the Local Council Tax Support Scheme.</p> <p>Undertake appropriate monitoring of the scheme once implemented, analyse available data and take appropriate action.</p>	ongoing	Regular review of available equality data	Jane McManus
<p>Work with welfare and advice agencies to signpost households who are adversely impacted to organisations that provide help and support.</p>	ongoing	Performance data	Jane McManus
<p>Ensure that the Local Council Tax Support scheme continues to be administered fairly with due regard to the impact on equality, diversity, cohesion and integration.</p>	ongoing	Regular review of available equality data	Jennifer Ellis
<p>Ensure that the Council Tax Support scheme is advertised widely and is accessible to all who may qualify for assistance. This will include providing information aimed at organisations, agencies and services who provide direct support to individuals.</p>	ongoing	Take-up activity	Jennifer Ellis

<b>13. Governance, ownership and approval</b> State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment		
Name	Job Title	Date
Steve Carey	Chief Officer	<b>26 November 2014</b>
<b>Date impact assessment completed</b>		<b>26 November 2014</b>

<b>14. Monitoring progress for equality, diversity, cohesion and integration actions</b> (please tick)	
<input type="checkbox"/>	As part of Service Planning performance monitoring
<input checked="" type="checkbox"/>	As part of Project monitoring
<input type="checkbox"/>	Update report will be agreed and provided to the appropriate board Please specify which board
<input type="checkbox"/>	Other (please specify)

<b>15. Publishing</b>	
Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>Executive Board, Full Council, Key Delegated Decisions</b> or a <b>Significant Operational Decision</b> .	
A copy of this equality impact assessment should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> <li>• Governance Services will publish those relating to Executive Board and Full Council.</li> <li>• The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.</li> <li>• A copy of all other equality impact assessments that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record.</li> </ul>	
Complete the appropriate section below with the date the report and attached assessment was sent:	
For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent: <b>27 November 2014</b>
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent:

## Jobseeker Caseload analysis – November 2014

### 1. Whole JSA Caseload

#### 1.1 Age and household status:

Claimant's Age	No Partner	Partner Under 25	Partner 25 - 54	Partner 55 - 59	Partner Over 60	Total
Under 25	840	158	73	0	0	1071
25 - 54	5279	103	1112	31	9	6534
55 - 59	599	0	64	24	13	700
Over 60	247	0	13	14	10	284
<b>Total</b>	<b>6965</b>	<b>261</b>	<b>1262</b>	<b>69</b>	<b>32</b>	<b>8589</b>

#### 1.2 Households and children

Household	Couples	Single	Total
No children	340	5244	5584
1 Child	421	868	1289
2 Children	391	536	927
3 Children	297	215	512
4 Children	107	75	182
5 Children	39	18	57
6 Children	21	5	26
7 Children	6	3	9
8 Children	2	1	3
<b>Total</b>	<b>1624</b>	<b>6965</b>	<b>8589</b>

### 1.3 Ward and claimants age

Ward	Under 25	25 - 54	55 - 59	Over 60	Total
Adel and Wharfedale	13	67	3	1	84
Alwoodley	9	104	16	4	133
Ardsley and Robin Hood	6	62	11	5	84
Armley	88	485	42	28	643
Beeston and Holbeck	69	444	37	19	569
Bramley and Stanningley	29	205	20	9	263
Burmantofts and Richmond Hill	136	723	65	23	947
Calverley and Farsley	9	48	14	2	73
Chapel Allerton	39	361	42	24	466
City and Hunslet	79	521	47	19	666
Cross Gates and Whinmoor	20	114	12	9	155
Farnley and Wortley	32	228	26	11	297
Garforth and Swillington	3	39	3	1	46
Gipton and Harehills	119	736	60	27	942
Guiseley and Rawdon	4	28	4	1	37
Harewood		13	4	1	18
Headingley	44	100	11	2	157
Horsforth	3	38	4		45
Hyde Park and Woodhouse	64	331	29	7	431
Killingbeck and Seacroft	57	305	46	15	423
Kippax and Methley	1	53	7	7	68
Kirkstall	55	246	30	12	343
Middleton Park	68	356	44	15	483
Moortown	8	80	5	8	101
Morley North	8	90	8	4	110
Morley South	15	124	15	6	160
Otley and Yeadon	5	43	15	4	67
Pudsey	14	103	14	3	134
Rothwell	4	77	8	3	92
Roundhay	15	110	14	4	143
Temple Newsam	28	153	22	2	205
Weetwood	25	127	20	4	176
Wetherby	2	20	2	4	28
<b>Grand Total</b>	<b>1071</b>	<b>6534</b>	<b>700</b>	<b>284</b>	<b>8589</b>

## 2.0 JSA Claims less than 12 months old:

The data highlighted in red in respect of May 2014 provides an indication of the number of jobseekers who would be invited to take up the work package this month if the scheme was in place now.

### 2.1 Households and duration of latest claim

JSA Start date	Number of months since CTS / JSA claim started	Couple	Single	Total
Nov 13	1 month	47	175	222
Dec 13	2 months	38	154	192
Jan 14	3 months	35	242	277
Feb 14	4 months	26	144	170
Mar 14	5 months	42	176	218
April 14	6 months	51	200	251
<b>May 14</b>	<b>7 months</b>	<b>53</b>	<b>237</b>	<b>290</b>
June 14	8 months	71	250	321
July 14	9 months	95	325	420
Aug 14	10 months	110	387	497
Sept 14	11 months	132	574	706
Oct 14	12 months	101	444	545
<b>Total</b>		<b>801</b>	<b>3308</b>	<b>4109</b>

### 2.2 Children and duration of latest claim

JSA Start date	No Children	1 Child	2 Children	3 Children	4 Children	5 Children	6 Children	7 Children	8 Children	Total
Nov 13	144	33	24	17	3	1	0	0	0	222
Dec 13	121	30	21	9	7	0	2	2	0	192
Jan 14	192	38	29	12	4	0	1	1	0	277
Feb 14	122	26	11	6	2	3	0	0	0	170
Mar 14	133	38	22	16	4	4	1	0	0	218
April 14	162	28	36	11	10	3	0	1	0	251
<b>May 14</b>	<b>183</b>	<b>42</b>	<b>35</b>	<b>19</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>290</b>
June 14	196	58	31	23	9	3	1	0	0	321
July 14	257	75	52	22	10	3	0	0	1	420
Aug 14	285	80	66	39	14	6	5	2	0	497
Sept 14	440	127	73	46	11	3	5	0	1	706
Oct 14	361	67	70	37	7	1	1	1	0	545
<b>Total</b>	<b>2596</b>	<b>642</b>	<b>470</b>	<b>257</b>	<b>91</b>	<b>28</b>	<b>16</b>	<b>7</b>	<b>2</b>	<b>4109</b>

### 2.3 Tenure and duration of latest claim

JSA Start date	Council Tenant	Council Tax Support	Local Housing allowance	Registered Social Landlord	Total
Nov 13	94	14	94	20	222
Dec 13	88	11	74	19	192
Jan 14	115	16	115	30	277
Feb 14	71	12	64	23	170
Mar 14	94	16	85	23	218
April 14	106	18	87	40	251
<b>May 14</b>	<b>114</b>	<b>22</b>	<b>112</b>	<b>42</b>	<b>290</b>
June 14	147	19	114	41	321
July 14	178	34	164	44	420
Aug 14	230	38	185	44	497
Sept 14	329	46	262	69	706
Oct 14	227	26	239	53	545
<b>Total</b>	<b>1793</b>	<b>272</b>	<b>1595</b>	<b>448</b>	<b>4109</b>

## 2.4 Ward and duration of latest claim

JSA Start date:	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	June 14	July 14	Aug 14	Sept 14	Oct 14	Total
Months claiming JSA and CTS:	12 months	11 months	10 months	9 months	8 months	7 months	6 months	5 months	4 months	3 months	2 months	1 month	
Burmantofts and Richmond Hill	27	15	30	20	25	30	33	36	48	55	80	45	444
Gipton and Harehills	30	23	32	21	20	27	26	29	36	55	62	47	408
City and Hunslet	13	20	29	9	18	15	23	25	32	32	59	50	325
Armley	15	16	19	10	21	14	26	23	37	34	45	39	299
Middleton Park	14	13	21	16	12	16	19	15	22	38	46	38	270
Beeston and Holbeck	14	12	20	8	14	20	16	11	26	40	36	29	246
Chapel Allerton	9	13	11	6	14	17	14	22	25	24	46	32	233
Hyde Park and Woodhouse	11	9	9	13	13	9	13	25	23	28	37	29	219
Killingbeck and Seacroft	12	9	13	4	9	16	11	14	24	25	29	25	191
Kirkstall	7	3	8	7	9	9	9	16	19	16	25	19	147
Farnley and Wortley	6	5	10	7	7	9	8	12	8	23	21	18	134
Bramley and Stanningley	7	8	9	6	5	10	11	10	16	11	21	11	125
Temple Newsam	7	4	10	6	4	7	10	2	8	11	15	10	94
Weetwood	4	1	5	3	4	4	10	7	7	8	17	14	84
Morley South	7	1	4	3	8	11	6	6	10	10	11	6	83
Cross Gates and Whinmoor	4	4	5	3	1	5	3	6	9	6	21	14	81
Headingley	5	4	6	2	2	3	6	5	10	6	21	12	82
Alwoodley	3	7	6	2	3	2	6	7	5	11	13	11	76
Pudsey	1	1	1	4	2	2	5	4	5	12	15	19	71
Roundhay	4	2	6	4	2	5	6	4	8	9	11	10	71
Morley North	1	4	2	0	6	2	4	13	8	4	14	5	63
Moortown	2	1	3	3	3	3	5	2	1	9	10	8	50
Rothwell	0	2	6	3	2	3	3	6	4	6	4	5	44
Ardsley and Robin Hood	5	3	2	2	4	4	1	3	1	1	8	6	40
Kippax and Methley	2	3	2	3	3	1	4	1	8	4	5	5	41
Adel and Wharfedale	3	1	0	1	3	1	1	1	8	5	5	6	35
Calverley and Farsley	1	2	0	0	1	2	4	4	1	4	5	7	31
Otley and Yeadon	0	1	2	1	2	1	2	3	2	6	6	7	33
Guiseley and Rawdon	2	2	1	1	0	0	4	2	2	2	1	7	24
Garforth and Swillington	1	1	2	2	0	1	1	1	2	0	8	4	23
Horsforth	4	2	1	0	1	1	0	3	3	0	5	1	21
Wetherby	1	0	0	0	0	0	0	2	1	1	4	4	13
Harewood	0	0	2	0	0	1	0	1	1	1	0	2	8
<b>Grand Total</b>	<b>222</b>	<b>192</b>	<b>277</b>	<b>170</b>	<b>218</b>	<b>251</b>	<b>290</b>	<b>321</b>	<b>420</b>	<b>497</b>	<b>706</b>	<b>545</b>	<b>4109</b>







Report author: Mike Woods  
Tel: 0113 39 51373

**Report of Deputy Chief Executive**

**Report to Council**

**Date: 14<sup>th</sup> January 2015**

**Subject: Calculation of the Council Tax and Business Rates Tax Bases for 2015/16**

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**

Each year, under the Local Government Finance Act 1992, Leeds City Council is required to calculate a council tax base for Leeds and for each parish or town council within the Council's area. These tax bases are used to calculate the council taxes to be levied in Leeds and in each parish/town council for the year.

Members will be aware that in 2013/14 the Government introduced major changes to the funding arrangements for local government. These changes affected the way the council tax bases were calculated and also introduced a requirement for the Council to prepare an estimate of non-domestic rates income it will collect in the coming year.

The detailed figures are set out in the main body of the report, but the headline amounts for 2015/16 are as follows:

Leeds Council Tax Base:		213,814.7
NNDR <sup>1</sup> :	Amount to be paid to Central Government:	£192,000,000
	Amount to be retained by Leeds under the Rates Retention scheme:	£188,200,000
	Amount to be passed to West Yorkshire Fire and Rescue Authority	£ 3,800,000

<sup>1</sup> Note: these amounts are indicative at this stage, they will be finalised when the NNDR1 return is completed – see Section 3.9.

The Council is required to finalise the council tax bases (for Leeds and the parish/town councils) and the non-domestic rates estimates by 31<sup>st</sup> January 2015.

## **Recommendations**

Members are requested to:

- a) agree that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Council as its council tax base for the year 2015/16 shall be 213,814.7 for Leeds and for each parish as listed in Section 3.5, below, and detailed in Appendix 1;
- b) note the indicative business rates shares set out in Section 3.9, and delegate authority to the Deputy Chief Executive to make the detailed calculations and to submit the final figures to the Department for Communities and Local Government on or before 31<sup>st</sup> January 2015.

### **1 Purpose of this report**

The purpose of this report is to:

- a) seek agreement to the 2015/16 council tax bases for Leeds and the parish/town councils set out in the report;
- b) provide indicative business rates shares for 2015/16 and to request Council to give delegated authority to the Deputy Chief Executive to finalise the shares and to submit them in the *National Non-Domestic Rates Return 1 2015-16* on or before 31<sup>st</sup> January 2015.

### **2 Background information**

- 2.1 For 2013/14 the Government made major changes to the funding regime for local government. The long-established formula grant system under which funding depended upon local needs and resources was replaced by a system based upon the capacity to deliver housing and business growth.
- 2.2 At the same time a number of council tax exemptions were removed and council tax benefit was replaced by the new Council Tax Support scheme (CTS). For 2013/14 government funding for CTS was reduced by 10% compared to the previous year, but for 2014/15 onwards funding has no longer been separately identifiable.

### **3 Main issues**

#### Council Tax Support Scheme

- 3.1 The council tax support scheme operates as a discount on the same basis as other discounts currently in place, with protected groups receiving a 100% discount. The scheme proposed for Leeds is the subject of a separate report elsewhere on the Agenda, but this report assumes that non-protected recipients of council tax benefit will be required to pay 25% of their council tax bills.

3.2 The localisation of CTS has the effect of reducing the overall tax base for Leeds. Based on the 25% scheme the tax base will be reduced by 36,115 Band D equivalent properties for 2015/16.

#### Calculation of Council Tax Base

3.3 Under the Local Government Finance Act 1992 and accompanying regulations, detailed procedures are laid down for calculating the tax base which will be used for calculating council tax. The tax base for the Leeds area is expressed as the number of Band D equivalent properties and will be used both for calculating Leeds City Council's own element of council tax and for notifying to the West Yorkshire Police and Crime Commissioner and the West Yorkshire Fire & Rescue Authority for them to calculate their own elements of council tax. The Police and Crime Commissioner and the Fire & Rescue Authority have to be notified of the tax base by 31<sup>st</sup> January 2015.

3.4 In addition to calculating the tax base for the Leeds area as a whole, a separate tax base has to be calculated for each part of the Council's areas to which a "special item" of expenditure relates. In Leeds, it is considered that only parish precepts should be treated as special items for these purposes and a tax base is therefore also calculated for each parish/town council.

3.5 Details of the calculations for Leeds as a whole and for each individual parish are given in Appendix 1. In summary, the council tax base for Leeds is calculated at 213,814.7 Band D equivalent properties. This is calculated estimating changes from the Valuation Office Agency's Valuation List that will take place during 2015/16 by reference to the following:

- provision for successful appeals,
- provision for exempt properties,
- changes in number of properties (demolitions and new additions),
- estimated single person and other discounts, and
- estimated collection rate.

The equivalent amounts for each of the parishes are:

<b>PARISH OF</b>	<b>Taxbase Numbers 2015/16</b>
Aberford and District	753.5
Allerton Bywater	1,303.6
Alwoodley	3,613.3
Arthington	286.5
Austhorpe	25.4
Bardsey cum Rigton	1,091.1
Barwick in Elmet and Scholes	1,946.7
Boston Spa	1,910.3
Bramham cum Oglethorpe	717.4
Bramhope and Carlton	1,799.4
Clifford	726.3
Collingham with Linton	1,674.1
Drighlington	1,795.7
East Keswick	585.7
Gildersome	1,778.4
Great and Little Preston	514.5
Harewood	1,815.7
Horsforth	6,658.0
Kippax	2,834.4
Ledsham	95.5
Ledston	158.1
Micklefield	494.2
Morley	10,053.0
Otley	4,602.9
Pool in Wharfedale	939.3
Rawdon	2,658.0
Scarcroft	801.9
Shadwell	959.0
Swillington	935.3
Thornor	749.1
Thorp Arch	364.7
Walton	117.1
Wetherby	4,446.3
Wothersome	8.5

- 3.6 The council tax requirement for 2015/16, which will be decided by Council in February 2015, will be divided by the calculated council tax base to arrive at the council tax for a Band D property, from which the council taxes for other valuation bands will be calculated.

#### Non-Domestic Rates

- 3.7 Under the Business Rates Retention Scheme introduced by the Local Government Finance Act 2012, the Council has to calculate the amounts of business rates it will collect in 2015/16. Under the scheme, the Business Rates collected have to be shared between

Leeds itself, Central Government and the West Yorkshire Fire and Rescue Authority in the following proportions:

- 49% retained by Leeds;
- 50% passed to Central Government;
- 1% passed to West Yorkshire Fire and Rescue Authority.

3.9 The headline amounts are currently estimated as follows:

- |  |              |
|--|--------------|
| • to be paid to Central Government:                        | £192,000,000 |
| • to be retained by Leeds                                  | £188,200,000 |
| • to be passed to West Yorkshire Fire and Rescue Authority | £ 3,800,000  |

3.10 The actual amounts may differ from the above and will be calculated using DCLG's *National Non Domestic Rate Return 1* (NNDR1) which has to be completed and sent back to DCLG by 31<sup>st</sup> January 2015. The return has only just been received and the updated data required to complete it will not be available until the middle of January.

3.11 The final estimated amount to be retained for Leeds will be used in the development of the 2015/16 budget proposals which are to be considered by Executive Board on 11<sup>th</sup> February and by Council on 25<sup>th</sup> February.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The matters set out in this report are purely factual and arise from calculations made using internal council tax and business rates records. As such, they are not subject to consultation or engagement.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.2 The information contained in this report will inform the development of budget proposals which will be considered by Executive Board on 11<sup>th</sup> February, and agreed by Council on 25<sup>th</sup> February. The report itself has no specific implications for equality, diversity, cohesion or integration. A screening assessment has been carried out and is appended to this report.

#### **4.2.1 Council policies and City Priorities**

4.2.1 As outlined above, this report will inform the development of budget proposals for 2015/16. The budget process seeks to ensure that financial resources are used to support the Council's policies and priorities.

### **4.3 Resources and value for money**

This is a financial report and the financial and resource implications are detailed in the main body of the report.

### **4.4 Legal Implications, Access to Information and Call In**

4.4.1 The decisions requested in this report will enable the City Council to fulfil its responsibilities under the Local Government Finance Act 1992 and the Local Government Finance Act 2012 in relation to council tax discounts and exemptions. The decisions relating to council tax bases and non-domestic rates estimates will enable the Council to finalise its budget proposals and set a legal council tax for 2015/16.

## **4.5 Risk Management**

4.5.1 The risks associated with the council tax base and the non-domestic rates estimates will be assessed as part of the budget-setting process and will be included in the budget proposals to be considered by Executive Board and Council in February.

## **5 Recommendations**

5.1 Members are requested to:

- a) agree that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Council as its council tax base for the year 2015/16 shall be 213,814.7 for Leeds and for each parish as listed in Section 3.5, above, and detailed in Appendix 1;
- b) note the indicative business rates shares set out in Section 3.9, above, and delegate authority to the Deputy Chief Executive to make the detailed calculations and to submit the final figures to the Department for Communities and Local Government on or before 31<sup>st</sup> January 2015.

## **6 Background documents<sup>2</sup>**

None.

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<sup>2</sup> 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.

**TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16**

**Appendix 1**

**CALCULATION FOR THE WHOLE OF:**

**LEEDS**

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	403	134,450	73,136	65,815	32,697	19,906	9,515	6,584	624	343,130	1
Less Exempt dwellings	0	5,755	4,856	2,153	1,063	362	90	58	11	14,349	1
= "H" in formula 2	403	128,695	68,280	63,662	31,634	19,544	9,425	6,526	613	328,781	
Total discounts	34	17,290	6,673	5,017	2,034	950	434	270	30	32,732	1
Total Premiums	0	244	95	66	36	23	12	5	4	483	3
Additions less Reductions	1	-60	150	106	13	6	25	27	0	268	3
Reduction Scheme	124	36121	8433	4063	1062	388	118	52	1	50362	3
<b>Proportion for relevant Band</b>	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
<b>Proportion for Band D</b>	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND	136.5	50,311.7	41,547.7	48,670.4	28,586.8	22,286.2	12,870.1	10,393.2	1,170.6		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									215,973.2	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	3
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										213,813.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										1.2	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>213,814.7</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### ABERFORD and DISTRICT

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	74	104	107	149	196	92	59	3	785	1
Less Exempt dwellings	0	2	0	1	0	1	0	0	0	4	1
= "H" in formula 2	1	72	104	106	149	195	92	59	3	781	
Total discounts	0	12	11	11	11	7	2	2	0	55	1
Total Premiums	0	0	0	0	1	1	0	0	0	1	3
Additions less Reductions	0	0	0	1	1	0	0	1	1	4	3
Reduction Scheme	0	23	16	4	6	4	0	0	0	53	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.6	25.0	60.1	82.1	133.5	225.4	130.1	96.3	8.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									761.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										753.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>753.5</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)



## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### ALLERTON BYWATER

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	7	1,047	586	329	103	29	0	1	0	2,102	1
Less Exempt dwellings	0	5	5	2	0	0	0	0	0	13	1
= "H" in formula 2	7	1,042	581	327	103	29	0	1	0	2,089	
Total discounts	1	109	42	13	4	0	0	1	0	170	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	33	11	3	0	0	0	0	0	47	3
Reduction Scheme	4	192	35	13	3	2	0	0	0	249	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	1.1	516.0	400.6	269.8	95.8	32.7	0.0	0.8	0.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,316.8	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,303.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,303.6</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### ALWOODLEY

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	40	182	1,129	1,167	554	279	347	46	3,744	1
Less Exempt dwellings	0	0	5	9	4	6	4	1	0	29	1
= "H" in formula 2	0	40	177	1,120	1,163	548	275	346	46	3,715	
Total	0	8	25	103	78	28	15	11	1	268	1
Total Premiums	0	0	1	2	1	0	0	0	1	5	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	3	17	71	44	12	4	1	0	152	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	19.3	106.2	842.5	1,041.9	620.9	370.2	556.3	92.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									3,649.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										3,613.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>3,613.3</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### ARTHINGTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	2	18	26	24	37	20	90	14	231	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	2	18	26	24	37	20	90	14	231	
Total discounts	0	0	2	1	2	1	1	5	0	13	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	4	4	1	1	0	0	0	10	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	1.2	9.1	18.4	21.3	42.8	27.4	141.7	27.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									289.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										286.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>286.5</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### AUSTHORPE

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	1	0	2	9	13	0	0	0	25	1
Less Exempt dwellings	0	0	0	1	0	0	0	0	0	1	1
= "H" in formula 2	0	1	0	1	9	13	0	0	0	24	
Total discounts	0	0	0	0	0	1	0	0	0	1	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	0	0	0	0	0	0	0	0	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	0.7	0.0	0.9	8.8	15.3	0.0	0.0	0.0	0	
<b>TOTAL RELEVANT AMOUNTS</b>										25.7	4
<b>ESTIMATED COLLECTION RATE</b>										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										25.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>25.4</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### BARDSEY cum RIGTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	19	54	42	143	215	239	197	11	921	1
Less Exempt dwellings	0	0	0	0	1	2	2	1	0	6	1
= "H" in formula 2	1	19	54	42	142	213	237	196	11	915	
Total discounts	0	3	6	5	12	12	13	7	0	57	1
Total Premiums	0	0	0	0	0	1	0	0	0	1	3
Additions less Reductions	0	0	0	4	4	3	2	3	0	16	3
Reduction Scheme	1	5	9	2	12	3	3	2	0	36.8	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	7.7	30.3	34.8	122.2	246.4	321.8	317.5	21.4		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,102.1	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,091.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,091.1</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### BARWICK in ELMET and SCHOLES

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	113	221	812	471	333	197	81	3	2,231	1
Less Exempt dwellings	0	1	4	10	6	0	0	2	0	23	1
= "H" in formula 2	0	112	217	802	465	333	197	79	3	2,208	
Total discounts	0	17	25	60	35	18	10	4	0	168	1
Total Premiums	0	1	1	0	0	0	0	0	0	1	3
Additions less Reductions	0	2	0	1	1	0	0	0	0	4	3
Reduction Scheme	0	43	29	46	22	5	3	1	0	149	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	36.6	127.3	619.2	408.9	379.4	266.1	122.9	6.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									1,966.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,946.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,946.7</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### BOSTON SPA

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	95	366	301	318	380	294	193	22	1,969	1
Less Exempt dwellings	0	2	1	5	4	2	0	1	0	16	1
= "H" in formula 2	0	93	365	296	314	378	294	192	22	1,953	
Total discounts	0	16	40	32	32	26	14	6	1	166	1
Total Premiums	0	0	1	1	0	1	0	0	0	3	3
Additions less Reductions	0	1	0	28	2	13	4	4	0	52	3
Reduction Scheme	0	41	77	27	10	10	3	0	0	168	3
<b>Proportion for relevant Band</b>	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
<b>Proportion for Band D</b>	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND	0.0	24.5	193.3	236.0	273.8	435.5	406.5	317.0	43.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,929.6	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,910.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,910.3</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### BRAMHAM cum OGLETHORPE

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	113	118	87	85	150	94	88	5	740	1
Less Exempt dwellings	0	1	0	0	0	0	0	0	0	1	1
= "H" in formula 2	0	112	118	87	85	150	94	88	5	739	
Total discounts	0	15	10	10	7	7	4	3	0	56	1
Total Premiums	0	0	1	0	2	2	1	1	1	7	3
Additions less Reductions	0	0	0	1	1	0	0	0	0	2	3
Reduction Scheme	0	23	11	4	2	4	2	0	0	46	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	49.4	76.2	65.5	79.0	172.0	127.8	143.7	11.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									724.6	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										717.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>717.4</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)



## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### BRAMHOPE and CARLTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	88	16	139	296	302	387	335	22	1,585	1
Less Exempt dwellings	0	5	0	3	4	4	3	4	0	23	1
= "H" in formula 2	0	83	16	136	292	298	384	331	22	1,562	
Total discounts	0	11	2	15	32	21	21	13	0	115	1
Total Premiums	0	0	0	0	0	2	0	1	0	2	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	13	2	11	11	4	5	2	1	49	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	39.6	9.1	97.7	249.0	335.5	517.3	527.4	42.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,817.6	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,799.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,799.4</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### CLIFFORD

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	56	106	157	140	83	139	84	2	767	1
Less Exempt dwellings	0	1	1	2	1	3	1	0	0	9	1
= "H" in formula 2	0	55	105	155	139	80	138	84	2	758	
Total discounts	0	11	10	18	12	5	6	3	0	64	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	18	14	8	8	1	0	1	0	50	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	17.3	63.1	115.0	119.1	91.1	190.7	133.3	4.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									733.6	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										726.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>726.3</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### COLLINGHAM with LINTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	20	64	109	79	151	296	472	106	1,297	1
Less Exempt dwellings	0	0	0	2	0	1	1	2	1	7	1
= "H" in formula 2	0	20	64	107	79	150	295	470	105	1,290	
Total discounts	0	3	7	13	10	8	18	20	3	82	1
Total Premiums	0	0	0	0	0	0	1	0	0	1	3
Additions less Reductions	0	0	1	0	0	0	0	0	0	1	3
Reduction Scheme	0	6	10	15	4	4	3	5	0	47	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	7.1	37.5	69.9	64.8	168.5	396.1	742.3	204.8		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,691.0	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,674.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,674.1</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### DRIGHLINGTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	3	618	499	775	269	246	57	15	3	2,485	1
Less Exempt dwellings	0	3	3	7	2	0	0	0	0	16	1
= "H" in formula 2	3	615	496	768	267	246	57	15	3	2,469	
Total discounts	0	82	46	60	14	11	2	1	0	216	1
Total Premiums	0	1	1	0	1	0	0	0	0	3	3
Additions less Reductions	0	0	0	3	0	0	0	0	0	3	3
Reduction Scheme	1	120	43	39	16	5	1	2	0	227	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	1.1	275.5	317.0	597.7	237.0	281.1	78.0	20.4	6.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,813.8	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,795.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,795.7</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### GILDERSOME

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	5	642	722	769	206	222	32	10	1	2,609	1
Less Exempt dwellings	0	12	3	2	0	0	0	0	0	18	1
= "H" in formula 2	5	630	719	767	206	222	32	10	1	2,591	
Total discounts	1	88	65	53	8	9	1	0	0	227	1
Total Premiums	0	1	1	1	0	0	1	0	0	2	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	2	177	78	44	3	6	2	0	0	312	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	1.1	243.2	447.7	595.7	195.3	252.9	42.3	16.3	1.9		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,796.4	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,778.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,778.4</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### GREAT and LITTLE PRESTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	3	272	68	247	70	48	9	6	0	723	1
Less Exempt dwellings	0	0	0	2	0	0	0	0	0	2	1
= "H" in formula 2	3	272	68	245	70	48	9	6	0	721	
Total discounts	0	30	6	16	4	1	0	0	0	57	1
Total Premiums	0	1	0	0	0	0	0	0	0	1	3
Additions less Reductions	0	0	2	7	5	1	7	1	0	23	3
Reduction Scheme	1	71	8	9	3	2	0	0	0	94	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND	1.1	114.2	43.6	202.2	68.0	55.8	23.1	11.7	0.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									519.7	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										514.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>514.5</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### HAREWOOD

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	9	31	317	337	231	250	331	82	1,588	1
Less Exempt dwellings	0	1	0	4	2	2	3	2	0	14	1
= "H" in formula 2	0	8	31	313	335	229	247	329	82	1,574	
Total discounts	0	1	4	28	28	16	12	12	2	102	1
Total Premiums	0	0	0	2	4	2	1	0	0	8	3
Additions less Reductions	0	0	0	1	0	0	0	0	2	3	3
Reduction Scheme	0	0	6	20	11	5	6	3	0	51	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	4.5	16.5	238.1	299.6	256.5	331.4	523.9	163.5		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									1,834.0	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,815.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>1,815.7</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### HORSFORTH

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	2	906	2,547	2,197	1,552	828	401	169	10	8,612	1
Less Exempt dwellings	0	12	83	23	14	4	0	0	3	139	1
= "H" in formula 2	2	894	2,464	2,174	1,538	824	401	169	7	8,473	
Total discounts	0	143	262	177	97	41	14	5	2	741	1
Total Premiums	0	2	3	2	1	1	1	0	0	10	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	1	245	284	91	32	8	2	2	0	665	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.4	339.1	1,494.0	1,695.2	1,409.7	948.4	556.7	270.8	11.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									6,725.3	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										6,658.0	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>6,658.0</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)



## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

CALCULATION FOR THE PARISH OF:

EAST KESWICK

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	15	65	35	42	59	83	186	5	490	1
Less Exempt dwellings	0	0	0	1	1	1	0	0	0	3	1
= "H" in formula 2	0	15	65	34	41	58	83	186	5	487	
Total discounts	0	2	6	4	3	5	4	7	0	31	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	1	0	0	0	0	1	3
Reduction Scheme	0	5	10	2	2	0	1	0	0	20	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	5.2	38.5	24.7	37.0	65.1	112.3	298.8	10.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									591.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										585.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>585.7</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### KIPPAX

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	6	1,390	1,106	1,114	485	136	29	4	0	4,270	1
Less Exempt dwellings	0	18	8	4	2	1	0	0	0	34	1
= "H" in formula 2	6	1,372	1,098	1,110	483	135	29	4	0	4,236	
Total discounts	0	161	95	63	23	5	2	1	0	349	1
Total Premiums	0	1	0	0	0	1	0	0	0	2	3
Additions less Reductions	0	5	0	0	0	0	0	0	0	5	3
Reduction Scheme	1	239	115	61	20	1	1	0	0	438	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	2.6	651.9	690.2	876.5	440.4	158.8	37.6	5.0	0.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									2,863.0	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										2,834.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>2,834.4</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### LEDSHAM

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	0	12	3	6	9	11	36	1	78	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	0	12	3	6	9	11	36	1	78	
Total discounts	0	0	3	0	1	0	0	1	0	5	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	4	0	1	0	1	0	0	6	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	0.0	4.3	2.7	4.5	10.6	14.1	58.3	2.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									96.5	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										95.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>	<b>LEDSHAM</b>									<b>95.5</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### LEDSTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	63	30	5	16	18	22	23	1	179	1
Less Exempt dwellings	0	2	0	0	0	1	0	0	0	3	1
= "H" in formula 2	1	61	30	5	16	17	22	23	1	176	
Total discounts	0	5	2	1	1	1	2	1	0	12	1
Total Premiums	0	1	0	0	1	0	0	0	1	2	3
Additions less Reductions	0	0	0	0	0	0	0	1	0	1	3
Reduction Scheme	0	10	4	0	0	0	0	0	0	14	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.6	30.9	18.7	4.0	15.5	19.9	28.8	38.3	3.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									159.7	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										158.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>158.1</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### MICKLEFIELD

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	4	587	85	75	62	34	10	5	0	862	1
Less Exempt dwellings	0	2	0	0	0	0	0	0	0	2	1
= "H" in formula 2	4	585	85	75	62	34	10	5	0	860	
Total discounts	1	65	8	6	3	2	0	0	0	84	1
Total Premiums	0	1	0	0	0	0	0	0	0	1	3
Additions less Reductions	0	0	0	0	0	0	1	0	0	1	3
Reduction Scheme	2	126	3	1	3	1	1	0	0	137	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.7	263.0	57.9	60.9	56.5	38.2	14.1	7.9	0.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									499.2	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										494.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>494.2</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### MORLEY

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	25	6,101	3,546	3,547	1,349	855	176	42	2	15,643	1
Less Exempt dwellings	0	64	20	44	5	3	0	2	0	139	1
= "H" in formula 2	25	6,037	3,526	3,503	1,344	852	176	40	2	15,504	
Total discounts	3	816	335	266	65	30	7	2	1	1,525	1
Total Premiums	0	11	2	2	1	0	0	0	0	16	3
Additions less Reductions	0	0	58	83	10	0	0	0	0	151	3
Reduction Scheme	11	1,370	324	214	41	19	3	0	0	1982	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	6.3	2,574.8	2,276.4	2,762.0	1,248.2	981.8	240.1	62.9	2.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									10,154.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										10,053.0	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>10,053.0</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### OTLEY

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	5	819	2,139	1,718	948	532	164	57	6	6,388	1
Less Exempt dwellings	0	14	13	21	6	4	0	1	0	59	1
= "H" in formula 2	5	805	2,126	1,697	942	528	164	56	6	6,329	
Total discounts	1	135	218	151	62	28	8	4	1	607	1
Total Premiums	0	1	3	4	1	0	0	1	0	8	3
Additions less Reductions	0	0	0	0	28	0	0	0	0	28	3
Reduction Scheme	1	254	302	84	24	2	1	0	0	668	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	1.9	277.9	1,251.7	1,302.2	884.6	608.4	223.9	88.3	10.5		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									4,649.4	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										4,602.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>4,602.9</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### POOL in WHARFEDALE

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	45	153	215	185	130	136	113	6	984	1
Less Exempt dwellings	0	0	0	2	0	1	1	1	0	5	1
= "H" in formula 2	1	45	153	213	185	129	135	112	6	979	
Total discounts	0	8	15	21	14	11	9	3	0	81	1
Total Premiums	0	0	0	0	0	0	1	0	0	1	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	16	22	12	2	2	2	0	0	56	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.4	14.2	90.1	160.3	168.8	141.6	179.8	181.6	12.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									948.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										939.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>939.3</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)



## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### RAWDON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was  
subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable  
was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings  
or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with  
the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	80	410	831	630	442	260	196	29	2,878	1
Less Exempt dwellings		0	1	5	5	8	3	1	2	0	26	1
	= "H" in formula 2	0	79	405	826	622	439	259	194	29	2,852	
Total discounts	= "Q" in formula 2	0	12	46	69	43	21	12	6	1	210	1
Total Premiums	= "E" in formula 2	0	0	1	1	1	0	0	1	0	3	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	17	62	41	28	6	0	0	0	154	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	33.1	231.4	637.1	551.7	503.3	356.3	314.9	57.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1										2,684.8	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											2,658.0	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>											<b>2,658.0</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### SCARCROFT

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	10	33	41	59	52	74	251	68	588	1
Less Exempt dwellings	0	0	0	1	0	0	0	1	0	2	1
= "H" in formula 2	0	10	33	40	59	52	74	250	68	586	
Total discounts	0	2	4	5	4	4	2	8	1	29	1
Total Premiums	0	0	0	1	2	0	1	0	1	4	3
Additions less Reductions	0	0	0	0	0	0	1	4	1	6	3
Reduction Scheme	0	4	5	3	3	2	2	1	0	20	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	2.8	18.9	29.0	54.3	56.5	102.9	409.1	136.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									810.0	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										801.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>801.9</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### SHADWELL

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	12	29	53	140	218	170	184	9	815	1
Less Exempt dwellings	0	2	3	1	3	1	1	0	0	11	1
= "H" in formula 2	0	10	26	52	137	217	169	184	9	804	
Total discounts	0	2	5	6	13	16	7	6	0	54	1
Total Premiums	0	1	0	1	0	0	0	0	0	1	3
Additions less Reductions	0	0	0	1	0	0	0	0	0	1	3
Reduction Scheme	0	1	2	2	4	4	0	1	0	14	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	5.3	15.2	40.5	120.0	240.6	233.8	295.8	17.5	
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									968.7	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										959.0	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0.0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>959.0</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### SWILLINGTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	6	648	329	323	112	63	21	7	1	1,510	1
Less Exempt dwellings	0	3	1	1	1	0	0	0	0	6	1
= "H" in formula 2	6	645	328	322	111	63	21	7	1	1,504	
Total discounts	1	75	28	23	9	4	1	0	0	140	1
Total Premiums	0	0	2	1	1	0	0	0	0	3	3
Additions less Reductions	0	0	0	1	2	0	0	0	0	3	3
Reduction Scheme	1	151	39	24	5	1	0	0	0	221	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	2.4	279.5	204.2	245.5	99.3	71.4	29.6	11.3	1.5		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									944.7	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										935.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>935.3</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### THORNER

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	1	68	89	107	110	156	75	121	20	747	1	
Less Exempt dwellings	0	1	0	2	1	0	0	0	0	4	1	
= "H" in formula 2	1	67	89	105	109	156	75	121	20	743		
Total discounts	= "Q" in formula 2	0	11	12	9	9	9	4	6	1	60	1
Total Premiums	= "E" in formula 2	0	0	0	0	1	1	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	1	0	0	1	3
Reduction Scheme	= "Z" in formula 2	0	24	11	9	5	3	0	1	0	53	3
<b>Proportion for relevant Band</b>	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
<b>Proportion for Band D</b>	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	21.2	51.3	77.3	95.7	176.6	104.6	190.4	39.0		
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1										756.7	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											749.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>											<b>749.1</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### THORP ARCH

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	0	33	90	44	85	17	67	11	347	1
Less Exempt dwellings	0	0	0	1	1	0	0	1	0	3	1
= "H" in formula 2	0	0	33	89	43	85	17	66	11	344	
Total discounts	0	0	3	7	5	4	1	3	1	24	1
Total Premiums	0	0	1	0	0	0	0	0	0	1	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	1	7	4	2	0	0	0	14	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	0.0	23.3	66.3	34.5	96.1	23.1	104.6	20.5		
<b>TOTAL RELEVANT AMOUNTS</b>										368.4	4
<b>ESTIMATED COLLECTION RATE</b>										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										364.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>364.7</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### WALTON

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	1	2	14	11	21	16	31	3	99	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	1	2	14	11	21	16	31	3	99	
Total discounts	0	0	0	1	2	2	1	1	0	8	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	0	2	1	0	0	1	0	4	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	0.7	1.4	9.4	8.3	23.1	22.0	47.9	5.5		
TOTAL RELEVANT AMOUNTS										118.3	4
ESTIMATED COLLECTION RATE										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										117.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>117.1</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### WETHERBY

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	260	1,088	940	714	1,144	472	309	22	4,950	1
Less Exempt dwellings	0	6	19	10	6	4	2	3	0	50	1
= "H" in formula 2	1	254	1,069	930	708	1,140	470	306	22	4,900	
Total discounts	0	40	122	90	63	57	25	11	1	410	1
Total Premiums	0	1	1	1	0	1	0	0	0	4	3
Additions less Reductions	0	0	0	7	0	0	0	0	0	7	3
Reduction Scheme	0	70	190	56	22	12	4	1	0	355	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.6	96.5	589.3	703.9	622.7	1,309.7	637.4	489.6	41.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									4,491.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										4,446.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>4,446.3</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)



## TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2015/16

### CALCULATION FOR THE PARISH OF:

### WOTHERSOME

TAX BASE = A x B  
(Formula 1)

Where "A" equals total of relevant amounts as calculated below  
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH  
BAND = ((H-Q+ E+J) -Z) x (F/G)  
(Formula 2)  
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day  
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day  
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day  
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated  
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band  
and "F" is the relevant proportion applicable to each band  
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	0	2	4	0	1	0	2	0	9	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	0	2	4	0	1	0	2	0	9	
Total discounts	0	0	0	0	0	0	0	0	0	0	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	1	0	0	0	0	0	0	1	3
<b>Proportion for relevant Band</b>	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
<b>Proportion for Band D</b>	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.0	0.8	3.3	0.0	1.2	0.0	3.3	0.0	
<b>TOTAL RELEVANT AMOUNTS</b>	= "A" in formula 1									8.6	4
<b>ESTIMATED COLLECTION RATE</b>	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										8.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
<b>TAX BASE FOR CALCULATION OF TAX FOR:</b>										<b>8.5</b>	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2014
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

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## Appendix 2



### Equality, Diversity, Cohesion and Integration Screening

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate:</b> Strategy & Resources	<b>Service area:</b> Corporate Financial Management
<b>Lead person:</b> M. S. Woods	<b>Contact number:</b> 0113 395 1373

<b>1. Title:</b> <b>Calculation of the Council Tax and Business Rates Tax Bases for 2015/16</b>
Is this a:
<input checked="" type="checkbox"/> <b>Strategy / Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>

<b>2. Please provide a brief description of what you are screening</b>
The calculation of the Council Tax and Business Rates tax bases for 2015/16.

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		✓
Have there been or likely to be any public concerns about the policy or proposal?		✓
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		✓
Could the proposal affect our workforce or employment practices?		✓
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		✓

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

**5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.**

Date to scope and plan your impact assessment:	
--	--

Date to complete your impact assessment	
---	--

Lead person for your impact assessment (Include name and job title)	
--	--

**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Maureen Taylor	Chief Officer (Corporate Financial Management )	23rd December 2014

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	23 <sup>rd</sup> December 2014
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If relates to a Key Decision - <b>date sent to Corporate Governance</b>	5 <sup>th</sup> January 2015
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Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	
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**Report of Chair Inner West Community Committee**

**Report to Full Council**

**Date: 14<sup>th</sup> January 2015**

**Subject: Inner West Community Committee Update**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Armley		
Bramley and Stanningley		
Kirkstall		
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

**Summary of main issues**

This report provides an update on the new Inner West Community Committee's progress so far including an update on:

- The first three themed Community Committee Meetings
- The work of the Community Champions
- Key successful projects.

**Recommendations**

Members are asked to consider and reflect on the content of this report and receive a presentation from the Chair of the Inner West Community Committee.

## 1 Purpose of this report

2 The purpose of this report is to update Full Council on the progress, early outcomes, opportunities and challenges of the newly formed Inner West Community Committee. It also highlights a number of key pieces of work supported by the committee.

## 3 Background information

4 **The Inner West Community Committee** was a newly formed Committee this municipal year and includes **Armley, Bramley & Stanningley and Kirkstall wards**. This has meant realigning budgets and workstreams from the previous Area Committees to reflect the priorities of this new area. Partners have also worked to realign their own structures to reflect the new area.

5 Our city and its communities are facing massive and increasing social and financial challenges, including health inequalities, an ageing and more diverse population and poverty and financial exclusion. In a time of dwindling budgets but increasing challenges, the council must work more intelligently and more flexibly than ever before. **Community Committees** offer the opportunity to look afresh at our understanding of local needs, aspirations and potential. The challenge and focus for the new community committees will be to **genuinely involve the communities they represent in the decisions that affect them**.

## 6 Main issues

### 7 Themed meetings

8 **The Inner West Community Committee** identified a number of **themes** that Members wanted their future meetings to focus on. These were:

- District Centre Sustainability (held in July 2014)
- Increasing the voice and influence of young people (held in October 2014)
- Parks, Outdoor Play and Recreation (held in December 2014)
- Family Health (January 2015)
- Mental Health(March 2015)

## 9 District Centre Sustainability

10 The **first themed meeting in July** was on **district centre sustainability**. Discussions centred on Armley Town Street, Bramley Shopping Centre and Kirkstall District Centre.

11 A number of **challenges** were identified in relation to the district centres including a lack of retail mix, the impact of betting shops, high cost money lenders and the number of off licences; the attractiveness of the town and district centres for both day and evening trade and the impact of transport infrastructure and the volume of traffic on the town and district centres.

12 A range of partners from Planning Policy, City Development Major Projects, Economic Development, Strategic Asset Management, Employment & Skills, Environmental Services and the Police and Community Safety helped to set the



scene from different service perspectives and giving both a local and city wide flavour to discussions.

- 13 The Community Committee is working to **respond to these challenges**, they have recently **provided wellbeing funding to UpBEAt**, Bramley Elderly Action's Community Interest Company, to enable them **to develop a Community Shop in Bramley Shopping Centre**. The shop will act as a location where people can receive verbal information (e.g. drop-ins and surgeries) and written information (e.g. a community noticeboard, leaflets, flyers, newsletters). Information and advice will be provided by a wide range of local organisations including Bramley Credit Union, the West Leeds Debt Forum, resident groups and Bramley Elderly Action. Second hand goods will be sold from the shop. It is hoped that this will **reduce the impact of high cost lenders** in the area. The Community Committee is also working with the **new owners of Bramley Shopping Centre** to look at opportunities for promotion and development of centre and exploring the possibility to **provide hub type facilities to local people**.
- 14 The Inner West Community Committee have match funded a **'Money Buddies' scheme**. Volunteers are trained to provide one to one support to people in debt, enabling them to negotiate with their creditors, make savings, switch utility/mobile phone supplier and borrow money at a reasonable rate of interest.
- 15 The Community Committee support local community events that help **increase the footfall** to the local area impacting on local trade and awareness of local facilities. The **annual Kirkstall Festival** is one of the biggest community festivals in the City with well over 10,000 visitors attending each year and is now in its 34<sup>th</sup> year. The Festival is run by a group of dedicated volunteers who commit hundreds of hours of time each year to ensure the success of this popular event. A Wellbeing grant contributes towards the costs of staging the event including marquee hire, stages, equipment, skips, safety and promotion of the event. Other events supported by the Inner West Community Committee include **Armley Fun Day** and **Bramley Carnival** as well as **Festive Lights** for all three district centres.
- 16 **Increasing the Voice and Influence of Young People**
- 17 The **October Community Committee focused** on how to **increase the voice and influence of young people** through the Community Committees. Young people attended the meeting with youth workers to present information on their views of their local communities and how they would like to be engaged with. Lively discussions focused on how children and young people, partners and local residents can work together with the Community Committee to deliver actions which support this theme. Some of the concerns identified by the young people included dog fouling and feeling safe at night. As a direct response to the young people's concerns at the meeting, **Housing Leeds** has **improved lighting** in a number of local ginnels.
- 18 The **young people** described ways in which they would like to be **engaged with**. Suggested methods include greater use of social media, texting, emails, promoting events through schools communication mechanisms and asking questions at fun days. Young people would like to be part of designing and delivering services and the way services are promoted and advertised. They would like the Community

Committee to develop channels through a central hub for young people to have their say, perhaps through the establishment of a local Young People's Board.

19 The Community Committee is working to **respond to these suggestions**, a new **Children and Young People's Board** is being launched across all three wards. The young people will be able to make recommendations on local priorities for young people and consult directly with the Community Committee.

20 The **Youth Activity Fund** has been used to support after school and holiday activities for young people. The Community Committee funded a wide variety of projects including nature trails, performing arts sessions, skateboarding and cultural trips. The Community Committee has also piloted the co-commissioning of YAF projects alongside **Bramley Cluster of Schools**. This is currently being evaluated for possible expansion.

21 **A year-long programme of engagement in schools, youth group settings and community events** is currently being worked up to consult with a wide range of young people of all ages. The engagement suggestions made by the young people will be explored and tested in the delivery of this programme of work. Building on this year's successful engagement programme, where **Elected Members visited** a number of **youth providers** to see assess how **activities** were being accessed, young people's involvement will improve their direct influence on the future investment of the Inner West **Youth Activities Fund**.

## 22 **Parks, Outdoor Play and Recreation**

23 An additional **December Community Committee** focused on **Parks and Greenspace**. Discussions at the meeting focused on four main subject areas: Parks & Greenspace; Play; Volunteering; development of a Kirkstall Valley Park.

24 Broad ranging discussions were held at the meeting on what makes a good park and how they could be made better. Also on how to make play opportunities exciting and imaginative including in areas where there is limited greenspace. The importance of volunteers to local greenspaces was highlighted and discussions about how to best support and promote groups in the area. The concept of a Kirkstall Valley Park was endorsed and the need for a business plan highlighted.

## 25 What's worked well:

- Engaging with services in a new way of working, developing more of a partnership approach to planning the themed meetings.
- Engaging the community - the new meeting format and the development of more customer friendly discussion reports has made it far easier for members of the community to be involved in the themed meetings.
- Role of Community Champions – through their active role in shaping themes and progressing work.
- Development of the sub group infrastructure in response to the themed meetings - two new sub groups have been established focussing on Children and Young People and the Environment.

- Community co-optees – there are now seven co-optees on the Inner West Committee. The co-optees often provide a different perspective on discussions, their role is to contribute to the development of themed discussions and challenge where necessary.
- Venues – the choice of venues for the Community Committee meetings is ever more important in creating an inviting atmosphere for the community to get involved in debate and discussion.

## 26 **Community Committee Champions**

27 Community Committee Champions have been appointed to the following positions:

- Employment, Skills & Welfare – Cllr J McKenna
- Children & Young People – Cllr A Smart
- Environment & Community Safety – Cllr K Ritchie
- Health & Well Being and Adult Social Care – Cllr A Lowe (Health & Wellbeing) and Cllr F Venner (ASC)

28 The Community Committee Champions meet bi-monthly through the General Purpose Sub Group. They are working with lead officers through a range of partnership structures to develop clear priorities and play an active role in shaping themes and progressing work:

- General Purpose Sub Group
- Children and Young People Sub Group
- Environmental Sub Group
- WNW Employment, Skills and Welfare Priority Neighbourhood Board
- Locality Community Safety partnership
- Core Health and Wellbeing partnership
- West Neighbourhood Improvement Board

## 29 Social Media

30 The introduction **of Facebook and Twitter** has allowed the Community Committee to interact with a wider audience by developing a **stronger social connection** with residents who have not necessarily previously engaged with us. Social media has provided a platform to **build relationships** and share useful and interesting information from local media, community groups and residents.

31 The Inner West Community Committee has publicised a range of messages on Facebook around consultation, community events or improvements to an area, which have proven to be very popular, with some posts reaching up to 805 views. With such a great response at a very early stage there is real potential for engagement through social media to further grow.

## 32 **Key neighbourhood improvement successes:**

33 There is a **West Neighbourhood Improvement Board** (NIB) led by elected members, which covers those priority neighbourhoods of Broadleas, Fairfields, Hawksworth Wood, New Wortley, and Wythers, within the inner west. Chaired by the Deputy Leader of Leeds City Council, this has provided a spotlight on these areas.

34 Some key successes include:

- The Families First programme and a new Destinations Team, established through the NIB, have been particularly successful in **supporting young people** who were **NEET** into employment, education or training. As of January 2014, the Armley Cluster had reduced the number of NEETs by 29 since the start of the Children and Young People's Plan and Bramley had reduced by 17. The Families First programme has a focus on NEET and, for example, in the ACES Cluster, 79% of young people identified as NEET in the Year 1 programme are now in employment, education or training. This approach is now being developed for Hawksworth Wood in Kirkstall.
- A working group was established to **tackle drug dealing in the tower blocks**. Partners included the police, anti-social behaviour unit, community safety, housing and homeless charities. The group secured the country's first injunction against 'persons unknown' to deter rough sleepers and people entering the blocks to buy drugs.
- The neighbourhood partnership identified **anti-social behaviour** by young people living in the flats on the Broadleas as an emerging issue. The partnership went on to look at the reasons behind this, and it was clear that young people needed a different kind of approach to give their tenancies the best possible chance of success. Instead of waiting until issues occur; the housing officer now conducts a joint visit with Connexions workers from Barca to support the young person. In a few short months this has proved a big success with a number of customers being supported into work and training.
- **Bramley Our Place** and the **New Wortley Our Place**, along with the **HAVA Board** in Hawksworth Wood have been supported to develop their community led partnerships and draft neighbourhood plans to deliver local improvements to the communities they serve.

35 **Corporate Considerations**

36 **Consultation and Engagement**

The Inner West Community Committee holds both formal meetings and workshop sessions attended by the general public. It has three Community Forums, Citizens at Bramley and Stanningley, Citizens @ Armley and Citizens @ Kirkstall that meet throughout the year. These means of engagement with local people are supported by a variety of community events and fun days plus ongoing consultation in some of the priority neighbourhoods. Social Media is also now being used to engage with the local community. The Committee will continue to support and enable local people and communities to engage and interact on issues that are important to them.

37 **Equality and Diversity / Cohesion and Integration**

All projects funded from Well Being must have an equal opportunities policy and outline which equality group the project will work with, and how equality and

cohesion issues have been considered. Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

### **38 Council policies and City Priorities**

The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well Being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

### **39 Resources and value for money**

There is no new resource implications detailed within this report. In all requests for funding from Community Committee applicants are asked to consider value for money during the application process.

### **40 Legal Implications, Access to Information and Call In**

There are no legal, access to information or call in implications arising from this report.

### **41 Risk Management**

There are no risk management issues of any significance arising from this report.

### **42 Conclusions**

43 The Area Committees were established in 2004 to improve service delivery at local level and deliver projects and programmes of work on priority issues in the locality. The Community Committees have since built on the successes of Area Committees and developed on the engagement and involvement of local communities in the decision making process.

44 These first three themed meetings have allowed the Community Committee to work with a bottom-up approach by engaging with partners and members of the community to envision ways to strengthen the town and district centres, improve local parks and greenspace and increase the voice and influence of young people..

45 The Community Committee already has good relationships with its local communities and utilises its available funding streams to support local projects. It recognises that there are challenges ahead especially with engaging with hard to reach groups, but will continue to strengthen its positive working relationships with stakeholders to improve local services and facilities.

### **46 Recommendations**

Members are asked to consider and reflect on the content of this report and receive a presentation from the Chair of the Community Committee.

**47 Background documents<sup>1</sup>**

48 None

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<sup>1</sup> 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.



Report author: Tajinder Virdee  
Tel: 07525886367

**Report of the Chair Inner South Community Committee – Councillor A Gabriel**

**Report to Full Council**

**Date: 12<sup>th</sup> December 2014**

**Subject: Work of Inner South Community Committee**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Beeston and Holbeck City and Hunslet Middleton Park	<input checked="" type="checkbox"/> Yes <input 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. The report provides details of successful projects delivered in 2013/14
2. The report outlines the work of Community Committee Champions
3. The report details plans for themed Community Committee workshops and meetings in 2014/15.

**Recommendations**

4. Members are asked to note the content of this report and raise questions.

## **1 Purpose of this report**

- 1.1** To provide details of projects, programmes of work and the role of Community Committee Champions in Inner South
- 1.2** To provide details on proposed themed Community Committee workshops and meetings in Inner South in 2014/15.

## **2 Background information**

- 2.1** Area Committees were established in 2004 to improve service delivery at local level and deliver projects and programmes of work on priority issues in the locality. In 2014 Community Committees were created to build on the successes of Area Committees but to better engage with communities, and in particular increase the attendance and active involvement of local people at Community Committee workshops and meetings.
- 2.2** This report looks at successful projects that have recently been delivered, how the Community Committee Champions have helped shape those projects and plans and details of themed Community Committee workshops and meetings in 2014/15.

## **3 Main issues**

### **3.1 Project Work**

- 3.1.1** **Directory of Activities for Children and Young People.** Following a mapping exercise by the Children & Young People Sub Group, the Inner South Community Committee agreed the need for children, young people and families to have the best information available to enable them to access youth activity provision in the area. This directory will help to ensure that as many young people as possible take up existing provision and in this way improve the cost effectiveness of that investment.
- 3.1.2** The project links to the ongoing work of the Sub Group to ensure improved provision and a greater take-up of activities provided. The aim of the directory is to ensure that all young people, their parents and carers are aware of the wide range opportunities available. The directory will also be uploaded to the Breeze Culture Network website. The brochure will be used for widest distribution in Inner South Leeds providing details of open access activities and providers for children and young people.
- 3.1.3** The Inner South Community Committee agreed £12,000 to support the project and commissioned Leeds City Council's Out of School Activities Team to produce 30,000 directories which will be distributed through various outlets including schools, libraries, GP's surgeries, one stop centres. A version of the directory will also be available online through the Breeze Culture Network. The first publication will be available in March 2015.



- 3.1.4 **Older People's Celebration Event.** Through the development of the Community Plan the Inner South Community Champions identified the need to work with older people as a priority. To help address this priority the former Inner Area Committee approved funding for an Older Persons Event to be held for the whole of the Inner South area. Nearly 120 older people attended the event which was held at Civic Hall on Monday 3rd March 2014.
- 3.1.5 The event was designed to provide a day of entertainment and fun for older people as well as providing an opportunity for them to gather information from various organisations and services about provision for older people, including, living in their own homes with comfort, dignity, and security for as long as they choose.
- 3.1.6 Organisations and services represented included Holbeck Elderly Aid, FDM – for disability mobility, West Yorkshire Police, West Yorkshire Fire Service, Age UK, Alzheimers Society, Trinity Network, Care and Repair, Carers Leeds, Healthwatch Leeds, Sheltered Housing, Stroke Association, Community Meals, WEA, Older Persons Sport, West Yorkshire Trading Standards, Wrap up Leeds and Health For All.
- 3.1.7 Councillor Adam Ogilvie welcomed everyone to the event and said that the Area Committee had previously had concentrated resources on activities for young people but were now recognising the need to support older people. The Lord Mayor, Councillor Thomas Murray in his opening address emphasised the important role of the Neighbourhood Networks in providing a variety of services for older people. Councillor Judith Blake closed the event by thanking everyone who attended a very enjoyable day.
- 3.1.8 In addition to browsing the stalls, those attending the event participated in various demonstration sessions and workshops including Tia Chi, Nia Fitness, crafts, hydration and reminiscence. Refreshments and lunch was provided, and entertainment included a quiz session, raffle, performance by DAZL Dance and songs from the shows by singer Anna Tonks.
- 3.1.9 Many thanks to a variety of groups who supported including, the donation of raffle and quiz prizes by ASHA, South Leeds Live at Home Scheme, Trinity Network, Health for All and Costa – White Rose.
- 3.1.10 **Neighbourhood Improvement Officer Project (NIO).** Through the development of its Business Plan the former Inner South Area Committee has identified the need for a Neighbourhood Improvement Officer role to address issues of community capacity and the development of community leadership. Commissioned through Health for All and funded by the Wellbeing Budget, the Neighbourhood Improvement Officer project employs 1.4 workers across the Inner South. With a resource of 2.5 days for City and Hunslet, 2.5 days for Middleton Park and 2 days for Beeston and Holbeck.
- 3.1.11 The Neighbourhood Improvement Officers work in the Inner South, identifying and leading on projects through engagement with Elected Members, local agencies,

partners and residents, supporting residents in becoming community leaders and implementing actions in keeping with the Community Committee Plan.

- 3.1.12 Funding allocated is £32,228.22 for salary, National Insurance and on costs.
- 3.1.13 Key successes by Ward are included below.
- 3.1.14 **Beeston and Holbeck Ward.** The Cottingley Neighbourhood Improvement Plan (NIP) operated from May 2012 until June 2013, chaired by Cllr Adam Ogilvie and an action plan was managed through monthly meetings. The NIP was facilitated by the Neighbourhood Improvement Officer, who supported the development of projects, facilitated meetings and sub groups. The NIO also provided support and guidance to the Tenants & Residents Association Cottingley (TRAC), developing the capacity of residents to organise and represent their area.
- 3.1.15 **Holbeck Neighbourhood Plan.**
- 3.1.16 A major initiative involving consultation and engagement has been the development of the Holbeck Neighbourhood Plan. The area for the Plan has been formally designated by Leeds City Council. The Holbeck Neighbourhood Forum has been designated by the Council as the appropriate organisation to take the Plan forward. A Board with a majority of residents was elected at the Forum's first AGM; the Board is now responsible for developing the Plan and managing the Forum.
- 3.1.17 Content of the Plan, publicity and community projects task groups have supported the development of the Plan and of the Forum. These task groups include residents, LCC Officers, Planning Aid volunteers and business representatives. An outline of the Plan has been developed based on the responses at various consultation events. The Plan and Forum meetings have been promoted through the website and newsletters.
- 3.1.18 **Middleton Park Ward.** Specific projects were identified by Ward Councillors. Work is also guided by the priorities identified through the Belle Isle and Middleton Neighbourhood Improvement Board (NIB). The NIO has established excellent contacts with local organisations and community groups.
- 3.1.19 **Middleton Youth Partnership**
- 3.1.20 Working with Middleton Community Group and Ward Councillors to establish a broad based partnership to develop youth provision in the area. The group's initial focus was on converting the former Middleton Marauders changing rooms into a youth club; however the partnership is now taking a broader view of youth provision in Middleton as a whole. The youth partnership is currently developing proposals to bring the sports pitches back into use and will explore the feasibility of building a skate park on the site.
- 3.1.21 The NIO has helped to coordinate groups and interests, including contact with local schools and other partners to build support for the Middleton Youth Partnership, as well as providing basic development support around sound

governance for the group. The NIO will continue to offer access to capacity building for the group, around training, funding and working with young people.

### **3.1.22 City and Hunslet Neighbourhood Improvement Board**

3.1.23 The NIO has supported the establishment of a City and Hunslet Neighbourhood Improvement Board, has established links with local community groups and has responded to a number of requests for capacity building support around funding, project development and organisational support.

3.1.22 The NIO contributed to facilitating and planning two workshops held with good input from a wide cross section of local organisations. An action plan has been developed which will inform future integrated locality working across the Ward. The NIO will continue to support the development of this partnership.

3.1.23 **South Leeds Debt Forum.** The Neighbourhood Improvement Officer has been supporting the development of The South Leeds Debt Forum following its launch in 2013. The debt forum draws its membership from across South Leeds with the aim of developing stronger partnership working around the issue of debt, money management, financial literacy and welfare has been involved in the South Leeds Debt Forum

## **3.2 Community Committee Champions**

3.2.1 Community Committee Champions have been appointed to the following:

- Children & Young People – Cllr Angela Gabriel
- Environment & Community Safety – Cllr Adam Ogilvie
- Health & Well Being and Adult Social Care – Cllr Paul Truswell
- Employment, Skills & Welfare – Cllr Kim Groves
- Adult Social Care – Cllr Judith Blake

3.2.2 The Community Committee Champions meet quarterly and are working with lead officers to develop clear priorities:

- The Champions will identify and agree priority issues for the Community Committee. The key to this is liaising with the officer lead assigned to support the champion and developing Community Committee Workshops to address issues and possible solutions.
- Workshops are developed by the Champion and lead officer by theme, this involves planning, consideration of involving partners, engagement with local people for their input. Outcomes from these events will inform the work of NIBs and the Community Committee Plan.

## **3.3 Themed Community Committee Workshops in 2014/15**

3.3.1 The Inner South Community Committee has agreed its work programme for 2014/15. A themed workshop is held to address key issues in the area. Following this the business meeting is held.

3.3.2 The programme has been set out as follows:

- September 2014 – Community Safety and Environment – discussion on Domestic Violence
- November 2014 – priority theme Children and Young People – discussion on Families First
- February 2015 – priority theme – Employment and welfare
- March 2015 – Health and Well being

3.3.3 **Community Safety and Environment.** The Community Committee Workshop and meeting was held at Elland Road Police Station on the 3<sup>rd</sup> September 2014. The topic for this first themed workshop discussion was Domestic Violence.

3.3.4 Over 70 participants attended the workshop which included partners such as Housing Leeds, Leeds Domestic Violence Team, Leeds Safeguarding Team, West Yorkshire Police and local partners such as ASHA Neighbourhood project, Hamara Healthy Living Centre and members of the public from the Inner South Area

3.3.5 The structure of the workshop included a brief presentation about the new city wide Domestic Violence Strategy and action plan and a local flavour of the domestic violence issues affecting Inner South Leeds. The participants then split into three discussion groups covering each of the three wards which make up Inner South

3.3.6 There has been positive feedback relating to the workshop. Participants welcomed the opportunity and space to talk about domestic violence and abuse, and the way it manifests in relationships. Following the workshop, an action plan has been drafted and services are currently discussing how the action plan can be resourced.

3.3.7 **Children and Young People.** The Community Committee Workshop and meeting was held in the Civic Hall on the 26<sup>th</sup> November 2014. The topic for discussion was Families First: think family/think communities: supporting families.

3.3.8 The workshop was attended by key partners such as Youth Service and West Yorkshire Police along with local service providers such as Health for All and Hunslet Warriors Rugby Club. 10 young people, who are residents in the Inner South area, also attended the workshop.

3.3.9 There were 3 round table discussions by Ward. The discussions focused on: Supporting families and communities affected by anti-social behaviour and crime; supporting families and young people into employment; Community based help for families who need extra support. Key actions will be collated and be fed into a local action plan.

3.3.10 **Employment, Skills and Welfare.** This Community Committee Workshop meeting will take place on 11<sup>th</sup> February 2015 in the Civic Hall. The initial ideas for

a topic include business engagement and employment opportunities for local residents

- 3.3.11 **Health and Well-being.** This Community Committee Workshop and meeting will take place on 25<sup>th</sup> March 2015. The intention is to hold the meeting at Belle Isle Tenant Management Office. The initial ideas for topics include Social Isolation.
- 3.3.12 **Social media** The enhanced community engagement role now vested in Community Committees will ensure that publicity and communications are vital in supporting Members and provide new ways of engaging residents. The South East Area team have developed and now manage a Facebook page and a Twitter account which is regularly updated with information about events and meetings. These new ways of working have been welcomed and a number of different avenues have been tried. For example prior to the last Community Committee a video by the Chair of the Community Committee Councillor Angela Gabriel was posted on Facebook and Twitter inviting residents to the Community Committee Workshop and meeting. This also provided an opportunity for residents to post comments or question before the Community Committee.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There are a number of means of engagement including Community committee workshops and meetings, ad hoc community events and local galas. The Area Support Team will manage a community engagement plan which will be informed by Members.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 All projects funded from Well Being must have an Equality and Diversity policy and an outline on which equality group the project will work with, and how equality and cohesion issues have been considered.
- 4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

### **4.3 Council policies and City Priorities**

- 4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:
- Vision For Leeds
  - Children and Young Peoples Plan
  - Health and Well Being City Priority Plan
  - Safer and Stronger Communities Plan
  - Regeneration City Priority Plan

#### **4.4 Resources and value for money**

- 4.4.1 There is no new resource implications detailed within this report. In all requests for funding from Community Committee applicants are asked to consider value for money during the application process

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications and this report is not subject to call in.

#### **4.6 Risk Management**

- 4.6.1 There are no significant risk management issues contained within the report.

### **5 Conclusions**

- 5.1 Community Committees will further develop the engagement and involvement of local communities in the decision making process by actively involving residents in themed Community Committee Workshops and other engagement activity in Inner South Leeds. Inner South Community Committee will continue to support projects and programmes of work that enhance service delivery and continue to invest in local facilities.

### **6 Recommendations**

- 6.1 Members are asked to note the content of this report and raise questions.

### **7 Background documents<sup>1</sup>**

- 7.1 None.

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<sup>1</sup> 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.

**Report of Chair Inner North West Community Committee**

**Report to Full Council**

**Date: 15th January 2015**

**Subject: Inner North West Community Committee Update**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Headingley, Hyde Park & Woodhouse, Weetwood		
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

**Summary of main issues**

This report provides an update on the Inner North West Community Committee's progress so far including an update on:

- The first two themed Community Committee Meetings
- The work of the Community Champions
- Key successful projects.

**Recommendations**

Members are asked to note the content of this report and receive a presentation from the Chair of the Inner North West Community Committee.

## 1 Purpose of this report

2 The purpose of this report is to report on the progress, early outcomes, opportunities and challenges of the Inner North West Community Committee. It also highlights a number of key pieces of work supported by the committee.

## 3 Background information

4 **The Inner North West Community Committee** was a newly formed Committee this municipal year and includes **Headingley, Hyde Park & Woodhouse and Weetwood wards**. This has meant realigning budgets and work streams from the previous Area Committee to reflect the priorities of this new area. Partners have also worked to realign their own structures to reflect the new area.

5 Our city and its communities are facing massive and increasing social and financial challenges, including health inequalities, an ageing and more diverse population and poverty and financial exclusion. In a time of dwindling budgets but increasing challenges, the council must work more intelligently and more flexibly than ever before. Community Committees offer the opportunity to look afresh at our understanding of local needs, aspirations and potential. The challenge and focus for the new community committees will be to genuinely involve the communities they represent in the decisions that affect them.

## 6 Main issues

### Themed meeting

7 **The Inner North West Community Committee** identified a number of **themes** that Members wanted future meetings to focus on. These were:

- Children and Family Health (July 2014)
- Making the most of local assets and ensuring community influence upon their use (October 2014)
- Connecting local communities to employment opportunities (January 2015)
- Engaging and increasing the influence of young people
- Making the Changeover process effective and sustainable with shrinking resources

### Children and Family Health

8 The Inner North West Community Committee held its **first themed meeting on Children and Family Health**.

9 Councillor Akhtar introduced the topic and invited officers from Children's Services and Public Health to contribute with setting the scene by providing a local and city wide perspective. This was followed by a workshop session, where lively discussions took place about how partners could work together with the Community Committee to deliver actions that support this area of work.



- 10 One area of focus for discussion was an increase in levels of **childhood obesity**. It was recognised that some areas of Inner North West, particularly **Little London**, had some of the **highest childhood obesity rates** in the city. Funding is available over the next two years, through the CCG, to help tackle this issue, which would include a preventative approach with a focus on healthy eating and physical activity. The Community Committee considered where it could add value to this work, including working with fast food providers to provide more healthy options. Linked to this, there was a feeling from Members and officers that there is a lack of access to Leisure Centres from within the Open XS Cluster (Headingley and Hyde Park & Woodhouse wards). It was also felt that having access to safe greenspaces and parks for young children and young people was important in promoting a healthy lifestyle.
- 11 The Community Committee, is working to respond to this, have recently **provided wellbeing funds** to support the delivery of the **Fit Kids** project promoting recreational and fitness activities to help young people get involved in useful activities and improve their health and general wellbeing. This is in addition to educational workshops to tackle anti-social behaviour, criminal activities, smoking, alcoholism and drugs.
- 12 A key **action** that emerged from the themed meeting was the need to gain a better understanding of the roles and priorities of the Clusters to strengthen **Elected Member and Cluster relationships**. This has led to the inclusion of Cluster representation at the Inner North West Children & Young People's Sub Group and involvement in the assessment of applicants for Youth Activities Funding.
- 13 The **Youth Activity Fund** has been used to support after school and holiday activities for young people. The Community Committee funded a wide variety of projects including trapeze skills, performing arts sessions, skateboarding, sports camps and Minecraft workshops.
- 14 The Community Committee is also funding a **transition programme** through **wellbeing funds** for young people leaving Hawksworth Wood Primary School. This project aims to help children make the difficult transition between primary and secondary education. It aims to tackle the marked drop off in school performance that can happen between primary and secondary school and help young people **develop higher aspirations** for their lives both now and in the future.

Making the most of local assets and ensuring community influence upon their use

- 15 The second Community Committee focused on **making the most of local assets (particularly community centres)** and ensuring community influence upon their use. The meeting was held at the Woodsley Road Community Centre and involved representatives from both council and privately run local centres and users and service providers.
- 16 The Cardigan Centre, Woodsley Road Community Centre and HEART Centre helped to set the scene for the workshop by providing a local perspective on how they delivered services and the challenges that they face.

- 17 The workshops focused on how partners can work together with the Community Committee to deliver actions, which support this theme. The meeting received **valuable feedback from those who attended**.
- 18 One of the key **challenges** included running a successful and sustainable community centre. Independent centres have to make their physical space pay, renting office space or creating a different type of offer in each room for hire. Often the **use of centres is seasonal**, with downtime during the summer, when classes or courses aren't running. The **challenge of short term project contracts** was also discussed, projects take time to develop and build up community support. However some centres are already **collaborating on bidding for central contracts** through the Leeds Locality Consortium. This offers a great opportunity for more locally delivered services and investment in our centres.
- 19 There was a plea from all of the third sector centres for the Council and other statutory services to use their centres for meetings and events, and asked for **support in marketing their offer** to the local authority and its partners.
- 20 Volunteering is a key aspect to the sustainability and running of many locally managed centres. Overheads can be kept down through committed and well trained volunteers running many aspects of the centres. Lots of volunteers go on to find paid work, which is a positive outcome, but it does mean constant recruitment and training of new volunteers is required. The **challenge** felt by the third sector is how to link opportunities from within their centres to the **wider employability opportunities** both locally and citywide.
- 21 The Community Committee is working to **respond to these challenges**, they have **utilised wellbeing funds** to support improvements to community centre buildings and support the Woodsley Employability Project which seeks to assist the BME communities of Hyde Park & Woodhouse, Burley and Kirkstall areas to improve their chances of employability and help them to get on to the careers ladder. One of the features of Woodsley Employability Project is the ability to offer volunteering opportunities. Through the Woodsley Employability Project, candidates who lack real-world work experience are provided with volunteering opportunities at the Woodsley Centre or with other organisations. This enables the candidates to gain insight into working in an organisation and show that experience on their CVs.
- 22 Learning from this topic will be used by both the Community Committee and officers when developing a **sustainable programme** of activities and services to run out of the **new Little London Community Centre**, when it **opens in 2015**.

#### Community Committee Champions

- 23 **Community Committee Champions** have been appointed to the following positions:
- Employment, Skills & Welfare – Cllr J Pryor
  - Children & Young People – Cllr S Bentley
  - Environment & Community Safety – Cllr N Walshaw
  - Health & Well Being and Adult Social Care – Cllr J Akhtar

24 The Community Committee Champions are working with lead officers through a range of partnership structures to develop clear priorities and play an active role in shaping themes and progressing work:

- Children and Young People Sub Group
- Environmental Sub Group
- WNW Employment, Skills and Welfare Priority Neighbourhood Board
- Locality Community Safety partnership
- Core Health and Wellbeing partnership

25 What's worked well:

- Engaging with services in a new way of working, developing more of a partnership approach to planning the themed meetings.
- Role of Community Champions – through their active role in shaping themes and progressing work.
- Involvement of the sub group infrastructure in response to the themed meetings - the Children and Young People's Sub Group now includes Cluster representation and will monitor those key actions from the Children and Family Health topic.
- Community co-optees – two of the three sub groups of the Inner North West Community Committee have local residents co-opted onto them. These co-optees often provide a different perspective on discussions and challenge where necessary.

26 Social Media

27 The introduction **of Facebook and Twitter** has allowed the Community Committee to interact with a wider audience by developing a **stronger social connection** with residents who have not necessarily previously engaged with us. Social media has provided a platform to **build relationships** and share useful and interesting information from local media, community groups and residents.

28 The Community Committee have publicised a range of messages on Facebook around consultation, community events or improvements to an area, which have proven to be very popular. With such a great response at a very early stage there is real potential for engagement through social media to further grow.

29 The committee also has a Hyde Park Twitter account with over 1700 followers. This has proved an effective way of engaging with some sections of the local community who would not normally engage with traditional methods of communication.

### **30 Key Neighbourhood Improvement Successes:**

31 There are two priority neighbourhoods within the Inner North West area. These are Hyde Park (including parts of Headingley and Burley) and Little London.

32 A range of activity has been undertaken across these two areas and some key successes include:

- Successful coordination and management of the Changeover period. This is the period at the end of summer when student tenancies end and there is a spike in environmental and refuse issues. The committee has worked with service providers, partners, the students unions, universities and landlords, funding a number of projects and encouraging them to work more collaboratively in addressing these issues.
- The Out of Hours Noise Nuisance pilot has been funded by the Inner North West Community Committee. This provides a dedicated resource for the LS6 area at peak times of the year, such as the Freshers period, to tackle the high number of noise complaints that this area generates.
- Development of a new community centre for Little London, alongside a new housing office and the expansion of Little London Primary School.
- Members are working with Keepmoat/SC4L, as part of the Project Liaison Group for the PFI housing contract in Little London, to help ensure the smooth running of the programme.

### **33 Corporate Considerations**

#### **34 Consultation and Engagement**

The Inner North West Community Committee holds both formal meetings and workshop sessions attended by the general public. It has Citizens@Hyde Park & Woodhouse forum that meets quarterly. This is supported by ad hoc community events, galas and the Inner North West Facebook page. The Committee will continue to support and enable local people and communities to engage and interact on issues that are important to them.

#### **35 Equality and Diversity / Cohesion and Integration**

All projects funded from Well Being must have an equal opportunities policy and outline which equality group the project will work with, and how equality and cohesion issues have been considered. Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

#### **36 Council policies and City Priorities**

The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well Being City Priority Plan
- Safer and Stronger Communities Plan

- Regeneration City Priority Plan

**37 Resources and value for money**

There is no new resource implications detailed within this report. In all requests for funding from Community Committee applicants are asked to consider value for money during the application process.

**38 Legal Implications, Access to Information and Call In**

There are no legal, access to information or call in implications arising from this report.

**39 Risk Management**

There are no risk management issues of any significance arising from this report.

**40 Conclusions**

41 The Community Committees are building on the successes of Area Committees and developed on the engagement and involvement of local communities in the decision making process.

42 These first two themed meetings have allowed the Community Committee to work with a bottom-up approach by engaging with partners to envision ways to strengthen the links between Clusters and the sustainability of local assets. The next steps will be to investigate and respond to the challenges and opportunities discussed at these workshops.

43 The Community Committee already has good relationships with its local communities and utilises its available funding streams to support local projects. It recognises that there are challenges ahead especially with engaging with hard to reach groups, but will continue to strengthen its positive working relationships with stakeholders to improve local services and facilities.

**44 Recommendations**

Members are asked to note the content of this report and receive a presentation from the Chair of the Community Committee.

**45 Background documents<sup>1</sup>**

46 None

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<sup>1</sup> 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: Kevin Tomkinson  
Tel: 74357

**Report of**     **City Solicitor**  
**Report to**    **Council**  
**Date:**        **14 January 2015**  
**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

- 1     Appointments to Boards and Panels and to Joint Authorities are reserved to Council.
  
- 2     The relevant Group Whip has requested a membership change as detailed in paragraph 4 of the report on the West Yorkshire Fire and Rescue Authority.

### Recommendations

- 1     That Council approve the appointments referred to in paragraph 4 of the report.

## **2 Purpose of this report**

- 2.1 To make appointments to various Joint Committees, Committees , Boards and Panels.

## **3 Background information**

- 3.1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council.

## **4 Main issues**

- 4.1 That Councillor Pryor replace Councillor Hanley on the West Yorkshire Fire and Rescue Authority.

### **4.2 Consultation and Engagement**

- 4.2.1 The relevant Group Whip has been consulted in respect of the appointments.

### **4.3 Equality and Diversity / Cohesion and Integration**

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

### **4.4 Council policies and City Priorities**

- 4.4.1 There are no specific implications.

### **4.5 Resources and value for money**

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

### **4.6 Legal Implications, Access to Information and Call In**

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

### **4.7 Risk Management**

- 4.7.1 No specific implications

## **5 Recommendations**

- 5.1 That the appointments referred to in paragraph 4 of this report be approved.

## **6 Background documents<sup>1</sup>**

- 6.1 None

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<sup>1</sup> 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.



## EXECUTIVE BOARD

WEDNESDAY, 19TH NOVEMBER, 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

**99 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 1 to the report entitled, 'Design and Cost Report for Playing Pitches and Land at Woodhall Lane, Pudsey, LS28', referred to in Minute No. 114 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 contained within the appendix relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in relation to certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the purchase of the land/property referred to then it is not in the public interest to disclose this information at this point in time. Also, the release of such information would or would be likely to prejudice the Council's commercial interests in relation to and undermine its attempts to acquire by agreement similar properties in the locality in that owners of other similar properties would be aware about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the purchase and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (b) Appendix 1 to the report entitled, 'Design and Cost Report for NCP Car Park, Harper Street, Leeds', referred to in Minute No. 117 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 contained in the appendix relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly

available from the statutory registers of information kept in relation to certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the purchase of the land/property referred to then it is not in the public interest to disclose this information at this point in time. Also, the release of such information would or would be likely to prejudice the Council's commercial interests in relation to and undermine its attempts to acquire by agreement similar properties in the locality in that owners of other similar properties would be aware about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the purchase and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (c) Appendix 2 to the report entitled, 'Connectivity Improvements to South Bank', referred to in Minute No. 118 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 contained in the appendix contains details 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 2 as exempt outweighs the public interest in disclosing the information.

**100 Late Items**

There were no late items as such, however, prior to the meeting an updated version of the covering report to agenda item 9 entitled, 'Delivering the Better Lives Strategy in Leeds: Proposed Next Steps' had been circulated to Board members for their consideration (Minute No. 104 refers).

**101 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made during the meeting.

**102 Minutes**

**RESOLVED** – That the minutes of the meeting held on 15<sup>th</sup> October 2014 be approved as a correct record.

**NEIGHBOURHOODS, PLANNING AND PERSONNEL**

**103 Supply of Specialist Housing for Older People**

Further to Minute No. 181, 15<sup>th</sup> February 2013, the Director of Environment and Housing, the Director of City Development and the Interim Director of Adult Social Services submitted a joint report outlining the progress made to date and identifying how the delivery of specialist housing units could be increased, particularly in those areas of the city where there was a current or predicted shortfall. In addition, the submitted report also set out the scope of the review of Council-owned sheltered housing in the city which would look to

expand the housing and support options and choices for older people, and provide flexibility to meet changing needs.

In presenting the report, an update was provided on the proactive approach being taken to secure further provision of specialist housing for older people, whilst details were also provided on the level of demand which remained. It was emphasised that the focus of the work being undertaken in this area was to help people with care and support needs to live independent lives.

Responding to an enquiry, Members noted the actions which were being taken, in line with the 'One Public Estate' programme, to work with partners in order to utilise sites, where appropriate, for the purposes of specialist housing provision.

In addition, as the work continued to secure the delivery of older people's housing provision across Leeds, Members emphasised the need to ensure that local Ward Councillors were fully engaged throughout this process.

#### **RESOLVED –**

- (a) That the progress made in increasing the delivery of specialist housing for older people be noted;
- (b) That support be given to the further consideration of those Council owned sites, as detailed at paragraphs 3.25 – 3.26 of the submitted report, for investment in Extra Care housing either by direct delivery or through disposal as part of mixed tenure development schemes, and that they are progressed for the purposes of further Ward Member consultation;
- (c) That the role that the Council's sheltered housing stock can play in expanding the housing and support options available for older people be noted, together with the fact that a review is being carried out by the Director of Environment and Housing in order to develop the investment approach.

#### **ADULT SOCIAL CARE**

##### **104 Delivering the Better Lives Strategy in Leeds: Proposed Next Steps**

The Interim Director of Adult Social Services submitted a report providing information on the progress which had been made in relation to the 'Better Lives' programme to date. Taking this into account, together with current opportunities and challenges in this area, the report also presented a series of recommendations for next steps, including the future direction of travel for those services currently provided by the Council.

An updated version of the covering report for this matter had been circulated to Board Members prior to the meeting for their consideration.

Responding to an enquiry, assurances were provided that approval of the recommendations detailed within the submitted report would signify the

commencement of a robust and meaningful consultation exercise. It was noted that this exercise would take into consideration all relevant information already available, and would ensure engagement with staff, service users, trade unions and others, in order to consider alternative financial models which would seek significant savings in order to align with budget requirements.

In addition, Members received clarification from officers in respect of specific recommendations detailed within the submitted report and it was reiterated that following the conclusion of the consultation exercise, any related final decisions regarding future service provision would be submitted to the Executive Board for determination. Furthermore, it was emphasised that as a result of any such final decisions taken by the Board, no service users would be relocated until appropriate alternative provision had been identified.

Furthermore, emphasis was placed upon the need to ensure that dialogue continued with all affected staff, the need for a mixed economy of service provision throughout the city was highlighted, and the innovative approach which continued to be undertaken in order to develop appropriate provision across the city was noted.

#### **RESOLVED –**

- (a) That it be noted that during the consultation on the future of residential, day and community support services, confirmation will be sought (by means of a further review chaired by the Executive Board member for Adult Social Care or his deputy) that reviews already conducted are robust; and that work with staff and trades unions will be put under way to determine whether alternative service delivery models can be constructed which will deliver the required efficiencies. It also be noted that staff and trade unions in these areas of service are invited to bring forward workable proposals for alternative service delivery models, for consideration by Executive Board at a future meeting;
- (b) That the proposals contained within the submitted report for the Better Lives programme relating to the specific services, as detailed in section 5 of the submitted report, be approved;
- (c) That the four-year timetable, as set out in the submitted report and as summarised in Appendix 1, be approved;
- (d) That consultation be commenced immediately (January 2015) on the proposed decommissioning of the three remaining specialist residential care homes and associated day centres (Siegen Manor, Middlecross and The Green), with the consultation seeking views on the proposed decommissioning of these establishments when suitable alternative facilities become available in their vicinity, as detailed in sections 5.2-5.4 and 5.19-5.21 of the submitted report;

- (e) That when it is considered that suitable alternative provision is available for Knowle Manor and Spring Gardens, the Director of Adult Social Services, in consultation with the Executive Member for Adult Social Care, consider a decision to cease permanent admissions from an agreed date, as detailed in section 5.5 of the submitted report;
- (f) That agreement be given to continue to seek the creation of local alternative care provision for those residential care services which have been previously approved by Executive Board for closure. In the case of both Home Lea House and Dolphin Manor, a progress report setting out a clear and conclusive business case for a local social enterprise be submitted and considered by Executive Board in summer 2015, and if that is not possible, an alternative proposal be brought back to the Executive Board within that same timescale, with staff being fully engaged throughout this period, as detailed in section 5.7 of the submitted report;
- (g) That agreement be given to continue to pursue the development of a transitional and respite care facility at Suffolk Court, as previously approved by Executive Board, in partnership with health partners and others, subject to the outcome of options appraisals being undertaken by the Clinical Commissioning Groups (CCGs) and the Public Private Partnership Unit (PPPU), as detailed in sections 5.8-5.10 and 5.18 of the submitted report;
- (h) That in order to support the introduction of new city-wide contracts for the provision of homecare, which are planned to be introduced during 2016, approval be given to commence in January 2015, consultation on the proposal to cease the provision of the in house community support service (long term generic and mental health) with the intention of the service being fully withdrawn by the end of March 2016, and that during the consultation period, positive redeployment options be actively pursued, as detailed in sections 5.12-5.14 of the submitted report;
- (i) That approval be given to begin work to align the provision of care support in the three extra care schemes where Adult Social Care is the care provider to that contained in the new city-wide extra care model by the end of March 2016. After that date, a further review be undertaken in order to ascertain whether further efficiencies could be delivered through market testing these three schemes, as detailed in section 5.15 of the submitted report;
- (j) That support be given to work currently under way to identify a site for a new leisure / sport / wellbeing facility in East Leeds, as outlined in section 5.16 of the submitted report;

- (k) That approval be given to commence consultation immediately (January 2015) on the decommissioning of Springfield day centre (Beeston and Holbeck). The consultation will seek views on the proposed decommissioning of this establishment when suitable alternative facilities become available in the vicinity, as detailed in section 5.22 of the submitted report;
- (l) That sufficient alternative work placements and job opportunities within Council directorates be identified for all disabled staff currently working in the Roseville laundry. When this has been achieved and all staff accommodated, then a decision be made to cease trading as soon as practical. Furthermore, other staff attached to Roseville to be supported to find alternative options, as detailed in section 5.27 of the submitted report;
- (m) That in relation to all other direct care services provided in house and not specifically mentioned above, approval be given to identify appropriate and sustainable opportunities for those services to be either transferred to, or delivered in partnership with either the Council or with health or voluntary sector organisations, as detailed in section 5.28 of the submitted report;
- (n) That approval be given to undertake joint work with colleagues in the Leeds and York Partnership NHS Foundation Trust (LYPFT) in order to develop a business case for the further integration of services comprising all of the current council delivered mental health day, recovery and supported housing services, the physical impairment service and older people's dementia day support at Calverlands and Laurel Bank, through an updated and revised section 75 agreement (Health Act 2011), as detailed in sections 5.28 and 5.30 of the submitted report;
- (o) That approval be given to identify alternative and appropriate job opportunities for staff impacted by these proposals, within the Council and across the wider health and social care sector in the city and also to support staff to take up such opportunities through targeted training and development support, as detailed in sections 6.9-6.14 of the submitted report;
- (p) That approval be given the next key steps as follows:-
  - (i) January 2015: commence consultation immediately on the proposed decommissioning of the three remaining specialist residential care homes and associated day centres (Siegen Manor, Middlecross and The Green) and Springfield day centre. The consultation will seek views on the proposed decommissioning of these establishments when suitable alternative facilities become available in their vicinity using the proposed approach detailed in sections 6.1-6.5 of the submitted report;

- (ii) January 2015: commence consultation on the proposal to cease the provision of the in house community support service (long term generic and mental health) with the intention of the service being fully withdrawn by the end of March 2016;
  - (iii) Summer 2015: to provide an update report on progress made in relation to all of the above proposals with annual reports on progress thereafter.
- (q) To note that the Interim Director of Adult Social Services is lead officer for this work.

#### **105 External Provision of Home Care Services**

The Interim Director of Adult Social Services submitted a report providing details of the progress which had been made to date with regard to the re-commissioning and re-design of the external home care services and which outlined the next steps to be taken.

Members welcomed the submitted report, with emphasis being placed upon the benefits of locality based service provision, the work being undertaken in respect of the associated Ethical Care Charter, together with the vital role which continued to be played by homecare service staff across the city.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted and that the continuation of the work on the re-commissioning and re-design of external homecare provision be endorsed;
- (b) That the Executive Board receive a further report in April 2015 which sets out recommendations in relation to fully costed service delivery models (the various options for which are set out in the submitted report), including the financial implications in relation to the adoption of these models and containing recommendations in relation to the implementation post procurement;
- (c) That it be noted that the Head of Commissioning, Adult Social Care is responsible for the continuation of this work.

#### **NEIGHBOURHOODS, PLANNING AND PERSONNEL**

#### **106 Community Centres Review - Proposals to Consult**

Further to Minute No. 38, 16<sup>th</sup> July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report presenting a number of proposals with regard to a range of community centres across the city. The submitted report recommended that a formal 12 week consultation period was commenced on a number of possible changes to ten community centres identified as requiring action in the short term.

In response to an enquiry, assurances were provided that the proposals detailed within the submitted report were to enable a consultation exercise,

followed by a full options appraisal to be undertaken in respect of the future of each of the ten named centres. Actions other than closure would be undertaken, with any closure proposals being subsequently reported back to the Board for consideration.

Members made reference to a number of centres detailed within the submitted report. However specifically, the Executive Member for Digital and Creative Technologies, Culture and Skills commented upon Meanwood Community Centre and the fact that a number of arts groups, relocated from the West Park Centre, were now based there and she indicated that she would be happy to be involved in discussions regarding this centre.

**RESOLVED** – That by 27th February 2015, the Assistant Chief Executive (Citizens and Communities) be requested to:-

i) consult on the future of the following community centres:

- St Gabriel's Community Centre, Fall Lane, East Ardsley
- Bramley Community Centre, Waterloo Lane, Bramley
- Old Cockburn Sports Hall, Primrose Lane, Hunslet
- Kippax Youth Centre, known as the Kippax Kabin, Cross Hills, Kippax
- Gildersome Youth Club Street Lane, Gildersome
- Lewisham Park Centre, Clough Street, Morley
- Weston Lane Community Centre, Weston Ridge, Otley
- Windmill Youth Centre, Marsh Street, Rothwell
- Fieldhead Youth and Adult Centre, Naburn Approach, Whinmoor
- Meanwood Community Centre, Stainbeck Avenue, Meanwood

ii) work with the Director of City Development in order to enter into discussions with the owners of the buildings not owned by the Council to consider the future use of the buildings;

iii) take forward actions arising from the consultation, except closure, in consultation with the Executive Member for Neighbourhoods, Planning and Personnel. In circumstances where the outcome recommends closure, this to be reported to Executive Board for decision;

iv) undertake a strategic review of caretaking arrangements across the community centre portfolio, with a view to bringing forward savings proposals wherever possible.



(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the matters included within this minute)

#### **107 Leeds Homes Refurbishment Standard**

The Director of Environment and Housing submitted a report which sought agreement to a new standard for the refurbishment of Council Housing following the completion of the Decent Homes Standard programme of improvement work.

Members welcomed the greater degree of flexibility that the Leeds Homes Refurbishment Standard would provide, when compared to the national Decent Homes Standard. The Board also welcomed the positive impact that the standard would have from a health and wellbeing perspective and also how the submitted report demonstrated closer working across Council directorates.

**RESOLVED** – That the new Leeds Homes Refurbishment Standard, as outlined within the submitted report, be endorsed.

#### **ADULT SOCIAL CARE**

#### **108 Leeds City Council Social Care and Health Capital Fund**

Further to Minute No.74, 17<sup>th</sup> September 2014, the Interim Director of Adult Social Services submitted a report advising of the intention to commit Health and Social Care capital funding to two information and technology led schemes in order to support the City's ambitious plans to be the Best City in the country for Health and Wellbeing.

Responding to an enquiry, officers provided the Board with information on the potential options available to recoup any savings realised from the Department of Health (DoH) as a result of an investment into the Health and Social Care Aggregated Secure Network Interconnection. In addition, it was noted that with regard to this project, an investment would not be made until there had been a satisfactory conclusion to the discussions held with the DoH regarding the release of such savings.

It was highlighted that further cross-directorate and multi-agency working was required in order to maximise the available resource for the benefit of health and social care service provision.

Finally, the Members paid tribute to the work of the Council's ICT team who continued to lead the way nationally in terms of the technological advances being made in the field of health and wellbeing.

**RESOLVED** – That approval be given to the first drawdown of £1,350,000 from the Health and Social Care Capital Fund to progress work on the first two information and technology schemes, which are:-

- (i) Approval to spend £1,300,000 on the Tracking Outcomes for Children and Young People scheme;

- (ii) Approval to spend £50,000 on the Health and Social Care Network Interconnection (N3 to YHPSN), subject to the satisfactory conclusion of discussions with the Department of Health.

## **FINANCE AND INEQUALITY**

### **109 Financial Health Monitoring 2014/15 - Half Year**

The Deputy Chief Executive submitted a report setting out the Council's projected financial position for 2014/2015 at the half way stage of the financial year, together with the measures being put in place to reduce the current projected level of overspend.

The Deputy Chief Executive provided an update to the Board and indicated that the draft month 7 figures currently showed an improved position of between approximately £2–3 million.

Officers undertook to provide Board members with a written response to a specific enquiry raised in relation to matters regarding the New Homes Bonus.

Members noted the current projected level of overspend and the associated level of risk to the Council, and it was highlighted that the budget setting process for 2015/16 would present even greater challenges to those of recent years.

**RESOLVED** – That the projected financial position of the authority after six months of 2014/15 be noted, together with the measures which are being put in place, as detailed within paragraph 3.3.4 of the submitted report.

### **110 Capital Programme Quarter 2 Update 2014-2017**

The Deputy Chief Executive submitted a report providing an update on the Capital Programme position as at period 6, the end of September 2014. The report included an analysis of major changes and progress on schemes within the Capital Programme since July 2014, together with an analysis of the impact that any changes in capital resources may have on the cost of borrowing within the revenue budget as the key control of capital investment. In addition, the submitted report also provided a brief update on the progress achieved on major schemes within the programme's objectives and finally the report sought some specific approvals in relation to funding injections for specific schemes.

#### **RESOLVED –**

- (a) That the latest position at period 6 on the General Fund and Housing Revenue Account (HRA) Capital programmes be noted;
- (b) That the net increase in the General Fund and HRA Capital Programme 2014- 2018 of £156.2m since Quarter 1 be noted, which is largely due to additional funding allocations such as: 2 years of estimated Basic Need grant £38m, LCC funded Annual Programmes £38.4m up to 2017/18 supported by £2.6m adaptations grant, Council Housing Investment Programme £28m; Social Care and Health Fund £25m;

Highways schemes £9m, Green Deal Community fund £5m; Customer access phase 2 £5m; Other various schemes £5m, including the capital receipts incentive scheme £375.1k and the Aireborough One Stop Centre relocation £175k;

- (c) That it be noted that the Corporate borrowing required to fund the Capital Programme in 2014/15 has reduced by a further £15.5m from Q1 to Q2, therefore the Capital Programme is affordable within the approved debt budget for 2014/15, and that further work is underway through the quarterly reviews in order to ensure that future debt costs are maintained within the overall Medium Term Financial Plan;
- (d) That the funding package for the South Bank Connectivity proposals, detailed at paragraph 3.2.5 of the submitted report, which also appear as a separate agenda item to this Board meeting, be noted;
- (e) That the following injections into the capital programme be approved:-
- £38,400.0k funded LCC annual programmes up to 2017/18 supported by £2,570.0k CLG grant for adaptations as detailed at appendix B to the submitted report;
  - £37,800.0k funded by estimated Basic Need grant to contribute to the delivery of additional school places across the city, as detailed in paragraph 3.2.3 of the submitted report;
  - £8,612.0k funded by Homes and Communities Agency (HCA) to deliver a programme of newbuild and acquisitions to our Council Housing Growth Programme, as detailed in paragraph 3.2.1 of the submitted report;
  - £375.1k in relation to Capital Receipts to be utilised by Ward Councillors under the Capital Receipts Incentive Scheme (CRIS), as detailed in paragraph 3.2.6 appendix C of the submitted report;
  - £175.0k ringfenced receipt for Aireborough One Stop Centre relocation to Yeadon Library.
- (f) That it be noted that the above decisions to inject funding will be implemented by the Chief Officer (Financial Services).

**111 Treasury Management Strategy Update 2014/15**

The Deputy Chief Executive submitted a report presenting a review and update of the Council's Treasury Management Strategy for the period 2014/15.

**RESOLVED** – That the update on Treasury Management borrowing and investment strategy for 2014/15, be noted.

**HEALTH AND WELLBEING**

**112 The Health and Social Care Financial Challenge in Leeds**

The Director of Public Health and the Interim Director of Adult Social Services submitted a joint report providing an overview of the current state of the Leeds

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health and social care '£', the financial challenge facing the Leeds health and social care economy and the measures that were currently being put in place to transform the system for the benefit of citizens in a way that was financially sustainable.

**RESOLVED** – That the contents of the submitted report be noted, with specific reference being made to:-

- (i) The scale of the financial challenge facing the Leeds' health and social care economy;
- (ii) The approach taken by partners across the health and social care system to address this financial challenge;
- (iii) That a whole systems approach is being taken recognising that no one partner can either address the challenge or be left to face their challenge alone;
- (iv) That further measures (still to be determined and currently being discussed by partners) will need to be taken to fully address the financial challenge over the next 5 years;
- (v) That the Chief Officer Resources and Strategy for Adult Social Care is the Council's responsible officer to implement resolution (iv) above as appropriate, in collaboration with the Directors of Finance of all Health Partner Organisations.

## **TRANSPORT AND THE ECONOMY**

### **113 Temple Mill**

The Director of City Development submitted a report setting out the current status of the Grade 1 listed and at risk Temple Mill and detailed the proposals of a private sector led development proposition. Additionally, the submitted report sought agreement to the principles of how the Council could support the redevelopment of Temple Mill and the regeneration efforts in the area.

The Board acknowledged the significant opportunity that the potential redevelopment of Temple Mill presented, specifically as a visitor attraction in its own right and also considering the positive impact that it could have on the regeneration of the surrounding area.

**RESOLVED** –

- (a) That approval be given to the redevelopment of Temple Mill being a city priority for securing Heritage Lottery Fund grant support, given its Grade I listed status and at risk condition;
- (b) That on the basis of resolution (a) above, and also on the basis that the Council secures further clarity to its satisfaction about the proposals for the building's future use:-

- (i) In principle agreement be given to work with Citu in order to facilitate the restoration of Temple Mill. This will include agreeing the proposals for the use of the enabling value of Council assets at Bath Road, Leodis Court and Sweet Street as a contribution towards the restoration of Temple Mill;
  - (ii) In principle support be given to Citu's Stage One Heritage Lottery Fund Major Grant funding bid, to be made by a trust established by Citu, for their proposals for Temple Mill as set out in the submitted report;
  - (iii) Officers be instructed to undertake more detailed diligence and joint working with Citu on the matters highlighted in paragraph 3.12 of the submitted report and in accordance with the principles, as set out in the report;
  - (iv) Officers be instructed to report back to Executive Board with further recommendations regarding the proposals to bring about the restoration of Temple Mill;
- (c) That it be noted that the Chief Officer Culture and Sport will be responsible for the implementation of actions (b) (ii) and (b) (iii) c and Head of Regeneration will be responsible for the implementation of actions (b) i and (b) iv.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public's interests. As such, it was determined that the resolutions relating to this report were exempt from the Call In process as any delay in the Council agreeing the recommendations would prejudice Citu's ability to submit a Heritage Lottery Fund (HLF) bid by the 30<sup>th</sup> November 2014)

**114 Design and Cost Report for Playing Pitches and Land at Woodhall Lane, Pudsey, LS28**

The Director of City Development submitted a report seeking the necessary approvals which would enable the acquisition of three parcels of land primarily laid out as playing pitches and grazing land from Bradford University and Bradford City Council on the heads of terms as detailed within the exempt appendix to the submitted report. In addition, the report sought approval of the sale of the long leasehold interest of the area outlined within the appended plan to Albion Sports Juniors Football Association, on the terms identified in the exempt appendix, subject to Albion Sports covenanting to share the use of the pitches with other clubs and schools in the area.

Members were advised that agreement on this matter had not yet been reached and as such negotiations needed to continue with relevant parties. It was highlighted that should there be any requirement for the terms detailed within the submitted report and exempt appendix to change as a result of

such negotiations, then the matter would be resubmitted to the Board for further consideration.

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(3), which was considered in private at the conclusion of the meeting it was

**RESOLVED** – That the following be approved:-

- (a) The principle of the acquisition of the three parcels of land primarily laid out as playing pitches and grazing land from Bradford University and Bradford City Council as identified on the plan appended to the submitted report, be agreed;
- (b) The Board approve the heads of terms, as detailed within the exempt appendix and the sale of the long leasehold interest of the area, as outlined in black on the appended plan, to Albion Sports Juniors Football Association, on the terms identified within the exempt appendix to the submitted report, subject to Albion Sports covenanting to share the use of the pitches with other clubs and schools in the area;
- (c) The delegation of the necessary authority to the Director of City Development in order to negotiate the detailed heads of terms for the acquisition of the Woodhall sites and also to negotiate the detailed heads of terms for the disposal of the pitches, as outlined in black on the appended plan, to Albion Sports Junior Football Association. Should this not be achievable, it is requested that a further report be submitted to the Board outlining an alternative proposal for the acquisition of the land;
- (d) The injection into the 2014/15 capital programme and authority to spend of the sums outlined within the exempt appendix to the submitted report which are funded by a capital receipt following the onward sale of the long leasehold interest;
- (e) That it be noted that the Head of Asset Management will be responsible for implementation of such matters, with transactions to complete within six months.

**115 Leeds City Centre Business Improvement District**

Further to Minute No. 226, 2<sup>nd</sup> April 2014, the Director of City Development submitted a report providing an update on the progress which had been made in the development of the Leeds City Centre Business Improvement District (BID) proposals.

Members welcomed the proposals detailed within the submitted report and emphasised that the establishment of such a BID was crucial to the continued success of the Leeds city centre. The Board also discussed the role of smaller businesses in respect of the BID, and highlighted the contribution made by

such businesses in ensuring that the city centre successfully provided an attractive and wide ranging retail offer.

The Board also considered the potential role that the BID could play in contributing towards future city centre events, and highlighted the importance of the Baseline Services Agreement in providing clarity around the role of the Council and other relevant parties.

**RESOLVED –**

- (a) That the BID4Leeds proposals to achieve a step change in the ability of Leeds to improve and promote its city centre as successful business location, as a place to study, a source of jobs growth, and as a leading retail, leisure, cultural, and visitor destination, be supported;
- (b) That confirmation of the Council's position be agreed in that, as a potential levy payer in respect to properties it occupies within the BID area, it will vote in favour of the BID, and that the vote on this matter be delegated to the Director of City Development;
- (c) That confirmation be given that the Council is satisfied that the BID4Leeds proposals do not conflict with any existing Council Policy and the proposed BID boundary has not been manipulated inappropriately;
- (d) That confirmation be given that the Council is satisfied that the submission of the draft BID proposal (set out mainly in the BID4Leeds Business Plan) includes: the proposed aims and projects; details of the consultation undertaken; a notice in writing confirming the intention to go to ballot; demonstrates finances available to cover the cost of the ballot in the event that it fails or fails to reach 20% turnout; and delegates approval of the final business plan and boundary to the Director of City Development in consultation with the Executive Member for Transport and the Economy;
- (e) That confirmation be given that the Council is satisfied that the final proposals include all of the details stated within Schedule 1 of the BID Regulations;
- (f) That a commitment be given to maintain the provision of quality services in the BID area, and that approval be given to the Baseline Services Agreement, setting out the services that the Council is legally bound to continue to fund or provide for the duration of the BID;
- (g) That approval be given to the arrangements set out in the Operating Agreement for the Council to manage the collection and enforcement of BID levy charges and to charge a reasonable fee for this service;
- (h) That the arrangements for the Council to operate the ballot be approved;

- (i) That approval be given to provide the relevant rating list data pursuant with the boundary proposed from the BID Proposer at the outset of the process, and that in due course an updated version be provided for the purposes of the electoral register;
- (j) That the stages and timescales required to implement the decisions as outlined within the above resolutions be noted together with the fact that the Chief Economic Development Officer will be responsible for such implementation.

#### **116 Next Steps in the Brownfield Land Programme**

Further to Minute No. 179, 14<sup>th</sup> February 2014, the Director of City Development submitted a report providing an update on the progress made to deliver new housing on brownfield sites through the Council's Brownfield Land Programme. In addition, the submitted report sought approval of an approach to secure further sustained development over the next 5 years.

Members highlighted the importance of utilising the Housing and Communities Agency's Development Partner Panel when selecting appropriate development partners, and emphasised the need to ensure that a mixed economy of such development partners was secured.

In considering the submitted report, Members made reference to the actions being taken to achieve the target within the Council's Core Strategy in respect of brownfield land development. In addition, emphasis was placed upon the potential benefit which could be gained from the development of brownfield land sites which were situated in key areas and which were currently owned by other organisations.

Responding to an enquiry into the extent to which the Council had submitted bids to national initiatives which had been established to promote the development of brownfield land sites, it was noted that a briefing on this would be circulated to Board members for information, with a report being submitted to the Board on this matter at the earliest opportunity.

In conclusion, emphasis was placed upon the potential benefits which could be realised by the regional delivery of regeneration skills programmes which were currently provided by central Government, and it was noted that discussions continued with Government on the potential devolution of such programmes.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the use of the Homes and Communities Agency's Development Partner Panel to select a development partner or partners to deliver new homes on sites included within the Council's Brownfield Land Programme, as set out in paragraph 3.22 of the submitted report be agreed;



- (c) That the necessary authority be delegated to the Director of City Development in order to determine how the sites outlined in paragraph 3.22 of the submitted report, in addition to any additional sites made available through the potential termination of the EASEL Strategic Development Agreement (paragraph 3.23 of the same report), are to be included within each development package;
- (d) That the necessary authority be delegated to the Director of City Development, in consultation with the Executive Member for Transport and the Economy, in order to enter into a development agreement with a preferred developer or developers selected through the procurement exercise as set out in resolution (b) above, with the final terms of any such agreement to be reported back to Executive Board.
- (e) That the necessary authority be delegated to the Director of City Development in order to incorporate other cleared development sites into the procured partnership as may be appropriate, as a means of increasing the capacity and pace of housing delivery in the city.
- (f) That it be noted that the Head of Regeneration will be responsible for the implementation of such matters, as outlined within the submitted report.

**117 Design and Cost Report for NCP Car Park, Harper Street, Leeds**

The Director of City Development submitted a report which sought approval to the proposed acquisition of the Council's head tenant's leasehold interest in respect of the Harper Street Car Park, which would allow the Council to receive direct a substantial rental income from their sub tenant NCP.

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(3), which was considered in private at the conclusion of the meeting it was

**RESOLVED –**

- (a) That the acquisition of the head lease as an investment, on the terms as outlined within the exempt appendix 1 to the submitted report, be approved;
- (b) That the injection of, and the authority to spend the sums detailed within the exempt appendix 1 to the submitted report, into the capital programme, be approved;
- (c) That it be noted that the Director of City Development, under his delegated powers, will negotiate the detailed Heads of Terms for the acquisition.

## **118 Connectivity Improvements to South Bank**

The Director of City Development submitted a report which outlined issues impacting upon the potential success of Leeds Dock and the rest of South Bank and proposed the contribution of funding and in-kind support to a number of public realm, cycling and public transport improvements in order to improve connectivity to South Bank.

Members welcomed the proposals detailed within the submitted report and highlighted the role that the improved connectivity of the area could potentially play in the revitalisation of Leeds Dock and the regeneration of South Bank.

Given the significant level of footfall within the city centre on a Sunday, an enquiry was raised about the potential to extend the current proposal to operate a City Bus to Leeds Dock 7 days a week. In response, it was proposed that as part of the tender process for the bus service, a variant opportunity be provided to enable submissions for a Sunday service also, which could be taken into consideration as part of the overall process.

Following consideration of Appendix II 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** – That the following be noted:-

- (a) a contribution of £50,000 LCC funding will be sought from the capital programme alongside private sector contributions of £94,000, which will help fund public realm improvements from Leeds Rail Station through South Bank. Once the details have been finalised, a report will be taken to Director of City Development for approval;
- (b) a contribution of £25,000 is made from the Local Transport Plan (LTP) towards the cycling and bus stop provision in order to complement the £150,000 City Connect scheme which will provide cycling infrastructure from the Leeds Railway Station to Leeds Bridge by extending facilities into the South Bank;
- (c) that funding will be allocated from the S106 Public Transport contributions in order to support public transport provision from the railway station to Leeds Dock, and that it is recommended that the bus is branded as 'City Bus (South Bank)', with fares kept in line with the existing City Bus (currently 50p).

## **CHILDREN AND FAMILIES**

### **119 Outcomes of Statutory Notices to increase primary school provision in Armley and Bramley & Stanningley**

Further to Minute No. 34, 16<sup>th</sup> July 2014, the Director of Children's Services submitted a report detailing proposals aimed to ensure that the local authority met its duty regarding the sufficiency of school places. The report was divided into two parts - Part A described the outcome of a statutory notice in relation

to the expansion of primary provision in Armley for September 2016, and which sought a final decision on the proposal. Whereas Part B described the outcome of a statutory notice in relation to the expansion of primary provision in Bramley and Stanningley for September 2016, and which sought a final decision on the proposal.

**RESOLVED –**

- (a) That changes to Castleton Primary School by increasing its capacity from 210 pupils to 420 pupils, increasing in the admission limit in reception from 30 to 60 from September 2016, be approved;
- (b) That changes to Hollybush Primary School by changing the lower age limit from 3 to 2 from January 2015 and increasing its capacity from 420 pupils to 630 pupils, increasing the admission limit in reception from 60 to 90 from September 2016, be approved;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Capacity Planning and Sufficiency Lead.

**120 Children and Young People's Plan 2015-19**

The Director of Children's Services submitted a report setting out the intention to consult with stakeholders on the development of the 2015-19 Children and Young People's Plan before the final draft is submitted to full Council for approval in April 2015.

Responding to an enquiry, the Board was provided with an update following the publication of a report by Ofsted earlier in day regarding Local Authorities' role in the safeguarding of children from exploitation.

**RESOLVED –**

- (a) That the proposals for initiating the conversation about the shape of the Children and Young People's Plan 2015-19, be noted.
- (b) That it be noted that the officer responsible for the such matters is the Chief Officer, Partnership, Development and Business Support, and that in terms of timescales, it is proposed that the Plan be formally considered by Council in April 2015.

(The Council's Executive and Decision Making Procedure Rules state that the power to Call In decisions does not extend to those made in accordance with Budget and Policy Framework Procedure Rules (B&PFPRs). As the resolutions relating to this minute (above) were being made in accordance with the Council's B&PFPRs, such matters were not eligible for Call In)

**DATE OF PUBLICATION:** FRIDAY, 21<sup>ST</sup> NOVEMBER 2014

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** FRIDAY, 28<sup>TH</sup> NOVEMBER 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 1<sup>st</sup> December 2014)

## EXECUTIVE BOARD

WEDNESDAY, 17TH DECEMBER, 2014

**PRESENT:** Councillor K Wakefield in the Chair

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

**SUBSTITUTE MEMBER:** Councillor J Procter

**121 Substitute Member**

Under the terms of Executive and Decision Making Procedure Rule 3.1.6, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

**122 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 1 and Plan 1 to the report entitled, 'East Leeds Extension: Acquisition of Land between Wetherby Road and York Road', referred to in Minute No. 134 are 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 contained within the appendix and plan relates to the financial or business affairs of a particular person, and of 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 was obtained through initial one to one discussions for the acquisition of the property/land then 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 Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and

Draft minutes to be approved at the meeting  
to be held on Wednesday, 11th February, 2015

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

- (b) Appendix 1 to the report entitled, 'Design and Cost Report for Playing Pitches and Land at Woodhall Lane, Pudsey', referred to in Minute No. 136 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 contained within the appendix and plan relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in relation to certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the purchase of the land/property referred to then it is not in the public interest to disclose this information at this point in time. Also the release of such information would or would be likely to prejudice the Council's commercial interests in relation to and undermine its attempts to acquire by agreement similar properties in the locality in that owners of other similar properties would be aware about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the purchase and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

**123 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made during the meeting.

**124 Minutes**

**RESOLVED** – That the minutes of the meeting held on 19<sup>th</sup> November 2014 be approved as a correct record.

**DIGITAL AND CREATIVE TECHNOLOGIES, CULTURE AND SKILLS**

**125 Smart Cities: Delivering a Sustainable City in the Digital Age**

The Deputy Chief Executive submitted a report providing details on the drivers for a Smart Cities approach for Leeds and which recommended a particular strategic approach towards its delivery. In addition, the report also provided an update on what had been delivered to date through temporary and loose arrangements in what has been a "prototype" year. Finally, the report detailed where the Council aimed to be and the main issues to be resolved, whilst also providing practical recommendations in terms of progressing from the current position, including the formalising of a Smart Cities Team.

Responding to an enquiry, emphasis was placed upon the need to ensure that the relevant expertise located throughout the city was fully engaged in the delivery of the Smart Cities approach and how the benefits from the proposed

Capital Innovation Fund could be maximised. As such, acknowledging the consultation events which had already taken place, it was suggested that moving forward, a panel incorporating the relevant expertise could be established as part of the associated engagement process, with a follow up report being submitted to the Board in the next six months on the involvement of the digital community in this area.

Members highlighted how Leeds continued to lead nationally on the development of smart methods in the field of health and wellbeing, the importance of working with schools and young people on this agenda and emphasised the significant opportunities which existed in areas such as future economic growth and job creation.

#### **RESOLVED –**

- (a) That the Smart Cities approach and direction as detailed within the submitted report be endorsed;
- (b) That the formalising of the Smart City Team from existing resources under the leadership of the Chief Information Officer, be supported;
- (c) That support be given to the creation of a Capital Innovation Fund of £150,000 which can be used to support “Civic Enterprise” type prototypes as a basis for informing wider business cases, with spending against this fund to be recommended by the Smart Cities lead and associated sign off from Chief Information Officer and the Executive Member for Digital and Creative Technologies, Culture and Skills;
- (d) That the direction to all managers and services to commit to making all non-person sensitive data open and published on the Leeds Data Mill, be supported;
- (e) That a follow up report be submitted to the Board in the next six months on the involvement of the digital community in this area.

#### **HEALTH AND WELLBEING**

##### **126 Building a 'Mentally Healthy' Leeds**

The Director of Public Health and the Director of City Development submitted a joint report outlining the learning and outputs which had arisen from the 'Mentally Healthy City' event held in June 2014. The report helped to place such outputs into the context of wider ongoing work around health and strategic planning which was currently being undertaken within Leeds, whilst the report also made recommendations for further crosscutting work which could be undertaken in order to promote wellbeing across a growing city.

The Board welcomed the fact that the report highlighted and prompted discussion on the issue of mental health. In addition, Members emphasised the vital role of Ward Councillors in progressing the 'Mentally Healthy' Leeds initiative in their respective areas and reiterated the need to ensure that associated community infrastructure accompanied future housing growth in the city.

Responding to an enquiry, Members received information on the practical elements of this initiative, and how it would impact upon the planning process for example.

**RESOLVED –**

- (a) That the positive outputs and ideas arising from the ‘Mentally Healthy City’ workshop, held with cross city partners in June 2014, be recognised and supported;
- (b) That the extensive work currently taking place to integrate health and wellbeing considerations into future planning for the built environment and housing, be recognised and supported;
- (c) That the benefits identified by this conference of Public Health and planning colleagues, applying a cross-cutting approach to issues in breakthrough projects (such as housing growth, making the City a good place to grow old, and reshaping health and social care), and building on the process of consultation and engagement, as outlined within the submitted report, be recognised and supported.

**FINANCE AND INEQUALITY**

**127 Financial Health Monitoring 2014/15 - Month 7**

The Deputy Chief Executive submitted a report presenting the Council’s projected financial position for 2014/2015 after seven months of the financial year. In addition, the report also highlighted the key issues impacting upon the overall achievement of the budget for the current year and provided details on the measures which had been established to reduce the current level of overspend.

**RESOLVED –** That the projected financial position of the authority after seven months of 2014/2015, be noted.

**128 Initial Budget Proposals for 2015/16**

The Deputy Chief Executive submitted a report which sought approval of the Council’s initial budget proposals for 2015/2016, as detailed within the submitted paper, and also which sought agreement for those proposals to be submitted to Scrutiny and used as a basis for wider consultation with stakeholders.

In presenting the submitted report, the Deputy Chief Executive informed the Board that to date, confirmation of the 2015/16 Local Government finance settlement and also the 2015/16 Council Tax referendum ceiling was still to be received. As part of the development of the proposals, it was also noted that further work would continue to ensure that the proposals were robust, whilst work would also be undertaken with a view to strengthening the Council’s level of financial reserves.

The Board considered the cumulative impact upon the Council arising from the challenging funding reductions it had faced since 2010, with tribute being paid to the key role played by Council employees for their continued efforts throughout this period.



**RESOLVED** – That the submitted report be approved as the initial budget proposals and for such proposals to be submitted to Scrutiny for consideration and also be used as a basis for wider consultation with stakeholders.

(In accordance with the Council's Budget and Policy Framework Procedure Rules, decisions as to the Council's budget are reserved to full Council. As such, the resolution above is not subject to call in, as the budget is a matter that will ultimately be determined by full Council, and the submitted report is in compliance with the relevant Procedure Rules as to the publication of initial budget proposals two months prior to adoption).

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute. Also, in relation to such matters, as Councillor J Procter was in attendance as a non-voting Member, he drew the Board's attention to the fact that if he were able to, he would abstain from voting on the decisions referred to within this minute)

**129 Local Welfare Support Scheme (LWSS) 2015/16**

Further to Minute No. 199, 5<sup>th</sup> March 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report which presented proposals for a Local Welfare Support Scheme from April 2015 and which detailed how the scheme could continue in order to support the Citizens@Leeds approach to tackling poverty and deprivation.

The Board noted that the proposals detailed within the submitted report were based upon there being no Government funding allocated for 2015/16. However, it was highlighted that a Government announcement following a review of local welfare provision funding for 2015/16 was expected imminently, and that should any Government funding be announced, an updated scheme would be developed based upon a minimum budget of £800k or an amount higher than this figure, should specific Government funding be forthcoming which was greater than £800k.

**RESOLVED –**

- (a) That the development of a scheme based on the outline scheme proposals for emergency provision for 2015/16, as set out within the submitted report, be approved subject to the approval of funding;
- (b) That it be noted that the Chief Officer (Welfare and Benefits) will be responsible for the implementation of an approved scheme.

**130 Consultation Outcomes on the Local Council Tax Support Scheme 2015/16**

Further to Minute No. 50, 16<sup>th</sup> July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report outlining a number of options for a 2015/2016 local Council Tax Support Scheme which reflected both the consultation feedback obtained and also the budget position facing the Council. In addition, the report also invited the Board to consider making a

recommendation to Council to adopt such a scheme prior to 31st January 2015.

**RESOLVED –**

- (a) That the information detailed within the submitted report be noted, and that full Council be recommended to adopt a Local Council Tax Support Scheme that:-
- (i) Continues with the scheme of protection for vulnerable groups as set out in paragraph 2.4 of the submitted report;
  - (ii) Continues the current local scheme of disregarding in full Armed Forces Compensation Payments;
  - (iii) Continues to provide a budget of £49.6m, which is the same budget as provided in 2013/14 and 2014/15;
  - (iv) Reduces from 26% to 25% the amount of Council Tax due from non-protected working age customers eligible for council tax support, and;
  - (v) Introduces new arrangements for non-protected job seekers that requires after a period of 6 months that they take up additional support to help people them into work in order to continue to receive Council Tax Support.
- (b) That support be given to the proposal that a proportion of any Scheme underspend in 2015/16 should be re-invested in activity to support people into work in order to support the successful implementation of this new initiative;
- (c) That should full Council support the adoption of the proposed scheme, it be noted that the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2015. Implementation will commence in the first week of March 2015 as part of the annual billing process in order for the new Scheme to be effective from 1 April 2015.

**131 Calverley Workhouse Allotment Charity**

The City Solicitor submitted a report which sought approval to a modification of the purposes of the 'Calverley Charity – The Workhouse Allotment', so as to enable the charity to be of more use to the residents of Calverley. The report also sought approval in principle to dispose of part of the land owned by the 'Calverley Charity – The Workhouse Allotment', with the proceeds of the sale becoming part of the charity's funds for use in the delivery of the modified purposes of the charity, including the construction of a playground on land retained by the charity.

**RESOLVED –**

- (a) That the contents of the submitted report be noted, and on being satisfied that it is expedient in the interests of the charity for the purposes to be modified, approval be given to the trusts of the charity being modified by replacing the existing purposes of the charity (the prevention or relief of poverty of residents of the former Manor of Calverley) with the new purposes of preventing or relieving need or hardship of persons living within the former Manor of Calverley. Given

this resolution, the City Solicitor be requested to notify the Charity Commission of the resolution within fourteen days.

- (b) That in principle approval be given to the disposal of the charity's land at Dawson's Corner and retaining sufficient land in order to construct a playground, subject to the necessary consultation with the local community and to a report setting out the detailed proposals being submitted to Executive Board in due course. Given this resolution, the City Solicitor and the Director of City Development be requested to liaise with Ward Members as to the exact nature of the proposals and the required consultation, with a view to submitting a further report to Executive Board within the next six months.

### **132 Safeguarding in Taxi and Private Hire Licensing**

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided assurances on the robustness of the Council's existing safeguarding controls for taxi and private hire licensing. In addition, the report provided an overview of the additional measures being taken to improve safeguarding issues in Taxi and Private Hire Licensing and detailed the progress which had been made to date in this area.

In considering the report, the Board highlighted the need to ensure that a consistently robust approach towards taxi and private hire licensing was adopted across all Local Authorities via the establishment of legislation, and it was agreed that representations on such matters should be submitted to Government on behalf of the Board.

Responding to a specific enquiry regarding the checking measures already in place, it was noted that legal advice was currently being sought in relation to the options available to impose more robust procedures in Leeds for applicants newly arrived in the UK. As such, it was agreed that a further report be submitted to the Board in due course following the receipt of related legal advice, which provided further details on proposals around more robust checks, and which responded to the specific enquiries raised during this discussion.

#### **RESOLVED –**

- (a) That representations be made on behalf of Executive Board to Government about the need to establish legislation which will ensure a consistent approach towards taxi and private hire licensing, without reducing the high standards already recognised in Leeds;
- (b) That a further report be submitted to the Board in due course following the receipt of legal advice currently being sought, which provides further details on proposals around more robust checking measures for applicants newly arrived in the UK and which also responds to the specific enquiries raised during this discussion;
- (c) That the direction officers and Members of Licensing Committee are taking with regard to improvements for safeguarding in Taxi and Private Hire Licensing, be endorsed;

- (d) That it be agreed that Elected Members, MPs and senior officer references should no longer be considered as part of taxi and private licensing decision making processes.

## **TRANSPORT AND THE ECONOMY**

### **133 Response to Sir David Higgins report: 'Rebalancing Britain from HS2 towards a national transport strategy'**

Further to Minute No. 162, 22<sup>nd</sup> January 2014, the Director of City Development submitted a report which provided a response to Sir David Higgins' report entitled, 'Rebalancing Britain from HS2 towards a national transport strategy'. The report presented the main principles for the development of the Council's policy in relation to HS2 and HS3 and considered how the Council could realise the regeneration and economic growth benefits of enhanced connectivity.

Members highlighted the significance of the HS2 project when considering the future long term economic competitiveness of the Leeds City Region.

**RESOLVED** – That in noting the in principle support for HS2 provided by Executive Board on 15<sup>th</sup> February 2013, together with the Board's approval of the formal representation to the HS2 Phase Two proposed line of route consultation in January 2014, the following be approved:-

- (i) The Board welcomes the support for the Eastern leg and strategic proposition of HS2 and HS3, provided for by the Sir David Higgins report 'Rebalancing Britain from HS2 towards a national transport strategy';
- (ii) The Board agrees to the Council taking a leading role in the Sir David Higgins Leeds station working group, in order to find the optimum solution for the arrival and integration of, HS2 and HS3 into Leeds City Centre, which supports both the growth of rail through the creation of a major rail interchange in Leeds City Centre, and meets our local connectivity, place making and regeneration ambitions;
- (iii) The Board requests that officers continue to work with the West Yorkshire Combined Authority (WYCA) and district partners to develop an integrated HS2 transport connectivity package, which spreads the benefits of HS2 across the Leeds City Region;
- (iv) The Board requests that officers continue to develop a Masterplan for the area surrounding the HS2 station location, in order to inform the development of the Council's policy position that will maximise both the social, physical and economic benefits from the arrival of HS2;
- (v) The Board requests that officers continue to press HS2 Ltd and the Government on the mitigation of the line of route and to review compensation arrangements for those adversely affected by the line of route;
- (vi) The Board requests that officers work with the Local Enterprise Partnership (LEP) in order to develop a HS2 jobs and skills legacy through the City Region Skills Network;

- (vii) The Board requests that officers work in partnership with Northern City Region colleagues on the development of proposals for formalising co-operation across the North through 'Transport for the North';
- (viii) The Board requests that officers work collaboratively with HS2 Ltd and Central Government in order to develop proposals for a Council led regeneration delivery vehicle that has the appropriate funding powers and flexibilities to deliver the city's vision for HS2;
- (ix) The Board instructs the Director of City Development to co-ordinate the work as resolved above and to submit a progress report to Executive Board in 2015, outlining the progress from the Sir David Higgins Leeds Station working group, subsequent response to the Government's request for HS2 Growth Strategies, together with the Council's next steps.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute)

**134 East Leeds Extension: acquisition of land between Wetherby Road and York Road**

The Director of City Development submitted a report which recommended that the Council progressed negotiations for a land acquisition in order to enable the delivery of the Northern Quadrant (NQ) section of the East Leeds Orbital Road (ELOR) within the East Leeds Extension (ELE).

Responding to a specific enquiry, a Member received clarification on the method by which local Ward Members had been notified of the proposals detailed within the submitted report.

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

**RESOLVED –**

- (a) That approval be given for the Director of City Development to enter into negotiations in order to seek to agree terms for the purchase of the land interest, as defined within the exempt appendix to the submitted report, owing to it forming a strategic interest within the NQ within the ELE that will facilitate the delivery of ELOR;
- (b) That a further report be submitted from the Director of City Development to Executive Board on the terms to be provisionally agreed, at which time an injection into the Capital Programme will be requested together with a request of 'Authority to Spend' the monies for its purchase;
- (c) That it be noted that the Head of Land and Property will be responsible for the implementation of the actions, as set out within the submitted report.

(As Councillor J Procter was in attendance as a non-voting Member, he drew the Board's attention to the fact that if he were able to, he would vote against the decisions referred to within this minute)

**135 Review of Inward Investment in Leeds City Region**

The Director of City Development submitted a report which presented the findings from a Review of Inward Investment into Leeds City Region. Furthermore, the report sought the Board's approval of the conclusions and recommendations arising from the Review.

The Board discussed the background and context to the review being undertaken, highlighted the key role which continued to be played by inward investment within the Leeds City Region economy and in moving forward, considered the principle aims of the proposals detailed within the submitted report.

**RESOLVED –**

- (a) That the recommendations of the Review of Inward Investment in Leeds City Region, as set out within the Final Report of the Review, detailed in Annex 1 to the submitted report, be agreed;
- (b) That approval be given to the transfer of the Leeds and Partners inward investment, and supporting and marketing and communications functions, to be overseen by the Leeds City Region Local Enterprise Partnership (LEP), with the West Yorkshire Combined Authority being the employer of the relevant staff and the legally responsible organisation;
- (c) That the transfer of the Leeds and Partners visitor economy function to Leeds City Council, be approved;
- (d) That support be given to the proposals for considering over the longer term a future city region or cross-boundary approach towards the visitor economy, linked potentially to commissioning of Welcome to Yorkshire;
- (e) That subject to the agreement of the West and North Yorkshire Chamber of Commerce, approval be given to the winding up of Leeds and Partners as a separate organisation;
- (f) That officers be instructed to support the transition process, including dealing with the relevant legal, financial and staffing issues;
- (g) That agreement be given to put in place appropriate resources and capacity within Leeds City Council, in order to enable Leeds to work with the LEP to secure inward investment, to develop growth sectors and market and promote the city;
- (h) That it be noted that the new arrangements will be put in place by April 2015, and that the Chief Economic Development Officer will be responsible for the implementation of such matters.

**136 Design and Cost Report for Playing Pitches and Land at Woodhall Lane, Pudsey**

Further to Minute No. 114, 19<sup>th</sup> November 2014, the Director of City Development submitted a report providing an update on progress made for the proposed disposal of part of the site to Albion Sports. At the previous

meeting in November 2014, the Board approved the acquisition of the various playing pitches and grazing land, as identified on the appended plan to the submitted report, from Bradford University. In addition, the Board also agreed to sell the long leasehold interest of part of the site to Albion Sports Juniors Football Club. The submitted report noted that Albion Sports had subsequently withdrawn from the terms previously agreed, and it was now proposed to fund the acquisition from an alternative source, as detailed within the exempt appendix to the submitted 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(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED –**

- (a) That it be noted that Albion Sports has subsequently withdrawn from the terms, as previously agreed;
- (b) That the funding of the acquisition, as detailed within the exempt appendix to the submitted report, be approved;
- (c) That it be noted that the necessary authority to negotiate with local football, sports clubs and local schools with regard to the terms for the use of the pitches is delegated to the Director of City Development, in accordance with Part 3 of the constitution;
- (d) That the disposal of the properties, as identified within the exempt appendix to the submitted report be approved, and that approval also be given to ring fencing their capital receipts so that they can be used for funding the acquisition of the Woodhall playing pitches;
- (e) That it be noted that the Head of Asset Management will be responsible for the implementation of such matters, with transactions to complete within six months.

**CHILDREN AND FAMILIES**

**137 Outcomes of statutory notices to increase primary school provision in Roundhay**

Further to Minute No. 64, 17<sup>th</sup> September 2014, the Director of Children's Services submitted a report which contained details of a proposal brought forward to meet the local authority's duty to ensure sufficiency of school places. The report described the outcome of a statutory notice in relation to the expansion of primary provision in Roundhay and also sought a final decision on the proposal to expand Gledhow Primary School from September 2016.

**RESOLVED –**

- (a) That the expansion of Gledhow Primary School, by increasing its capacity from 420 pupils to 630 pupils, and increasing the admission limit in reception from 60 to 90 from September 2016, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Capacity Planning and Sufficiency Lead.

(The Council's Executive and Decision Making Procedure Rules state that a matter may be declared as being exempt from the Call In process, if it is deemed as being urgent and that any delay would seriously prejudice the Council's, or the public's interests. It has been deemed that the resolutions detailed above are exempt from Call In due the critical nature of the date by which an Executive Board decision must be made. Executive Board must make a decision within two months of the expiry of the statutory notice period, otherwise the proposal must be referred to the School Adjudicator for a final decision. The statutory notice period closed on 24 October and therefore a final decision must be made by 23 December 2014, and if a decision is not made, then the additional school places required for 2016 would not be secured).

## **NEIGHBOURHOODS, PLANNING AND PERSONNEL**

### **138 Holt Park District Centre Planning Statement**

Further to Minute No. 49, 17<sup>th</sup> July 2013, the Director of City Development submitted a report providing a summary of the responses arising from the associated consultation exercise for the Holt Park District Centre Planning Statement, outlining the changes made to the Statement and which sought approval of the Statement. In addition, the report also sought approval to enter into discussions with Asda in order to explore the company's interest in acquiring Council owned land to enable the redevelopment of the existing Holt Park supermarket.

#### **RESOLVED –**

- (a) That the draft Planning Statement for the Holt Park District Centre, be approved.
- (b) That officers be authorised to enter into discussions with Asda in order to explore the company's interest in acquiring Council owned land to enable the redevelopment of the existing Holt Park Asda supermarket. In the event of Asda and the Council not being able to agree redevelopment proposals that achieves best consideration for the Council, then officers be requested to advertise sites C and E, as presented within the submitted report and appendices, for sale on the open market;
- (c) That the Director of City Development, in consultation with the Executive Member for Transport and the Economy, bring forward proposals for the development and disposal of the brownfield residential sites in order to identify the most appropriate use;
- (d) That it be noted that the Head of Land and Property will be responsible for the implementation of resolution (b) above, in consultation with the Executive Member for Transport and the Economy.

## **CLEANER, STRONGER AND SAFER COMMUNITIES**

### **139 Low Emission Zone (LEZ) Feasibility Study**

The Director of Environment and Housing, the Director of City Development and the Director of Public Health submitted a joint report presenting the background to, and the key findings arising from a study undertaken into the



feasibility of introducing a Low Emission Zone (LEZ). The study considered air quality in Leeds, the main contributors and scenarios to bring about reductions of key pollutants and the associated health and economic implications. In addition, the report also presented the initial response to the study, describing measures which were currently being taken to improve air quality and pointing to further areas where progress could be made.

Responding to a Member's enquiry, further context was provided to the Board around the short term actions proposed within the submitted report which would look to develop a strategic approach towards the improvement of air quality. Members noted the intention to submit a further report on this matter to Executive Board in the summer of 2015.

Emphasis was placed upon the need for the level of public transport emissions to be improved, and it was acknowledged that Quality Bus Contracts was one of a number of potential options available which could help improve such emission levels.

The Board highlighted how the devolution of greater powers to the Local Authority would enable the development of a truly strategic approach on such issues, and with this in mind, it was suggested that the Council's 'wider ambition' for the improvement of air quality form part of the report to be submitted to the Board in summer 2015.

**RESOLVED –**

- (a) That dialogue with key interest groups in the transport sector be commenced in order to agree a range of practical measures with timescales for their introduction that will bring about improvements to air quality and health. The aim being to deliver changes by dialogue where possible, but with the clear understanding that improvements could be achieved ultimately via a Low Emission Zone.
- (b) That the findings of this work be shared regionally with the other West Yorkshire Authorities and the Combined Authority in order to assist in providing a regional solution to the air quality challenge that the whole of West Yorkshire faces. In addition, it be noted that air quality is a trans-boundary issue and can only be effectively addressed across West Yorkshire by all partner authorities and organisations working together, and wherever possible it be recommended that any measures introduced reflect the regional situation rather than dealing with issues in isolation.
- (c) That the key findings of the LEZ study be used to influence future funding bids as they become available (for example the Office for Low Emission Vehicles (OLEV) Green Bus Fund);
- (d) That any future decision to introduce a Low Emission Zone be taken in the context of a wider Leeds Low Emission Strategy that is expected in 2015;
- (e) That an update report on this matter be submitted to the Board in summer 2015, which also provides further information on the Council's 'wider ambition' for the improvement of air quality.

**DATE OF PUBLICATION:** FRIDAY, 19<sup>TH</sup> DECEMBER 2014

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00PM, TUESDAY 6<sup>TH</sup> JANUARY 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Wednesday, 7<sup>th</sup> January 2015)

## **SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)**

**MONDAY, 27TH OCTOBER, 2014**

**PRESENT:** Councillor P Grahame in the Chair

Councillors B Anderson, S Bentley,  
J Cummins, N Dawson, J Jarosz, A Khan,  
A Lowe, C Macniven, T Wilford and  
R Wood

### **34 Late Items**

There were no late items.

### **35 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **36 Apologies for Absence and Notification of Substitutes**

An apology for absence was submitted by Councillor J L Carter.

Notification was received that Councillor B Anderson was substituting for Councillor J L Carter.

### **37 Minutes - 29 September 2014**

**RESOLVED** – That the minutes of the meeting held on 29 September 2014 be approved as a correct record.

### **38 Discussion with Richard Corbett MEP**

The Head of Scrutiny and Member Development submitted a report providing Members with an opportunity to ask Richard Corbett MEP a broad range of questions.

In summary the main areas of discussion were:

- The role of an MEP and the role of Parliament and Council of Ministers.
- The implementation of the European budget, particularly the European Structural and Investment Fund (ESIF) and the role of MEPs and Local Enterprise Partnerships (LEPS).
- The Leeds City Region ESIL strategy and the role of central government in its approval.
- The limited European funding directed at the health agenda.
- The opportunities provided by Horizon 2020, a EU Research and Innovation programme with nearly €80 billion of funding available over 7 years (2014 to 2020) with €1.7 billion available for health.

Minutes approved as a correct record  
at the meeting held on Monday, 24th November, 2014

- The need to work with other partners to get match funding for the ESIF strategy and to pursue opportunities for other partners to deliver programmes.
- The priorities identified in the LEP ESIF strategy around ‘investing in Education, skills and lifelong learning’.
- The Democratic accountability of LEPs and the role of local councillors in relation to ESIF. It was noted that a LEP representative will be attending Scrutiny Board (Sustainable Economy and Culture) in the near future.
- The consequences of not having a regional voice at the Yorkshire and Humber level.
- The amount of trade undertaken from the Yorkshire and Humber with the EU.
- The auditing of the effectiveness of spend.
- The need to view Yorkshire as a diverse county with different areas having different needs.
- The role of City Regions in Europe.
- The recent publicity around the recent budget surcharge announcement.
- The positive effects of migration and the need to recognise consequences on front line services.

#### **RESOLVED –**

- (i) That Mr Corbett be thanked for his attendance at the meeting
- (ii) That those Elected Members who submitted a question and do not sit on the Scrutiny Board be given a written reply.
- (iii) That the Scrutiny Board (Sustainable Economy and Culture) raise with the LEP the issue of democratic accountability.

#### **39 Work Schedule**

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

**RESOLVED –** That the Board’s work schedule be updated to reflect the work areas identified during today’s meeting.

#### **40 Date and Time of Next Meeting**

Monday, 24 November 2014 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.30 am).

## **SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)**

**MONDAY, 24TH NOVEMBER, 2014**

**PRESENT:** Councillor P Grahame in the Chair

Councillors S Bentley, J L Carter,  
J Cummins, N Dawson, B Flynn, J Jarosz,  
A Khan, A Lowe, C Macniven and T Wilford

### **41 Late Items**

There were no late items.

### **42 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **43 Apologies for Absence and Notification of Substitutes**

An apology for absence was submitted by Councillor R Wood.

Councillor B Flynn substituted for Councillor R Wood.

### **44 Minutes - 27 October 2014**

**RESOLVED** – That the minutes of the meeting held on 27 October 2014 be confirmed as a correct record.

### **45 Executive Board Minutes - 15 October 2014**

**RESOLVED** – That the minutes of Executive Board held on 15 October 2014 be noted.

### **46 External publication of employee interests for High Risk posts**

The Director of Resources submitted a report following a request from Corporate Governance and Audit Committee asking this Board to seek assurances that robust arrangements are in place for the declaration and monitoring of relevant officer interests.

The following were in attendance to respond to Members' questions

- Martin Sellens, Head of Planning Services
- Mark Turnbull, Head of Service Legal Services
- Alex Watson, Head of Human Resources.

In summary the main areas of discussion were:

- The acknowledgement that a register of business interests declared by senior officers has been compiled and is published externally.
- Whether the definition for 'senior officer', currently set at Chief Officer level and above was appropriate, and whether less senior officers, also in a position of influence, should be within scope.
- The proposals agreed by Executive Board on 17 July 2013 regarding access to officers' declaration of Interests.
- Requests by elected Members to access the register of interests under the Access to Information Procedure Rules.
- The safeguards in place in comparison with other Core Cities which showed Leeds to be more robust in its arrangements.
- The specific agreed processes for Planning Officers which have been implemented to cover declarations of interest.
- The range of actions which could be taken against officers who do not uphold the employee code of conduct.
- The scope for adding to the 'Declaration of Disclosable Pecuniary Interests' by Members item on formal committee agendas to also include declarations of relevant interests by officers.
- The scope for introducing 'restrictive covenants' for employees leaving the authority and moving into organisations which might have a financial/contractual relationship with the Council.
- The scope for strengthening the advice that former employees should not be afforded preferential access to information by former colleagues.

#### **RESOLVED –**

- (i) That the contents of the report be noted including the existence of the officer interest register and Members' right to request access to the register under their "need to know" rights through the Access to Information Procedure Rules.
- (ii) To note the additional safeguards put in place for Planning Officers.
- (iii) That officers give consideration to the definition of 'senior officer' within the scheme in order to acknowledge that it is the role undertaken not the grade which should be the driving principle.
- (iv) That officers consider a requirement for officers to disclose relevant interests in addition to the 'Declaration of Disclosable Pecuniary Interests' by Members item on formal committee agendas.
- (v) That officers consider the introduction of restrictive covenants' for employees leaving the authority and moving into organisations which might have a financial/contractual relationship with the Council.
- (vi) That officers consider strengthening the advice that former employees should not be afforded preferential access to information by former colleagues.
- (vii) That officers report back to this Scrutiny Board on the above at the next appropriate meeting.

(Councillor Lowe left the meeting at 10.20am during the consideration of this item)

#### **47 Effective Procurement and Contract Procedure Rules**

The Chief Officer PPPU and Procurement submitted a report reporting back to Scrutiny on further analysis of spend not on-contract and the effectiveness of use of the contracts register and procurement calendar.

Andy Eaton, Executive Manager, PPPU and Procurement Unit, was in attendance to respond to members' questions.

In summary the main areas of discussion in relation to Procurement Planning were:

- The acknowledgement that each Directorate is accountable for the procurements they need, albeit helped by a strong corporate advisory role provided by PPPU and Procurement.
- The development of a more formal system to monitor compliance with contracts procedure rules in relation to waivers.
- The Audit review undertaken in 2013/14 in relation to contract extensions and value for money and the issues identified and how these findings would look if extrapolated across the Council.
- The ongoing concerns expressed by Members over a number of years around the forward planning of procurement activity and contract management and the potential consequences this has on obtaining value for money and accountability.

In summary the main areas of discussion in relation to Procurement spend analysis were:

- The analysis of spend based on the best data available and the various caveats explained in the report.
- The on -contract spend target of 82.5% for 2014/15 against 40% in 2012.
- The role of Internal Audit in the ongoing analysis of spend on and off contract.

#### **RESOLVED –**

- (i) That the contents of the report be noted
- (ii) That Internal Audit and PPPU and Procurement be invited to a working group of the Board to discuss contract extensions, waivers and contract management.
- (iii) That Internal Audit is asked to report on the implementation of their previous recommendations now reported on contract extensions and to consider undertaking a follow up review in this area.

(Councillor Cummins left the meeting at 10.50am during the consideration of this item.)

Draft minutes to be approved at the meeting  
to be held on Monday, 22nd December, 2014

**48 Work Schedule**

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

**RESOLVED** – That the Board’s work schedule be updated to reflect the work areas identified during today’s meeting including an update on the management of Community lettings.

**49 Date and Time of Next Meeting**

Monday, 22 December 2014 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.00 am)



## **SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)**

**MONDAY, 22ND DECEMBER, 2014**

**PRESENT:** Councillor P Grahame in the Chair

Councillors J L Carter, N Dawson,  
R Grahame, G Hussain, A Khan, A Lowe,  
T Wilford and R Wood

### **50 Late Items**

There were no late items.

### **51 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **52 Apologies for Absence and Notification of Substitutes**

Apologies for absence were received from Councillors S Bentley, J Cummins, J Jarosz, and C Macniven.

Councillor R Grahame substituted for J Cummins and Councillor G Hussain substituted for Councillor C Macniven.

### **53 Minutes - 24 November 2014**

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

### **54 Initial Budget Proposals for 2015/16**

The Deputy Chief Executive presented a report setting out the Initial Budget proposals for 2015/16 within the context of the Medium Term Financial Strategy for the period 2015/16 - 2016/17.

The following were in attendance to respond to Members' questions

- Alan Gay, Deputy Chief Executive
- Doug Meeson, Chief Officer (Financial Services)

In summary the main areas of discussion were:

- Confirmation that the forecast funding envelope, taking into account other funding sources was a reduction of £36.9 million.
- The huge range of proposals in each of the Directorates to achieve efficiencies of £23.4 million.

- The estimates level of reserves, comparisons with other Core Cities as a proportion of net budget and the measures being taken and considered to increase those reserves.
- The level of 'ear marked' reserves.
- The management of the proposed reduction of 475 fte posts.
- The current trend in business rate income and the levels of rate avoidance.
- The management of demand increases.
- The level of subsidy given to non-statutory services.
- How Leeds City Council ranks in terms of levels of fees and charges and the need to undertake further work in this area given that the council ranks low.

**RESOLVED** – That the Initial Budget Proposals be noted and any comments from this Scrutiny Board and other Scrutiny Boards be forwarded to the Executive for consideration at the February Executive Board.

## **55 How We Work - overview / summary**

The Head of Business Improvement submitted a report providing an overview of the three main programmes of work making up the 'How We Work' agenda, namely; Customer Access, Better Business management and Changing the Workplace.

The following were in attendance to respond to Members' questions

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Personnel
- Jane Watson, Head of Business Improvement

Members viewed a short film outlining the programme followed by discussion.

In summary the main areas of discussion were:

- The role of the Best Council design Team, chaired by Alan Gay and championed by Councillor Peter Gruen.
- The importance of the programme in terms of helping the Council deliver on its budget.
- The acknowledgement that many of the initiatives had been championed by this Scrutiny Board over a number of years, particularly with regards to the better use of assets, reducing duplication and greater integration.
- The use of an action tracker to measure progress of the programmes and the potential role for this Scrutiny Board in monitoring performance.
- The acknowledgement that this was a significant change programme and whilst directorates were responding more positively now there are still varying levels of enthusiasm and 'buy in'.

- The role Scrutiny could have in countering resistance to change and encouraging an increase in the pace of change.
- The need to engage with all staff groups on the change programme.

**RESOLVED –**

- (i) That this Scrutiny Board writes to the Chief Executive expressing its full support for the programme and its willingness to help drive change
- (ii) That the Head of Scrutiny works with the Head of Business Improvement in the drawing up of a future reporting back timetable.

**56 Work Schedule**

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

**RESOLVED –** That the Board's work schedule be updated to reflect the work areas identified during today's meeting including an update on the management of Community lettings.

**57 Date and Time of Next Meeting**

Monday, 26 January 2015 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.40 am).

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

TUESDAY, 28TH OCTOBER, 2014

**PRESENT:** Councillor D Coupar in the Chair

Councillors J Akhtar, Dr J Beal, B Flynn,  
G Hussain, P Latty, S Lay, J Lewis,  
K Maqsood, E Taylor, S Varley and  
J Walker

**Non-voting co-opted member:** J Beal (HealthWatch Leeds)

### 26 Chair's Opening Remarks

The Chair welcomed everyone to the October meeting of the Scrutiny Board (Health and Well-Being and Adult Social Care).

In particular, the Chair welcomed Councillor Judith Chapman (Chair, Scrutiny Board (Children and Families)), specifically attending in relation to the mental health framework (minute no. 32 refers) and the provision of mental health services and support for children and young people (minute no. 33 refers).

### 27 Late Items

There were no late items; however members of the Scrutiny Board received a set of presentation in relation to Leeds' Mental Health Framework (minute no. 32 refers). The presentation did not provide any new/ additional information and summarised the information already presented in the report.

### 28 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however in relation to agenda item 9, Child and Adolescent Mental Health Services (CAMHS), Mr J Beal drew the Board's attention to the fact that a close family member was a CAMHS practitioner. As this was not a pecuniary interest, Mr J Beal remained in the meeting for that part of the discussion (minute no. 33 refers).

### 29 Apologies for Absence and Notification of Substitutes

There were no apologies for absence and no substitute members were in attendance.

### 30 Minutes - 30 September 2014

**RESOLVED** – The draft minutes from the meeting held on 30 September 2014 be deferred until the next meeting (25 November 2014).

Minutes approved as a correct record  
at the meeting held on Tuesday, 25th November, 2014

### **31 Chair's Update Report - October 2014**

The Head of Scrutiny and Member Development submitted a report that provided an outline of the Chair's activity since the Board's meeting in September 2014.

The Chair provided a verbal report at the meeting, drawing particular attention to the discussions / activity around the following matters:

- Work of the Joint Health Overview and Scrutiny Committee (JHOSC) – particularly relating to the new congenital heart disease (CHD) review;
- NHS England's ongoing review of services Children's Cardiac Surgery Services at LTH (following the temporary suspension of services in March/ April 2013);
- Meeting a range of stakeholders in relation to Swillington GP Surgery; and,
- The availability of healthy food options at health care establishments across the City.

Members discussed the information provided, in particular the availability of healthy food options at health care establishments across the City – and requested an overall position statement. Members also suggested this should be extended to include Leeds City Council Sports establishments.

Progress against previous matters highlighted at the Scrutiny Board was also discussed – in particular issues associated with the release of deceased relatives to aid timely burials across the Muslim community

#### **RESOLVED –**

- (a) To note the report and update provided at the meeting.
- (b) To request an overall position statement in relation to the availability and provision of healthy food options at health care establishments across the City.
- (c) To expand the request in (b) above, to include Leeds City Council Sports establishments.

### **32 Leeds' Mental Health Framework**

The Head of Scrutiny and Member Development submitted a report introducing a summary paper in relation to Leeds' Mental Health Framework (2014 – 2017).

The following representatives were in attendance:

- Liane Langdon (Director of Commissioning and Strategic Development) – NHS Leeds North CCG
- Jane Williams (Strategic Commissioning Lead – Mental Health) – NHS Leeds North CCG

Minutes approved as a correct record  
at the meeting held on Tuesday, 25th November, 2014

- Victoria Eaton (Consultant in Public Health) – Leeds City Council
- Mick Ward (Head of Commissioning (Adult Social Care) – Leeds City Council)

The Director of Commissioning and Strategic Development gave a brief outline of the report and the process for developing the draft framework to date. As part of the introduction, a number of points were highlighted, including:

- The role of the Mental Health Partnership Board in developing the draft framework.
- One of the aims of the Mental Health Framework was to help inform the transformation over the coming 12 months.
- A significant challenge was around parity of esteem between mental health and physical needs/ care.
- Recent planning guidance from NHS England had identified 'parity of esteem' in relation to mental health services. In response, contracts were being developed to include clauses to ensure NHS service providers adopted the principles of parity of esteem.

Members of the Scrutiny Board reflected on the details presented and raised a number of specific matters, including:

- The mental health needs (including transition) of Children and Young People insufficiently reflected in the framework;
- Leeds Mental Health Needs Assessment highlighted that 50% of mental health issues occur before 14 years of age.
- Partnership arrangements and associated governance.
- Wider determinants / contributors of mental ill-health.
- Despite an increased focus on improving mental health, demand for services appeared to be rising.
- Current baseline information in order to help identify the direction of travel and impact of the Mental Health Framework sometime in the future.
- Relationships with Community Committees and identified priority areas.
- Personalised health budgets – specifically in relation to helping to address mental health needs.
- The work and role of Third Sector organisations.
- Waiting times for diagnosis and treatment, including how these related/ compared to physical health needs.
- Prevalence of mental ill-health across different communities.
- The likely reduction in the bed-base to reflect the shift in the model of care (i.e. a greater focus of recovery and rehabilitation).
- How Leeds' draft framework reflected the detail of the 'Closing the Gap' report (published January 2014).

Through the discussion and responses provided, members identified a range of additional information to be provided, including:

- A copy of the 'Whole Life Course' (covering children and adults), presented to the Health and Wellbeing Board.
- Details of the Mental Health Partnership Board and its associated governance arrangements.
- Details of current performance (including referral / waiting times) associated with mental health service provision.
- Associated action plans to support the delivery of the Leeds Mental Health Framework.

#### **RESOLVED –**

- (a) To note the report and the information presented and discussed at the meeting.
- (b) To request the additional information (noted above) identified during the discussion.
- (c) To give further consideration to the Mental Health Framework, with a particular focus on supporting action plans, at the Scrutiny Board meeting in January 2015.

In conclusion, the Chair thanked those in attendance for their contribution to the discussion.

### **33 Leeds' Child and Adolescent Mental Health Services and Targeted Mental Health in Schools**

The Head of Scrutiny and Member Development submitted a report introducing a summary paper in relation to Leeds' Child and Adolescent Mental Health Services (CAMHS) and Targeted Mental Health in Schools (TaMHS).

The following representatives were in attendance:

- Matt Ward (Chief Operating Officer) – NHS Leeds South & East CCG
- Jane Mischenko (Commissioning Lead – Children and Maternity Services) – NHS Leeds CCGs
- Paul Bollom (Head of Commissioning and Market Management) - Children's Services, Leeds City Council

Those in attendance gave a brief introduction and outline of the report. As part of the introduction, a number of points were highlighted, including:

- There were significant concerns about access to CAMHS, nationally. This was also reflected regionally and locally.
- There was a level of unmet demand for services, which was reflected by feedback from stakeholders.
- A review of service provision had recently started and this was the highest priority area for Children's Commissioning. The report and recommendations to be reported to the Integrated Commissioning Executive (ICE) by March 2015.



- Support and services for children were provided through a mixture of provision.
- There was a complexity to the commissioning and provision of services, but recognition that changes are needed around access to emotional and mental health services.
- There were a number of challenges, including:
  - Providing the same level of access to services for children and young people, when compared to services for adults.
  - The need for early interventions and support, i.e. upstreaming services.
  - Significant demand and capacity issues.
  - Recognition that the review may not resolve all the current issues.
- The use of seed-funding to support Targeted Mental Health in Schools (TaMHS) was seen as a particular strength in Leeds.
- The review would seek to build on current strengths and consider the challenges facing the City. The review would include:
  - Refreshing the local health needs assessment (currently 2 years old), with the backdrop of the national prevalence information being based on 2004 data and updated national prevalence information unlikely to be available until 2016/17.
  - Modelling current patient flows across the system.
  - Benchmarking activity, looking at key performance data such as activity, waiting times, turnover etc.

Members of the Scrutiny Board reflected on the details presented and raised a number of specific matters, including:

- The need for a clearer overall spending/ funding analysis across CAMHS and TaMHS, including the different tiers of provision.
- Saddened that, excluding dementia, 50% of mental illnesses in adult life start before age 15 and 75% by age 18. There appeared to be a clear need to focus on early interventions and appropriate access to such services.
- The involvement of children and families in the design of services was crucial.
- Notwithstanding attempts to understand local needs, concern in relation to, what appeared to be, out of date national prevalence data.
- Concern there may be inconsistent TaMHS provision across the City due to different arrangements and priorities within school clusters. The Scrutiny Board should reflect on the School Clusters enquiry report produced by the Scrutiny Board (Children and Families).
- The relationship between emotional wellbeing and attendance and behaviour in Leeds.
- The relative protected nature of schools budgets (when compared to other public services) and the challenge/ opportunity for NHS commissioners to work more closely with the school community.
- The need for the Scrutiny Board to consider the evaluation reports in relation to TaMHS services.
- Queries around whether there had been any analysis of current provision against national / local policies.

- The transition between child and adult services.
- Some concern about the lack of clarity and transparency around the role of the Integrated Commissioning Executive (ICE).
- The need to have access to the full report recently presented to the ICE.
- The need to provide data around the level of current provision and existing/ future demand for services.

In summing up the discussion, the Chair confirmed the Board's intention to invite contributions from a range of stakeholders and it was hoped that the Scrutiny Board's inquiry would feed into the review reporting in March 2015 (as discussed during the meeting).

The Chair also confirmed the need for a range of information to be made available to the Scrutiny Board, including:

- Performance data in relation to access, waiting times and outcomes.
- Information around demand for services and current capacity.
- A copy of the full report recently presented to the Integrated Commissioning Executive (ICE).
- Information regarding the consistency of TaMHS provision across the City
- Relevant details from the School Clusters enquiry report produced by the Scrutiny Board (Children and Families)
- A clearer overall spending/ funding analysis for CAMHS and TaMHS services across the City, including the different tiers of provision.

#### **RESOLVED –**

- (a) To note the report and information presented and discussed at the meeting.
- (b) That the additional information requested at the meeting (as detailed above) be provided and presented to the Scrutiny Board, ideally at its meeting in December 2014.

On conclusion of the discussion, the Chair thanked those in attendance for their open contributions to the discussion.

(Councillor James Lewis left the meeting at 12:00 noon during consideration of this item).

### **34 Work Schedule**

The Head of Scrutiny and Member Development submitted a report setting out the progress and ongoing development of the Scrutiny Board's work schedule for the current municipal year, which included a particular focus around Mental Health and the provision of Child and Adolescent Mental Health Services (CAMHS) in Leeds.

Members discussed the issues presented in the report and raised a number of matters at the meeting, including:

- The Director of Public Health's Annual Report and requested that this be presented to the Scrutiny Board for consideration (including progress on previous reports/ recommendations).
- Equality Impact Assessments associated with the provision of mental health services in Leeds.
- The 'Due North' report highlighted in the minutes from the Executive Board meeting held on 15 November 2014. The Scrutiny Board noted the referral to the Health and Wellbeing Board and requested the outcome of such consideration be reported to a future meeting of the Scrutiny Board.
- Members noted that, earlier that morning, NHS England had published the final two reports following the temporary suspension of children's cardiac surgery services at Leeds Teaching Hospitals NHS Trust in March/ April 2013.

**RESOLVED –**

- (a) To note the content of the report and its appendices.
- (b) To amend the work schedule presented to reflect the discussion and outcomes of the meeting.

**35 Date and Time of the Next Meeting**

Tuesday, 25 November 2014 at 10:00am (with a pre-meeting for members of the Scrutiny Board from 9:30am).

(The meeting concluded at 12:10pm)

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

**TUESDAY, 25TH NOVEMBER, 2014**

**PRESENT:** Councillor D Coupar in the Chair

Councillors J Akhtar, B Flynn, G Hussain,  
G Latty, S Lay, J Lewis, K Maqsood,  
E Taylor, S Varley and J Walker

**Non-voting co-opted member:** J Beal (HealthWatch Leeds)

### **36 Chair's Opening Remarks**

The Chair welcomed everyone to the November meeting of the Scrutiny Board (Health and Well-Being and Adult Social Care).

In particular, the Chair welcomed Councillor Graham Latty recently appointed by Council and a returning member to the Scrutiny Board.

### **37 Late Items**

There were no late items; however members of the Scrutiny Board received the draft minutes from the Executive Board meeting, held 19 November 2014 (minute 43 refers). The draft minutes were referred to in the report but were not available at the time of publication.

### **38 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting. However, Councillor G Hussain drew the Board's attention to the fact that two close family members currently worked as General Practitioners (GPs) – with one working in the Leeds area. As this was not a pecuniary interest, Councillor G Hussain remained in the meeting for that part of the discussion (minute 42 refers).

### **39 Apologies for Absence and Notification of Substitutes**

There were no apologies for absence and no substitute members were in attendance.

### **40 Minutes - 30 September and 28 October 2014**

#### **RESOLVED –**

The minutes from the meeting held on 30 September 2014 were agreed as a correct record with no matters arising.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 16th December, 2014

The minutes from the meeting held on 28 October 2014 were agreed as a correct record with no matters arising, subject to the following amendments:

### **Minute 32 – Leeds’ Mental Health Framework**

In relation to the supporting action plans requested, these should specifically reflect the requirements of the ‘Closing the Gap’ report (published in January 2014).

### **Minute 33 - Leeds’ Child and Adolescent Mental Health Services and Targeted Mental Health in Schools**

As part of the range of additional information to be made available and considered by the Scrutiny Board, this should specifically include details associated with current transitional arrangements between services for children and services for adults.

## **41 Chair's Update Report (November 2014)**

The Head of Scrutiny and Member Development submitted a report that provided an outline of the Chair’s activity since the Board’s meeting in September 2014.

The Chair provided a verbal report at the meeting, drawing particular attention to the discussions / activity around the following matters:

- Provision of healthy food at Leeds’ health care establishments and Leeds City Council’s sports establishments.
- Muslim burials – release of deceased relatives.
- Work of the Joint Health Overview and Scrutiny Committee (JHOSC) for Yorkshire and the Humber.

Members discussed and commented on the information and update provided.

### **RESOLVED –**

- (a) To note the report and update provided at the meeting.
- (b) To maintain an overview of the issues highlighted in the report and discussed at the meeting.

## **42 Primary Care Services in Leeds**

The Head of Scrutiny and Member Development submitted a report introducing an overview of Primary Care Services in Leeds and on-going developments.

The following representatives were in attendance:

- Moira Dumma (Director – NHS England (West Yorkshire))

- Kathryn Hilliam (Head of Primary Care – NHS England (West Yorkshire))
- Nigel Gray (Chief Officer) – NHS Leeds North CCG
- Sue Robins (Director of Commissioning, Strategy and Performance) – NHS Leeds West CCG
- Matt Ward (Chief Operating Officer) – NHS Leeds South and East CCG

The Director of NHS England (West Yorkshire Area Team) gave a brief introduction to the report, which provided information on the following four areas:

- General Practice
- Dental Services
- Community Pharmacy
- Community Optometry

The Scrutiny Board agreed to consider the details of the report in line with the above four areas and a number of matters were raised and discussed. A summary of the issues discussed is set out below:

### **General Practice (GP)**

- The overall strategy for GP services was around keeping and maintaining patients out of hospital care.
- There would be a return to more 'placed based commissioning' of services through co-commissioning arrangements between NHS England and Clinical Commissioning Groups (CCGs).
- The role of GP services in addressing health inequalities and general implications around equality and diversity.
- The use of local intelligence to inform service development and commissioning.
- Available models and proposals around co-commissioning, alongside related matters such as overall governance arrangements and issues around potential conflicts of interest.
- Issues around available GP appointments and access to services.
- The changing nature of GP services and the current pilot (with Leeds West CCG) looking at the availability and delivery of the range of services under the umbrella of General Practice.
- Challenges for GP services in general, but specifically in Leeds – including the current age profile and methods of operation.
- The collection and use of patient feedback and general involvement of patients in designing services.
- Governance and accountability arrangements, including the introduction of Care Quality Commission (CQC) inspections of GP services.

## **Dental Services**

- Equality of access to dentistry services.
- Concerns regarding factual inaccuracies within the report presented and that oral health in Leeds was poor and not the best in Yorkshire and the Humber – as portrayed.
- It was important that the Health and Wellbeing Board (the body that had previously been provided with and considered the published report) was presented with an updated and accurate report regarding dentistry.
- Building capacity and methods for achieving this – including the links with appropriate training and development opportunities.

## **Community Pharmacy**

- Clarification that with the abolition of Primary Care Trusts (PCTs) the commissioning of community pharmacy services had moved the NHS England through its network of Area Teams.
- The potential role of community pharmacies in building capacity across primary care, through extended roles and the delivery of different services.
- Workforce issues and the role of Health Education England associated with capacity building.
- The importance of providing the right physical environment when considering the delivery of extended services within a community pharmacy setting.

## **Community Optometry**

- Opportunities for developing and delivering enhanced optometry services.
- The availability and access to audiology services.

As a matter of a general nature, assurance was sought that commissioners were ensuring Health and Wellbeing Board members were aware of any potential issues around access, quality and patient safety across the range of primary care services, particularly in those areas likely to be subject to CQC inspections and monitoring.

## **RESOLVED –**

- (a) To note the report and the information presented and discussed at the meeting.
- (b) That the Health and Wellbeing Board be invited to receive and consider an updated and more accurate report regarding oral health and the provision of dentistry services across Leeds.
- (c) To reflect on the issues discussed at the meeting when considering primary care at future meetings during the current municipal year.



On conclusion of the discussion, the Chair thanked those in attendance for their contribution to the discussion.

(Councillor James Lewis and Councillor Shirley Varley left the meeting at 10:45am and 12:10pm, respectively, during consideration of this item).

#### **43 Work Schedule**

The Head of Scrutiny and Member Development submitted a report setting out the progress and ongoing development of the Scrutiny Board's work schedule for the current municipal year.

Draft minutes from the Executive Board meeting held on 19 November 2014 were also presented, as agreed earlier in the meeting (minute 37 refers).

Members discussed the issues presented in the report and specifically considered the additional details around Primary Care Services the Board should consider later in the year. A number of matters were identified and discussed, including:

- The contribution of Primary Care in addressing health inequalities.
- More specific details of how Primary Care services are developing and being delivered locally, with specific examples where available.
- The provision of regular reports on the provision of Primary Care services and the involvement of providers/ practitioners at future Scrutiny Board meetings.
- The need for timely consideration of the regional Oral Health Needs Assessment and Leeds' developing Oral Health Strategy.

#### **RESOLVED –**

- (a) To note the content of the report and its appendices.
- (b) To amend the work schedule to reflect the issues raised and discussion at the meeting.

#### **44 Date and Time of the Next Meeting**

Tuesday, 16 December 2014 at 10:00am (with a pre-meeting for members of the Scrutiny Board from 9:30am).

(The meeting concluded at 12:20pm)

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## SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 28TH OCTOBER, 2014

**PRESENT:** Councillor J Procter in the Chair

Councillors D Collins, P Grahame,  
J Illingworth, M Iqbal, J Pryor, K Renshaw,  
A Smart and C Towler

### 27 Chair's Opening Remarks

The Chair advised that Richard Mills was leaving the Council under the Early Leavers' Initiative. The Board wished to place on record its thanks to Richard for his hard work and support to Elected Members over the years.

Members were also advised that Steve Ilee had resigned as Chair of Tenant Scrutiny Board. A report was being submitted to the November meeting of Tenant Scrutiny Board to agree the appointment of a new Chair for the remainder of the 2014/15 municipal year.

### 28 Late Items

There were no late items.

### 29 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 30 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors D Nagle and G Wilkinson. Notification had been received that Councillor K Renshaw was to substitute for Councillor D Nagle.

### 31 Minutes - 23 September 2014

**RESOLVED** – That the minutes of the meeting held on 23 September 2014 be approved as a correct record.

### 32 Update report on maximising re-use

The Director of Environment and Housing submitted a report which provided an update on further progress with re-use organisations to support tenants in need.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- Lorraine Wright, Housing Services Manager, Environment and Housing
- Janice Frost, Business Officer, Environment and Housing
- Tony Butler, Head of Maintenance Operations, Environment and Housing
- Tina Markey, Voids Service Manager, Environment and Housing
- Ali Ward, Leeds Furniture Re-Use Group / Emmaus.

The key areas of discussion were:

- Update regarding issues associated with the bulk purchasing of electrical items for re-use.
- A request for further information about using annual tenancy visits to establish whether tenants had access to cooking facilities and signposting arrangements to re-use organisations.
- A request that Ward Councillors be invited to attend Community action days.

#### **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) To explore storage options to enable the bulk purchasing of electrical items for re-use.

(Councillor M Iqbal joined the meeting at 1.40pm during the consideration of this item.)

### **33 Developing Community Lettings Policies**

The Chief Officer (Housing Management) submitted a report which outlined the new approach to developing community lettings policies.

A list of local lettings policies was appended to the report for Members' information.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- Liz Cook, Chief Officer (Housing Management), Environment and Housing
- Kath Bramall, Housing Manager (Lettings and Tenancy Management), Environment and Housing
- Lynne Hamshaw, Lettings and Tenancy Manager, Environment and Housing.

The main areas of discussion were:

- Development of a new and consistent approach to local lettings.
- A request that all properties should be considered, not just those with existing local policies in place.
- Concern about the eligibility criteria applied to the council housing waiting list, specifically in relation to applicants that already owned their home. It was suggested that this formed part of the overall review being undertaken.
- The need to simplify the process around age restrictions.
- Empowering Housing Managers to exercise local knowledge.
- Concerns associated with segregating different age groups.
- The support needs of some tenants.
- The criteria for access to sheltered housing.
- Development of pre-tenancy training to help manage expectations. The Board requested further information about this.
- Legal implications associated with defining local connections.
- A request that the draft policy be reported back to the Scrutiny Board prior to final approval.

#### **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That the draft policy be reported back to the Scrutiny Board prior to final approval.

### **34 Monitoring of the Responsive Repairs Service**

The Director of Environment and Housing submitted a report which outlined arrangements for monitoring housing repairs.

The following information was appended to the report:

- Repairs and Maintenance Handbook – Leeds City Council guide to repairs service.

The following were in attendance:

- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- Steve Hunt, Chief Officer (Property and Contracts), Environment and Housing
- Tony Butler, Head of Maintenance Operations, Environment and Housing
- Robert Goor, Responsive / Planned Service Manager, Environment and Housing.

The main areas of discussion were:

- Clarification regarding levels of responsive repair priorities and other planned improvement work.
- Confirmation that the contract enabled a financial deduction to be levied if Mears did not meet its targets.
- Marked improvement in performance compared to the overall position 12 months ago.
- Concern about the small amount of repairs reported to the council on-line (approximately 1%) and acknowledgement of improvements to the on-line reporting facility.
- Concern about the impact of missed appointments on tenants, particularly those that had taken leave from work.
- Confirmation that a tenants' insurance scheme was in place and publicised in the Council's Housing Leeds newsletter, issued to all tenants.

**RESOLVED** – That the contents of the report be noted.

### **35 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the current municipal year.

The following information was appended to the report:

- The Scrutiny Board's work schedule
- Minutes of the Tenant Scrutiny Board meeting held on 24 September 2014
- Minutes of the Executive Board meetings held on 17 September and 15 October 2014.

**RESOLVED** – That the work schedule be approved.

### **36 Date and Time of Next Meeting**

Tuesday, 11 November 2014 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 3.45pm)

## SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 11TH NOVEMBER, 2014

**PRESENT:** Councillor J Procter in the Chair

Councillors D Collins, R Grahame,  
J Illingworth, M Iqbal, D Nagle, J Pryor,  
A Smart, C Towler and G Wilkinson

### 37 Chair's Opening Remarks

The Chair welcomed all in attendance to the November meeting of Scrutiny Board (Housing and Regeneration), particularly Councillor Campbell, whose appointment to the Scrutiny Board was subject to confirmation at full Council on 12 November 2014.

### 38 Late Items

There were no late items, although the minutes of the Board meeting held on 28 October 2014 were circulated separately to the main agenda pack.

### 39 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 40 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor P Grahame. Notification had been received that Councillor R Grahame was to substitute for Councillor P Grahame.

### 41 Minutes - 28 October 2014

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

### 42 Matters arising from the minutes

#### Minute No. 32 – Update report on maximising re-use

Environment and Housing confirmed the inclusion of information about cooking facilities in the current Annual Tenancy Visit (ATV) form. The department would include detailed performance information on how this information had been used when they reported generally on ATVs at the February Board meeting.

## **Minute No. 34 – Monitoring of the Responsive Repairs Service**

The Board received information about the tenants' insurance scheme. Further information was requested about how the scheme was publicised.

### **43 Request for Scrutiny**

The Head of Scrutiny and Member Development submitted a report which presented further information to enable the Scrutiny Board to decide how to respond to a request for scrutiny in relation to housing growth.

The following information was appended to the report:

- A copy of Mr Hall's request for scrutiny
- Recommendation tracking response – Affordable Housing by Private Developers.

The following were in attendance for this item:

- Peter Boden, Edge Analytics
- George Hall, Scholes resident
- Jennifer Kirby, Aireborough Neighbourhood Forum (ANF)
- Clive Woods, Wharfedale & Airedale Review Development (WARD)
- Councillor Peter Gruen, Executive Member (Neighbourhoods, Planning and Personnel)
- Steve Speak, Deputy Chief Planning Officer, City Development.

The Chair provided background information to the request for scrutiny and invited Peter Boden to present his views on the latest population figures for Leeds and their implications in terms of projections for housing growth.

The key points were:

- There were 3 key elements to the analysis: births and deaths; internal migration; and international migration.
- Demographic analysis of Leeds had been extremely challenging and statistics had been subject to significant revision. International migration was the most difficult element to assess accurately.
- There was no population register apart from the census every 10 years. Some measures to undertake estimates in the intervening years but challenges associated with this.
- 2008 based population estimated 1m people living in Leeds by 2033. Latest projection estimated 861,000.
- Development of Strategic Housing Market Assessment (SHMA) to inform trends and produce growth scenarios.
- Acknowledgement of other considerations aside from demographics which included, economic growth, previous under delivery and affordability.
- Further examination currently being undertaken of pupil numbers linked to population growth.



- Acknowledgement of new growth scenarios. Statistics constantly changing so important to keep monitoring.
- The impact of higher birth rates and increased life expectancy.

Questions and comments were invited and the main areas of discussion were:

- Job growth and the impact of people commuting from outside Leeds.
- Internal and international migration. Robust statistics for internal migration. International migration was more difficult to estimate.
- Consideration of the mix of housing needed in Leeds and how LCC developed policy to achieve this. Department of Communities and Local Government (DCLG) producing new set of housing assumptions in early 2015.
- The importance of retaining the student population in Leeds to maintain a skilled workforce and engagement with students about this.
- Suggestion that the Scrutiny Board considers the outcome of work being undertaken by Peter Boden on behalf of Children's Services, and also new information from DCLG which was currently expected in December/ January.
- Suggestion that the Sustainable Economy and Culture Scrutiny Board had a role to play in this work.
- Further consideration of George Hall's proposition that the recommendations of the Board's previous inquiry had not been adequately responded to or monitored.

## **RESOLVED –**

(a) That in response to the request for scrutiny, the Board agrees to carry out further work covering the following issues:

- Consideration of George Hall's proposition that the recommendations of the Board's previous inquiry were not adequately responded to or monitored.
- Consideration of new information on population figures and their implications for housing growth (specifically the work that Peter Boden was currently undertaking on behalf of Children's Services, and also new information from DCLG which was currently expected in December/January)
- Consideration of the mix of housing needed in Leeds
- The interplay of jobs and housing growth
- Retaining the student population (to include engagement with students).

(b) That the Sustainable Economy and Culture Scrutiny Board be included as appropriate in the proposed work.

(Councillor M Iqbal left the meeting at 3.00pm during the consideration of this item.)

#### **44 Housing Leeds Rent Collection - Technical and Small Arrears**

The Director of Environment and Housing submitted a report which provided further information on technical arrears and low level rent arrears.

The following were in attendance for this item:

- Liz Cook, Chief Housing Officer, Environment and Housing
- Mandy Sawyer, Head of Neighbourhood Services, Environment and Housing
- Simon Swift, Service Manager, (Income Services) Environment and Housing
- Anna Tansley, Service Manager (Intelligence and Improvement, Environment and Housing.

The key areas of discussion were:

- Concern that more incentives were needed to encourage tenants to move to direct debit, where this was an appropriate option for them. The Board acknowledged that direct debit did not always suit the flexibility required by tenants.
- Confirmation of changes planned to the reporting of technical arrears. The Board asked to receive information about how arrears would be reported in future in response to their desire to exclude technical arrears.

#### **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That the Board receives a revised format for arrears reporting.

(Councillor D Collins left the meeting at 4.25pm during the consideration of this item.)

#### **45 East Leeds Orbital Road**

The Director of City Development submitted a report which provided a progress update in relation to the East Leeds Orbital Road.

The following information was appended to the report:

- East Leeds Orbital Road timetable/programme
- Delegated Decision Notification (DDN) dated 14 March 2013 – Extension of Contract – Highways and Transportation Partnership.

The following were in attendance for this item:

- Oliver Priestley, Manager of Engineering Projects, City Development.

**RESOLVED –**

- (a) That the contents of the report be noted
- (b) That the Director of City Development be asked to attend the Board meeting in December for a further discussion.

**46 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the 2014/15 municipal year.

The following information was appended to the report:

- The Scrutiny Board's work schedule
- Minutes of the Tenant Scrutiny Board meeting held on 16 October 2014.

The Board briefly discussed undertaking some follow-up work in relation to contents insurance for housing tenants, particularly around marketing and brokerage aspects.

**RESOLVED –** That subject to comments raised at today's meeting, the work schedule be approved.

**47 Date and Time of Next Meeting**

Tuesday, 9 December 2014 at 1.30pm (pre meeting for all Board Members at 1.00pm)

(The meeting concluded at 4.50pm.)

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## SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 9TH DECEMBER, 2014

**PRESENT:** Councillor J Procter in the Chair

Councillors J Chapman, P Grahame,  
R Grahame, J Illingworth, J Lewis, D Nagle,  
J Pryor, A Smart and G Wilkinson

### 48 Chair's Comments

The Chair welcomed John Gittos, the new Chair of the Tenant Scrutiny Board, to the meeting.

### 49 Late Items

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

- Draft comments on the draft Housing Strategy (agenda item 12)  
(Minute 58 refers)

### 50 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 51 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Campbell, D Collins, M Iqbal and C Towler. Notification had been received that Councillor J Chapman was to substitute for Councillor C Campbell, Councillor R Grahame for Councillor M Iqbal and Councillor J Lewis for Councillor C Towler.

### 52 Minutes - 11 November 2014

**RESOLVED** – That the minutes of the meeting held on 11 November 2014 be approved as a correct record.

### 53 East Leeds Orbital Road

The Director of City Development submitted a report which provided an update in relation to the East Leeds Orbital Road.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Personnel
- Martin Farrington, Director of City Development

Draft minutes to be approved at the meeting  
to be held on Tuesday, 20th January, 2015

- Gary Bartlett, Chief Highways Officer

The key areas of discussion were:

- The Council is currently working towards Gateway 1 approval by the West Yorkshire Combined Authority in January 2015
- The Combined Authority processes are a requirement of the government's agreement with the City Region as part of the Strategic Economic Plan
- Confirmation that officers and the Executive Member shared the ambition to deliver this project as quickly as the complexity of the project allowed
- A request for confirmation that all stages due to have been completed by this point were complete. Officers agreed to check and confirm this.
- Potential opportunities for speeding up the construction phases of the project have been identified
- Communication with landowners along the route were not complete. Members were keen to see this progressed as quickly as possible
- Questioning as to whether the chosen procurement route was the most efficient to deliver the road as soon as possible
- Confirmation that the project was taking account of the most up to date relevant public health objectives
- Members of the Scrutiny Board would prefer no further permissions to be granted for further house building in the affected area until the road has been built

The Board decided to continue to monitor progress, and requested an update report in March 2015. This report should clearly highlight any changes in the timetable from the current version of the Gantt chart. It should also include details on the current housing consents in the area, any applications under consideration and the implications of these for the highway network in the interim period..

**RESOLVED** – That a further progress report be brought to the Board in March 2015.

#### **54 2014/15 Quarter 2 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 (Housing and Regeneration).

The following information was appended to the report:

- A summary of performance at Quarter 2 across both City Priority Plan (CPP) and Best Council Plan (BCP) priorities.

The following were in attendance for this item:

- Martin Farrington, Director of City Development
- Simon Costigan, Chief Officer Strategic Housing

Draft minutes to be approved at the meeting  
to be held on Tuesday, 20th January, 2015

- Anna Tansley, Service Manager, Performance & Business Improvement

The main areas of discussion were:

- Plans to introduce one or new indicators on housing decency linked to the new Leeds Housing Standard
- Concern that a high proportion of the housing growth was attributable to empty properties returned to use rather than new build housing, and the actions being taken to respond to this.
- Information on the Housing Growth 'breakthrough' project and membership of the Member Steering Group
- A request to provide members with a breakdown of arrears by area
- A request for further information about under occupancy cases
- Clarification of the support being provided to tenants seeking to downsize
- Concern about the performance levels on adaptations and repairs, and a request that future performance reports provide a breakdown by priority category
- A suggestion that the Tenant Scrutiny Board be provided with similar performance information on repairs
- A request that consideration be given to introducing one or more indicators on energy efficiency measures
- A request for further information about former council houses bought under right to buy legislation and then rented out privately to tenants who claim housing benefit

## **RESOLVED**

- a) That the contents of the report and appendices be noted
- b) That the further information requested be provided to Members
- c) That future performance reports incorporate a breakdown of adaptations and repairs performance by priority category
- d) That consideration be given to introducing one or more indicators on energy efficiency measures

## **55 Financial Position Statement 2014/15 - City Development and Environment and Housing Directorates**

The Directors of Environment and Housing and City Development submitted a joint report which presented a financial update report in relation to services within this Board's portfolio.

The following were in attendance:

- Richard Ellis, Head of Finance (Environment and Housing)

**RESOLVED** – That the Scrutiny Board notes the projected financial position of the Directorates of City Development and Environment and Housing at period 6 of the financial year 2014/15.

## 56 Empty Property Buy Back Scheme

The Head of Housing Partnerships submitted a report which provided information about the Council's approach to buying back former Council homes.

The following were in attendance:

- John Statham, Head of Housing Partnerships.

The main areas of discussion were:

- 16 properties had now been bought
- An underspend on the original scheme meant that a further 2 empty properties would be returned to use
- Members asked for further detail on the costs of the new build housing as a comparator, in particular the costs of meeting the council's specification over and above standard volume house building costs
- Clarification of the assessment process before agreeing to buy back property
- The identification and mapping of long term empty property that might be suitable to buy back
- The potential for purchasing property on the open market
- Options for existing owners who might wish to sell back to the council
- The contribution of empty properties that are returned to use in meeting the housing growth target, with a 5 year target of 2,000 homes to be returned to use

**RESOLVED** – That the Scrutiny Board notes the success of the empty property buy back scheme.

## 57 Delivering Housing on Council Brownfield Land - Quarterly Update

The Director of City Development submitted a report which provided an update on progress to bring forward new housing development on previously developed land within Council ownership.

The following information was appended to the report:

- Council Brownfield Land Update Schedule.

The following were in attendance:

- Mark Mills, Executive Manager (Regeneration).

Members welcomed the progress that had been made since the Scrutiny Board undertook to receive regular monitoring reports.

**RESOLVED** – That the contents of the report and appendices be noted and that the progress made be welcomed.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 20th January, 2015



## **58 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the current municipal year.

The following information was appended to the report:

- The Scrutiny Board's work schedule
- Minutes of the Tenant Scrutiny Board meeting held on 13 November 2014
- Minutes of the Executive Board meeting held on 19 November 2014
- Draft comments on the draft Housing Strategy

It was noted that the proposal for taking forward the work arising from Mr Hall's request for scrutiny was not yet available.

### **RESOLVED –**

- a) That the work schedule be approved, subject to the inclusion of a progress report on the East Leeds Orbital Road in March 2015;
- b) That the Board's comments on the draft Housing Strategy be agreed; and
- c) That the Chair and the Principal Scrutiny Adviser be authorised to finalise the terms of reference for the scrutiny work arising from Mr Hall's request for scrutiny, following email consultation with all Board Members and the relevant Directors and Executive Members.

## **59 Date and Time of Next Meeting**

Tuesday 20 January 2015 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 3.40pm)

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## **SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)**

**MONDAY, 10TH NOVEMBER, 2014**

**PRESENT:** Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn, J Dunn,  
M Harland, P Harrand, J Jarosz, K Ritchie,  
B Urry, P Wadsworth and N Walshaw

### **40 Late Items**

There were no late items.

### **41 Declarations of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **42 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted on behalf of Councillor M Robinson, with Councillor P Wadsworth in attendance as substitute. The Chair informed the Board that Councillor R Grahame had been called away to another meeting in his capacity as a member of the West Yorkshire Fire and Rescue Authority.

The Chair also relayed apologies from Councillor M Dobson, Executive Board Member for Cleaner, Stronger and Safer Communities.

### **43 Minutes - 13 October 2014**

**RESOLVED** – That the minutes of the meeting held on 13<sup>th</sup> October 2014 be confirmed as a correct record.

### **44 Fuel Poverty Scrutiny Update**

The report of the Director of Public Health and the Director of Environment and Housing outlined how the remaining eleven recommendations arising from the previous Scrutiny Inquiry into tackling fuel poverty had been achieved, embedded into existing work programmes or are no longer relevant due to changes in policy.

The following were in attendance for this item:

George Munson, Senior Programme Leader  
Robert Curtis, Sustainable Energy and Climate Change Team  
Dawn Bailey, Health Improvement Principal - Health Protection  
Sharon Brooks, Care & Repair

Minutes approved as a correct record  
at the meeting held on Monday, 8th December, 2014

In consideration of the report, the following issues were discussed by the Board:

- National Strategy – the Board learned that, following the national review of fuel poverty by Professor Hills, the government recently consulted on a new fuel poverty strategy outlining new targets and approaches to tackle fuel poverty. In responding to this consultation, the Council is awaiting the publication of the new national Strategy.
- Energy Efficiency measures – Members discussed the preventative approaches taken by the Council, such as the Decent Homes Programmes and the Wrap Up Leeds free insulation scheme. It was noted that the Council is currently targeting hard to treat properties with insulation through the Green Deal Communities Programme.
- Tackling private rented properties – Members were pleased to learn about forthcoming regulations under the Energy Act 2011 to provide tenants with a right to request consent to energy efficiency improvements and a minimum energy efficiency standard for properties in the domestic private rented sector.
- Vulnerable households – Members discussed existing initiatives targeted at vulnerable households, such as the Warm Homes Service, managed by Care & Repair, and Green Doctor services.
- Fuel Poverty Member Champions – Members received details of the nominated Member Champions across the ten Community Committees tasked with driving forward the fuel poverty agenda locally.
- Bulk fuel purchase schemes - reference was made to the Board's earlier recommendation around bulk purchasing domestic heating fuel for householders (recommendation 20). It was noted that schemes across the country have largely been unable to obtain a below market rate, particularly following national drivers to simplify the range of energy tariffs that energy companies are allowed to offer. However, the Council is working with the Core Cities Low Carbon and Energy Portfolio Group to develop Core Cities owned energy suppliers with the aim of offering stable and fair energy tariffs to households.

**RESOLVED –**

- (a) That the report be noted
- (b) The Board agreed that recommendation 20 was no longer relevant and to stop monitoring and that the remaining outstanding recommendations had been achieved.

(Councillor A Blackburn arrived at 10.30 am during consideration of this item)

**45 Grounds Maintenance - recommendation tracking**

The report of the Head of Scrutiny and Member Development presented an update on progress made in implementing the Board's recommendations linked to its earlier review on the Council's Grounds Maintenance Contract.

The following were in attendance for this item:

Sean Flesher, Chief Officer Parks and Countryside  
Simon Frosdick, Business Development Manager, Parks and Countryside

In consideration of the report, the following issues were discussed by the Board:

- The existing grounds maintenance contract – Members acknowledged that the Council was now 3 years into the 5 year contract with Continental and therefore had reached a pivotal point in terms of determining the future delivery of this service. The potential options available were discussed by the Board.
- Managing performance and maximising resources – Members discussed issues linked to performance i.e. staff allocation, recruitment and retention and the use of machinery. Linked to this, it was noted that opportunities had been identified to provide additional winter work to Continental in order to support staff and skills retention and also provide a balanced workload. Such works would include spreading woodchip mulch on some shrub beds to improve appearance and suppress weeds.
- Budget delegation – Members learned that whilst some Parish and Town Councils had enquired about taking up the option of budget delegation for service provision and management, none have done so once the scope of delegation and available budget had been advised.
- Role of Community Committees - it was noted that Community Committees receive annual performance reports on the ground maintenance contract, with more detailed briefings being offered to their Environment Community Champions. However, the Board requested that Community Committees are approached to get a clear steer as to the level of input that full Committees would welcome in the future.
- Elected Member requests for individual briefings – it was highlighted that individual requests to discuss issues or concerns with senior officers and Continental representatives would be followed up appropriately.

**RESOLVED –**

- (a) That the report be noted
- (b) The Board agreed that recommendations 6 and 8 had now been achieved.
- (c) That the position status assigned to the remaining recommendations is a category 4 – Not fully implemented (progress made acceptable. Continue monitoring).

**46 Peckfield Landfill Site - draft terms of reference for forthcoming Scrutiny inquiry**

The report of the Head of Scrutiny and Member Development presented draft terms of reference relating to the Board's forthcoming inquiry regarding Peckfield Landfill Site.

**RESOLVED –** That the terms of reference for the Board's forthcoming inquiry regarding Peckfield Landfill Site be agreed.

Minutes approved as a correct record  
at the meeting held on Monday, 8th December, 2014

#### **47 Work Schedule**

The report of the Head of Scrutiny and Member Development presented the Board's current work schedule. The minutes of the Executive Board meeting held on 15<sup>th</sup> October 2014 were also appended to this report for Members' information.

**RESOLVED** – That the Board's work schedule and the Executive Board minutes be noted.

#### **48 Date and Time of Next Meeting**

Monday 8<sup>th</sup> December 2014 at 10.00 am. (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.55 am)

## **SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)**

**MONDAY, 8TH DECEMBER, 2014**

**PRESENT:** Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn, J Dunn,  
R Grahame, M Harland, P Harrand,  
J Jarosz, K Ritchie, M Robinson, B Urry  
and N Walshaw

**49 Late Items**

There were no late items.

**50 Declarations of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

**51 Apologies for Absence and Notification of Substitutes**

There were no apologies for absence.

**52 Minutes - 10 November 2014**

**RESOLVED** – That the minutes of the meeting held on 10<sup>th</sup> November 2014 be confirmed as a correct record.

**53 Strengthening the Council's relationship with Parish and Town Councils  
- Tracking of Scrutiny recommendations**

The report of the Head of Scrutiny and Member Development set out the progress made in responding to the recommendations arising from the earlier Scrutiny review on strengthening the Council's relationship with local Parish and Town Councils.

The following were in attendance for this item:

Councillor Gruen, Executive Member for Neighbourhoods, Planning and Personnel

Chris Pilkington, Deputy Chief Officer of the Yorkshire Local Councils Associations

Kathy Kudelnitzky, Chief Officer Communities

Rory Barke, Area Leader (Corporate)

Anne McMaster, Executive Officer, Citizens and Communities

David Feeney, Head of Planning and Economic Policy

In consideration of the report, the following issues were discussed by the Board:

- National Local Council Award Scheme – it was highlighted that this new national Scheme is to replace the Quality Parish Scheme and is scheduled to be re-launched in January 2015. The Deputy Chief Officer of the Yorkshire Local Councils Associations gave a brief overview of the new Scheme and explained that it is yet to be determined how this Scheme will be administered locally.
- Engaging with Community Committees – the Board reinforced the importance of Community Committees actively engaging with their respective Parish and Town Councils on local issues and also ensuring that meeting agendas are disseminated to local Clerks.
- Indicative costs of Parish Elections in May 2015 – Members identified the need for indicative costs associated with the 2015 Parish Elections to be communicated to the parishes in the near future.
- Community Infrastructure Levy (CIL) – linked to the Planning Charter with local Parish and Town Councils, it was noted that the current Charter already makes reference to the introduction of CIL from April 2015 and that this Charter will continue to be reviewed annually.

**RESOLVED –**

- (a) That the report be noted.
- (b) As recommendation 2 is closely linked to the re-launch of the National Local Council Award Scheme, the Board agreed to continue monitoring this in the New Year.
- (c) The Board agreed that, with the exception of recommendation 2, the remaining recommendations had now been achieved.

(Councillor M Robinson arrived at 10.25 am during consideration of this item)

**54 Quarterly Performance Report**

The report of the Director of Environment and Housing and Assistant Chief Executive (Citizens and Communities) provided a performance update on both the Safer and Stronger elements of the Board's remit. However, as requested by the Board, there was a more detailed focus on the 'Stronger' elements as part of this update.

The following were in attendance for this item:

Councillor Gruen, Executive Member for Neighbourhoods, Planning and Personnel

Kathy Kudelnitzky, Chief Officer Communities

Rory Barke, Area Leader (Corporate)

Anne McMaster, Executive Officer, Citizens and Communities

Neil Evans, Director of Environment and Housing

Richard Ellis, Head of Finance (Supporting Environment & Housing)

Charles Oxtoby, Head of Finance (Strategy and Resources)



To accommodate officer attendance, the Chair requested that the Board considers those areas linked to the Citizens and Communities directorate and the Communities Board in the first instance. In doing so, the Chair also requested that any questions relating to the financial health of this directorate (linked to the next agenda item) be addressed during this session too.

As such, the following issues relating to the Citizens and Communities directorate and the Communities Board were discussed by the Board:

- Communities Board – Members received an overview of the locality and citywide projects being developed by the Communities Board which are due to commence in January 2015.
- Partnership working – linked to the project work of the Communities Board, Members reiterated the importance of working closely with partners to improve coordination and maximise resource.
- Measures of success – whilst acknowledging the complexity of many of the issues being addressed by the Communities Board, Members emphasised the need for the Communities Board to establish clear outcomes and measures of success linked to its project work.
- Poverty Truth Challenge – Members noted the 3 work strands linked to the Poverty Truth Challenge and particularly welcomed the work strand around stigma and the perception of poverty.
- Community Centres – Members discussed the budget savings target of £110k linked to Community Centres and reiterated the importance of Elected Members being engaged as part of the rationalisation of existing centres and efficiencies in Facilities Management charges.

The Board moved onto the performance areas linked to the Environment and Housing directorate and the following issues were discussed:

- Street cleanliness – Members discussed the criteria used in measuring street cleanliness and a suggestion was made for other forms of local intelligence gathering, such as Estate walkabouts, to also be taken into consideration, particularly in any hotspot estates.
- Police Community Support Officers – reference was made to the new national powers given to PCSOs and how these are being applied locally. It was noted that this issue was being picked up as part of the Board's ongoing inquiry linked to the role of PCSOs and integrated partnership working.
- Brown bin collection service – Members discussed alternative forms of communication for notifying residents about their brown bin collection service and noted the saving made by not issuing household letters.

**RESOLVED** – That the report be noted.

(Councillor J Jarosz left the meeting at 11.00 am during consideration of this item)

## 55 Financial Health Monitoring 2014/15

The report of the Head of Scrutiny and Member Development presented the current financial health of the Environment and Housing and Citizens and Communities directorates in line with the Board's portfolio.

The following were in attendance for this item:

Councillor Gruen, Executive Member for Neighbourhoods, Planning and Personnel

Neil Evans, Director of Environment and Housing

Richard Ellis, Head of Finance (Supporting Environment & Housing)

Acknowledging that the Board had discussed the financial issues linked to the Citizens and Communities directorate as part of the previous agenda item, particular focus was now given to the Environment and Housing directorate.

As such, the following issues were discussed by the Board:

- Agency and overtime costs – Members discussed the use of agency staff and managing overtime costs within the Environment and Housing directorate but also noted that this was being addressed corporately. Linked to this, Members were pleased to note that sickness levels relating to the refuse collection service continue to improve.
- Car parking – Members noted that parking income was projected to be £546k higher than the budget.
- Alternate Weekly Collections – Members discussed the roll out of AWC and noted that a pressure of around £400k was currently being estimated based on the slippage of Phase 3 into two separate phases to help manage the roll out more effectively. It was also noted that overall waste volumes city wide were higher than budgeted.

The Chair reminded the Board that a working group meeting is to be held on Wednesday 7<sup>th</sup> January 2015 when Board Members will also have the opportunity to consider and comment on the initial 2015/16 budget proposals relevant to the Board's portfolio.

**RESOLVED** – That the report be noted.

## 56 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's current work schedule. The minutes of the Executive Board meeting held on 19<sup>th</sup> November 2014 were also appended to this report for Members' information.

**RESOLVED** – That the Board's work schedule and the Executive Board minutes be noted.

**57 Date and Time of Next Meeting**

Wednesday 28<sup>th</sup> January 2015 at 9.30 am. (Pre-meeting for all Board Members at 9.00 am)

(The meeting concluded at 12.05 pm)

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## SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 13TH NOVEMBER, 2014

**PRESENT:** Councillor J Chapman in the Chair

Councillors J Elliott, C Gruen, P Latty,  
K Mitchell, M Rafique, K Renshaw,  
A Sobel, B Urry and F Venner

### **CO-OPTED MEMBERS (VOTING)**

Mr A Graham, Church Representative (Church of England)  
Mrs J Ward, Parent Governor Representative (Secondary)  
Mrs J Hazelgrave, Parent Governor Representative (SEN)  
Mrs A Craven, Parent Governor Representative (Primary)

### **CO-OPTED MEMBERS (NON-VOTING)**

Ms C Foote, Teacher Representative  
Ms K Jan, Teacher Representative  
Ms S Hutchinson, Early Years Representative  
Ms T Kayani, Young Lives Leeds

## **39 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, Raising Educational Standards in Leeds – Updated versions of the Ofsted handbook and Ofsted framework for the inspection of local authority arrangements for supporting school improvement. (Published by Ofsted on 11 November 2014) (Minute No. 43 refers)

Revised versions were not available at the time of agenda despatch.

## **40 Declaration of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

## **41 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillor A Lamb and Co-opted Member Mr E Britten.

## **42 Minutes - 16 October 2014**

**RESOLVED** – That the minutes of the meeting held on 16 October 2014 be approved as a correct record.

Draft minutes to be approved at the meeting  
to be held on Thursday, 18th December, 2014

## 43 Raising Educational Standards in Leeds- Learning Improvement

The Head of Scrutiny and Member Development and the Director of Children's Services submitted reports providing written evidence to inform the first session of the scrutiny inquiry into learning improvement services in Leeds.

The following information was appended to the report:

- Leeds for Learning, A strategy for learning improvement, June 2013
- Draft self -evaluation report of school improvement services (September 2014)
- Handbook for the inspection of local authority arrangements for supporting school improvement, May 2013 and November 2014
- The framework for the inspection of local authority arrangements for supporting school improvement, May 2013 and November 2014

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

- Councillor Judith Blake, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Gail Webb, Head of Learning Improvement
- Kevin Paynes, 11-19 Leadership and Management Lead
- Anne Fell, Senior School Improvement Adviser
- Kim Porter, Senior School Improvement Adviser
- Sara Harris, Senior School Improvement Adviser
- Marcia Harding, Inclusion Lead
- Jancis Andrew, Head of the Virtual School for Looked After Children
- Joan Tattersall, Behaviour & SEN Inclusion Lead
- Gemma Whawell, Acting head teacher at Thorner Primary School
- Simon Flowers, Principal at Carr Manor.

The key areas of discussion were:

- The three accountability frameworks.
- Understanding learning environments through relationships, local intelligence and data.
- Traded Services, including the provision of support, advice and guidance, bespoke packages of support. The Board were advised about the different types of support provided, how available services are communicated and the level of 'buy in' from secondary and primary schools. The Board sought clarity regarding the quality of support for newly qualified teachers and were advised that this has been reviewed and improved.
- Leeds Learning Partnership and the training and development packages available. Advance membership packages which focus on closing the gap, using pupil premium on English and maths subjects.

- Teaching School Alliances and the support provided to schools by specialist leaders in education. The need to provide a co-ordinated approach to improvement through alliances and the Learning Improvement team.
- The establishment of Maths Hubs in neighbouring authorities. Some Leeds schools are already receiving support.
- School to school support and the example of support provided to Wetherby High School by Carr Manor. The Board were appraised of the action taken and the benefits achieved and planned through this partnership.
- Advice and guidance for Academies and Free Schools, lack of powers of intervention, the importance of maintaining effective relationships and the new regional schools commissioner.
- Statutory intervention and the Local Authority school categorisation and monitoring cycle. The difficulties of intervention with vulnerable schools due to Ofsted categorisation. The acting head teacher of Thorner primary school provided a summary of her experience of Local Authority support through intervention and the beneficial impact that provided.
- The evidential importance of strong leadership within schools and the need for this to be clearly understood by School Governors in the recruitment process. The Board decided that this merits further debate.

#### **RESOLVED –**

The Scrutiny Board (Children and Families):

- a) Noted the documented information provided and presented verbally and agreed to adjust terms of reference to incorporate additional areas for debate.
- b) Acknowledged the role of partnership working and sector led school to school support in the provision of support, challenge and intervention in Leeds.

#### **44 Work Schedule**

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

The Scrutiny Board (Children and Families) work schedule for 2014/2015 and the Executive Board minutes for 15 October 2014 were appended to the report.

**RESOLVED –** The Scrutiny Board (Children and Families) noted the content of the report and agreed the revised work schedule.

**45 Date and Time of Next Meeting**

Thursday, 18 December 2014 at 9.45am in the Civic Hall, Leeds (Pre meeting for Board Members at 9.15am)

(The meeting concluded at 12.20pm)



## SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 18TH NOVEMBER, 2014

**PRESENT:** Councillor K Groves in the Chair

Councillors A Castle, J Chapman,  
D Cohen, P Davey, R Harington,  
A Hussain, M Ingham, S McKenna, B Selby  
and P Wadsworth

### 38 Late Items

There were no formal late items of business to consider.

### 39 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

### 40 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

### 41 Minutes - 21 October 2014

**RESOLVED** – That the minutes of the meeting held on 21 October 2014 be confirmed as a correct record.

### 42 20mph Speed Limits in Leeds

Members considered a report on the implementation of 20mph speed limits in Leeds.

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

- Councillor Richard Lewis, Executive Member for Transport and Economy
- Andrew Hall, Head of Transportation
- Kasia Speakman, Transport Planner
- Chief Inspector Phil Wiggins, Safer Leeds
- Mark Lansdown, 20s Plenty for Us

The following issues were raised in discussion:

- The Board heard about the Council's current approach to the phased implementation of 20mph zones, with a prioritised programme based on injury statistics and school travel areas. The present programme would eventually cover most residential streets.

- The key difference from the approach put forward by the 20s Plenty for Us campaign group was described in terms of process. The council had adopted an approach which involved consultation in each local area and the use of traffic calming measures where appropriate, whereas the campaign group advocated a blanket introduction of 20mph speed limits using signs and road markings rather than physical measures.
- Although cheaper to implement initially, the blanket approach could require more significant ongoing revenue support for education and enforcement, or the retro-fitting of physical measures in some cases. There was less evidence about the speed reductions achieved in areas with signs and lines only.
- It was noted that local councillors had contributed funding to implement schemes in some areas.
- Some concern was expressed about areas where the speed limit reduced from 40mph to 20mph in a short length of road.
- The potential health benefits from increased walking and cycling associated with lower traffic speeds was highlighted.
- The Board noted that road safety was a priority in the Police and Crime Commissioner's Plan.
- The Board was made aware of Safer Leeds' commitment to working in partnership at all stages from scheme design through to targeted enforcement in support of 20mph zones.
- It was suggested that there was potential to explore additional partnership funding opportunities in order to speed up implementation of 20mph zones, particularly with the full range of Health partners and the Police, but also giving consideration to other potential beneficiaries from a reduction in accidents, for example the DWP in terms of benefit payments or business interests. Examples were provided of partnership funding elsewhere.
- The 20s Plenty for Us campaign emphasised the desire for zones to be large enough to reflect communities' travel patterns, particularly the journey to school. It was also argued that increasing the area covered helped to create a 20mph culture.
- It was acknowledged that a blanket 20mph limit could be introduced on all residential streets, but this might be unpopular with communities, and was not considered to be enough on its own to reduce speeds significantly.
- It was also suggested that the amount of rural roads in the Leeds district meant that a blanket 20mph approach was not necessarily appropriate.
- Members recommended that as an immediate step, a default 20mph speed limit be adopted for all new residential developments.
- It was suggested that there was further scope for the 20s Plenty for Us campaign group to work with the council at a local level around initiatives including school cycling and community speed watch.
- It was noted that the Road Safety Partnership centrally controlled road cameras used for enforcement, with road policing also being determined at a West Yorkshire level. Neighbourhood Policing Teams

could provide a more localised and flexible response but their deployment had to be prioritised against a range of competing demands.

- The impact of national TV advertising campaigns in the past was highlighted.
- It was confirmed that the schools programme would take about 4 years to complete at the current funding levels, with a further consolidation phase taking until 2020, at a cost of around £3m.
- Problems with parking outside of schools was also highlighted as an issue of concern.

At the end of the discussion, the Board requested a report back in March 2015, providing further information on casualty figures for Leeds and the associated costs. Members also asked that potential additional funding opportunities be explored with all partners, particularly the Police and health partners, and that progress on this aspect also be reported back in March 2015.

#### **RESOLVED –**

- a) That the Director of City Development be recommended to take the necessary steps to implement a 20mph default speed limit for all new residential developments in Leeds.
- b) That the Board receive a progress report in March 2015, providing the information on casualties requested above and reporting progress on partnership funding opportunities.

(Councillor Hussain joined the meeting at 1.40pm and Councillor Castle left the meeting at 2.25pm during the discussion of this item.)

### **43 European Capital of Culture**

The Board considered a report on the current consultation being carried out to inform a decision next year by the Executive Board on whether Leeds should bid to become the 2023 European Capital of Culture.

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

- Councillor Lucinda Yeadon, Executive Member for Digital and Creative Technologies, Culture and Skills
- Cluny Macpherson, Chief Officer, Culture and Sport
- Dinah Clark, Principal Officer, Culture and Sport
- Leanne Buchan, Marketing Officer, City Development

The Board received a presentation setting out the background to the Capital of Culture scheme and summarising key messages arising from the consultation to date.

The following issues were raised in discussion:

- The extent and reach of consultation activity to date.
- The range of responses received and the level of commitment, including funding, from potential partners.
- The need to be realistic about funding for a bid in the current economic climate.
- Exploring the benefits to the city of bidding, especially if a bid was not successful.
- Members sought further clarification of the potential costs to the city council of bidding, including the short term costs of preparing an initial bid.
- The need to clearly define a legacy at an early stage.
- Research already undertaken around other cities who have been successful and advice received from experts in this field.
- The need for a credible cultural strategy for the city, even if a bid does not go ahead.
- The strong desire of Board Members for any bid to involve local communities in its development, and to deliver a year that local communities would benefit from.
- A request that all 99 councillors be asked whether they are in favour of the city bidding.
- Discussion of what might be included in a Leeds bid.
- The link to jobs and skills, and the importance of the cultural sector as a source of employment.
- The potential for a bid to have a regional dimension, acknowledging that the rules require bids to be based on a specific city.
- Opportunities to engage communities in the consultation, for example through Community Committees.
- The ability of hospitality and transport infrastructure to cope with a year-long event.
- Queries as to who the competition might be and why Manchester had already announced it would not bid.
- Potential links to the proposed Business Improvement District (BID) in the city centre.

At the end of the discussion Members requested a further report on the outcomes of the consultation process and providing more detail on costs, prior to a decision being taken by the Executive Board.

**RESOLVED** – That a further report be brought back to the Scrutiny Board in the spring, in advance of the Executive Board decision on whether to make a bid.

(Councillors Ingham, Cohen and Chapman left the meeting at 3.35pm, 3.55pm and 4.10pm respectively during the discussion of this item.)

#### **44 Recommendation Tracking**

Members considered a report presenting progress against one outstanding recommendation from the Board's previous inquiry on the engagement of young people in cultural, sporting and recreational activities.

**RESOLVED** – That the status of this recommendation be confirmed as category 4 (Not achieved – progress made acceptable. Continue monitoring.) with a further progress report to be scheduled in April 2015.

#### **45 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.

Members agreed to add an additional session to the Employment and Skills inquiry to encompass: information on corporate budgets for employment and skills related activity; input from Community Committee champions; and the role of the City Region Enterprise Partnership. The Board also agreed to invite the Chair of the Resources and Council Services Scrutiny Board to take part in the remainder of the inquiry.

**RESOLVED** – That the work schedule be agreed.

#### **46 Date and Time of Next Meeting**

Tuesday 16 December 2014 at 1.30pm (a pre-meeting will start at 1.00pm for Board members.)

The meeting finished at 4.20pm

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## **SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)**

**TUESDAY, 16TH DECEMBER, 2014**

**PRESENT:** Councillor K Groves in the Chair

Councillors J Chapman, P Davey, B Flynn,  
R Harington, A Hussain, M Ingham,  
S McKenna, B Selby and P Wadsworth

### **47 Exempt Information - Possible Exclusion of the Press and Public**

**RESOLVED** – That the press and public be excluded from the meeting during the 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 proceedings, that if members of the press and public were present there would be disclosure to them of exempt information as follows:

Agenda item 11 – Sport and Active Lifestyle Marketing Report (appendix 4 and additional information forming part of appendix 4) – Access to Information Procedure Rule 10.4 (3) ‘Information relating to the financial or business affairs of any particular person (including the authority holding that information)’.

### **48 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 supplementary information:

- Agenda item 11, Sport and Active Lifestyle Marketing Report - Additional information forming part of Appendix 4 (Minute No. 56 refers)

The above information was not available at the time of agenda despatch.

### **49 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **50 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors A Castle and D Cohen. Notification had been received that Councillor B Flynn was to substitute for Councillor A Castle.

## **51 Minutes - 18 November 2014**

**RESOLVED** – That the minutes of the meeting held on 18 November 2014 be approved as a correct record.

## **52 2014/15 Quarter 2 Performance Report**

The Director of City Development submitted a report which invited the Board to consider performance information for the period up to the end of September 2015 for services falling within this Board's portfolio.

The following information was appended to the report:

- Scrutiny Board (Sustainable Economy and Culture) Progress Update (in relation to the City Priority Plan, Best City for Business Objective)
- Performance Summary (in relation to the Best Council Plan).

The following were in attendance for this item:

- Councillor Lucinda Yeadon, Executive Member for Digital and Creative Technologies, Culture and Skills
- Martin Farrington, Director of City Development
- Paul Foster, Principal Transport Planner, City Development

The key areas of discussion were:

- Further progress needed to achieve housing growth target. The Board was advised that establishment of the Housing Growth Team brought together an enhanced resource to accelerate housing growth.
- Further information sought regarding the causes of people killed or seriously injured. Analysis undertaken by highways and transportation to identify hotspot areas.
- Development of 'look-out' campaign and educational awareness in schools.
- Update that a report was being submitted to the March Scrutiny Board to address issues in relation to extending 20mph zones in residential areas.
- The need to publicise the removal of pedestrian barriers. Members were advised that views were being collated as part of City Strategy and that the outcome of this would be reported back to the Scrutiny Board.

### **RESOLVED –**

- (a) That the contents of the report and appendices be noted
- (b) That the Board supports City Development pressing for action at a national level in response to accidents caused by people stepping out without looking
- (c) That the requests for information be provided.



(Councillor P Wadsworth joined the meeting at 1.38pm and Councillor P Davey at 1.50pm during the consideration of this item.)

### **53 2014/15 Month 6 Finance Update**

The Head of Scrutiny and Member Development submitted a report which presented information on the budget position up to the end of September 2014 for services falling within this Board's portfolio.

The following were in attendance for this item:

- Councillor Lucinda Yeadon, Executive Member for Digital and Creative Technologies, Culture and Skills
- Ed Mylan, Chief Officer for Resources and Strategy, City Development
- Simon Criddle, Head of Finance for Strategy and Resources, City Development.

The main areas of discussion were:

- Clarification whether changes to planning permissions / permitted development rights had impacted on planning income. The Board was advised that the impact of the changes was not that great and planning income was on target.
- Update sought regarding plans in place for Kirkgate Market. Members were advised that this issue was being addressed in the Board's budget report in January.

**RESOLVED** – That the contents of the report be noted

### **54 Leeds Let's Get Active Update Report**

The Head of Sport and Active Lifestyles submitted a report which provided a progress update on the Leeds Let's Get Active Scheme following the first year of operation.

The following were in attendance for this item:

- Councillor Lucinda Yeadon, Executive Member for Digital and Creative Technologies, Culture and Skills
- Councillor Debra Coupar, Chair of Scrutiny Board (Health and Wellbeing and Adult Social Care)
- Mark Allman, Head of Service for Sport, City Development
- Susan Haigh, Active Lifestyles Manager, City Development
- Rachel Brighton, Leeds Let's Get Active Project Lead
- Cheryl Squires, Health Improvement Principal (Obesity and Healthy Living)
- Steve Zwolinsky, Research Officer at the Centre for Active Lifestyles, Leeds Beckett University.

The Board received a 5 minute Youtube video at the start of this item which highlighted the benefits of the Leeds Let's Get Active project.

The key areas of discussion were:

- Acknowledgement of the positive work undertaken as part of Leeds Let's Get Active project.
- A breakdown was sought in relation to the number of children involved with the project.
- Clarification sought regarding participation rates in areas of deprivation. The Board was advised that 22% of visits were from the most deprived areas.
- The need to develop closer links with Community Committees (particularly Community Committee Champions for Health) and Neighbourhood Networks.
- The importance of delivering programmes for schools and early years. Members were advised about the Active Schools Programme that was currently being developed.
- The benefits of outdoor gyms and ensuring that gym facilities were easily accessible and well publicised.
- The benefits of physical activity linked to the mental health agenda.
- Exploring opportunities to provide free swimming for young people, particularly throughout the school holidays.
- Suggestion that the Board be provided with a further update in summer 2015.

#### **RESOLVED –**

- (a) That the contents of the report be noted
- (b) That the requests for information be provided and that the Board receives a further update in summer 2015.

(Councillor A Hussain left the meeting at 3.05pm at the conclusion of this item.)

#### **55 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the 2014/15 municipal year.

The following information was appended to the report:

- The Scrutiny Board's work schedule
- Minutes of the Executive Board meeting held on 19 November 2014.

It was noted that the Board was to receive a further report on the possible European Capital of Culture bid in the New Year, and a further report on 20mph speed limits in March 2015.

**RESOLVED** – That the work schedule be approved, subject to the above additions.

## **56 Sport And Active Lifestyle Marketing Report**

The Chief Officer for Resources and Strategy submitted a report which provided a summary of where the Sport and Active Lifestyle service would like to further develop its marketing activity.

The following information was appended to the report:

- Marketing building blocks
- Strategic marketing approach
- Marketing / Business improvement hub
- Sustainable business development opportunities
- Sport marketing scrutiny report (additional paper)

Appendix 4 and additional information forming part of appendix 4 to the report was designated as exempt under Access to Information Procedure Rule 10.4(3) and considered in private session.

The following were in attendance for this item:

- Councillor Lucinda Yeadon, Executive Member for Digital and Creative Technologies, Culture and Skills
- Mark Allman, Head of Service for Sport, City Development
- Cluny Macpherson, Chief Officer Culture and Sport, City Development
- Tim Quirke, Communications Manager, City Development
- Danni Brearley, Senior Communications Manager, Corporate Communications

The key areas of discussion were:

- Development of targeted marketing and social media.
- Exploring opportunities to publicise activities on the Council's website.
- The benefits of consulting with service users to develop the range of activities available.

**RESOLVED** – That the Board supports the department taking forward the proposals and requests a further report back in due course.

## **57 Date and Time of Next Meeting**

Tuesday 13 January 2015 at 1.30pm (a pre-meeting will start at 1.00pm for Board members.)

(The meeting finished at 3.40pm)

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## CITY PLANS PANEL

THURSDAY, 30TH OCTOBER, 2014

**PRESENT:** Councillor J McKenna in the Chair

Councillors P Gruen, R Procter,  
D Blackburn, S Hamilton, T Leadley,  
E Nash, N Walshaw, M Ingham, J Lewis,  
C Campbell, C Gruen and J Procter

### 65 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

### 66 Exempt Information - Possible Exclusion of Press and Public

**RESOLVED** - That the 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 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 appendices to the main reports referred to in minutes 72 and 74 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds they contain 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

### 67 Late Items

There were no formal late items, however the Panel was in receipt of a supplementary report in relation to application 14/04641/FU – Sweet Street and Manor Road Holbeck LS11, which had been circulated to Members prior to the meeting (minute 74 refers)

### 68 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests, however Councillor Leadley brought to the Panel's attention in respect of application 14/03263/FU – land off west side of Kidacre Street Hunslet for temporary use as a travellers site – that he was the Chair of the Lee Fair Committee which

organised the country's oldest chartered fair and that he knew some of the residents at the site (minute 73 refers)

## **69 Apologies for Absence**

Apologies for absence were received from Councillor G Latty, with Councillor J Procter attending as a substitute

## **70 Minutes**

**RESOLVED** - That the minutes of the City Plans Panel meeting held on 9th October 2014 be approved

## **71 Application 14/00315/OT - Outline application for residential development of up to 150 dwellings including means of access and associated public open space and landscaping - Land at Leeds Road Collingham Wetherby**

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

The North and East Area Planning Manager presented a report on an outline application for the principle of development and access on 8.79 ha site, part of which was designated as Protected Area of Search (PAS) land and part being located in the Green Belt. Although the application suggested up to 150 dwellings on the site, a proposed layout plan showed around 110 – 120 dwellings

Members were informed that a key aspect of the development was flooding, with there being a history of flood events on the site. To mitigate against this, the developer was proposing to raise the levels of the central area of the site and provide a cellular storage system under the road which would release water at controlled rates into the nearby beck. It was also proposed to create flood storage areas adjacent to Collingham Beck to the south of the site and erect a flood wall opposite Crabtree Green. Following the site visit earlier in the day, the North and East Area Planning Manager had sought further information from the Environment Agency about the flood mitigation measures and highlighted to Panel that whilst the proposed measures would ease the situation for residents of Millbeck Green and Crabtree Green, it did not constitute a flood alleviation scheme

The report before Panel recommended the application be refused with seven reasons for refusal being suggested to Members. In terms of the interim PAS policy, the site did not fulfil the criteria for early release of the site

The receipt of two further representations was reported. A detailed letter from the applicant was summarised to the Panel and concerns raised by Councillor Castle were outlined for Members' information

If minded to accept the reasons for refusal, an amendment to reason 1 was proposed, to remove 'and scale' from the sixth line down. Also on

reason 4, to correct a typing error to remove 'access point' from the fourth line down and replace with 'development'

The Transport Development Services Manager referred to the recent submission by the applicant of a more detailed plan of the access arrangements, which subject to further work, might be supported by Officers in principle. Further discussions would also be required in respect of the junction at Harewood Road, which experienced queuing traffic. The applicant had submitted a proposal to signalise the junction of School Lane/Mill Lane and the A58, and that discussions on this would be required.

Notwithstanding the recent revisions to the highways proposals the reason for refusal set out in the submitted report remained valid at this time

Members discussed the proposals, with the main issues being:

- the guidance set out in the NPPF which encouraged a plan-led system and the need to have regard to the Core Strategy and Site Allocations process
- that the Council was committed to building homes in the correct location and this site was not suitable
- the need for issues relating to education provision and health provision to be included in the reasons for refusal
- the scale of the proposed development which at 2.5 and 3 storey dwellings was not in keeping with the existing properties in Collingham
- concerns that the flood mitigation measures were inadequate
- concerns about highways measures; that additional proposals had come forward which were not in the public domain and that local residents and Ward Members had not had the opportunity to consider and comment on them. Concerns were also raised that continuing discussions on these issues could undermine the highways reason for refusal in the event an appeal was lodged, if the application was refused

The Panel considered how to proceed. The Head of Planning Services outlined the revisions to the proposed reasons for refusal and on the issue of public notification of revisions to applications, stated the importance of local people and Ward Members being made aware of any alterations to proposals

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

1 The LPA considers that the release of the site for housing development would be premature, being contrary to policy N34 of the adopted UDP Review (2006) and contrary to Paragraph 85, bullet point 4 of the NPPF. The suitability of the site for housing purposes as part of the future expansion of Collingham needs to be comprehensively reviewed as part of the preparation of the ongoing Site Allocations Plan and Neighbourhood Plan. The location of the site in relation to the village of Collingham means that the proposal does not fulfil the criteria set out in the interim housing delivery policy approved by Leeds City Council's Executive Board on 13<sup>th</sup> March 2013 to justify early release ahead of the comprehensive assessment of safeguarded land being undertaken in the Site Allocations Plan. It is anticipated that the Site Allocations Plan work will identify which sites will be brought forward for development in the life the Plan together with the infrastructure which will be needed to support sustainable growth, including additional schools provision

and where that would best be located. It is considered that releasing this site in advance of that work would not be justified and would prejudice the comprehensive planning of future growth and infrastructure of the village in a plan-led way

2 The proposal is contrary to the Core Strategy which seeks to concentrate the majority of new development within and adjacent to the main urban area and major settlements. The Site Allocations Plan is the right vehicle to consider the scale and location of new development and supporting infrastructure which should take place in Collingham which is consistent with the size, function and sustainability credentials of a smaller settlement. Furthermore, the Core Strategy states that the 'priority for identifying land for development will be previously developed land, other infill and key locations identified as sustainable extensions' which have not yet been established through the Site Allocations Plan, and the Core Strategy recognises the key role of new and existing infrastructure in delivering future development which has not yet been established through the Site Allocations Plan, e.g. educational and health infrastructure, roads and public transport improvements. As such the proposal is contrary to Policy SP1 of the Core Strategy and SP3 of the UDP Review. In advance of the Site Allocations Plan the proposal represents such a substantial expansion of the existing smaller settlement that it is likely to adversely impact on the sustainability and on character and identity of Collingham, contrary to Policy SP1 of the Core Strategy, SP3 of the UDP Review and guidance on the core planning principles underpinning the planning system as set out in the NPPF

3 The development of this substantial site for residential purposes has poor sustainability credentials and does not meet the minimum accessibility standards as set out in the Core Strategy in terms of the frequency of bus services to give access to employment, secondary education and town/city centres. In the absence of any planned or proposed improvements it is considered that the proposal is contrary to Policy T2 of the Core Strategy, Policy T2 of the adopted UDP Review (2006) and to the sustainable transport guidance contained in the NPPF and the 12 core planning principles which requires that growth be actively managed to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable

4 The Local Planning Authority considers that the applicant has so far failed to demonstrate that the local highway infrastructure, including the wider network which will be affected by additional traffic as a result of this development, is capable of safely accommodating the proposed development and absorbing pressures placed on it by the increase in traffic, cycle and pedestrian movements which will be brought about by the proposed development. The proposal is therefore considered to be contrary to Policy T2 of the Core Strategy, Policies GPT5, T2, T2B and T5 of the adopted UDP Review and the sustainable transport guidance contained in the NPPF which combined requires development not to create or materially add to problems of safety on the highway network



5 The Local Planning Authority considers that the development of this site for up to 150 dwellings in the manner proposed as set out within the indicative site layout, would be harmful to and out of character with the adjacent spatial pattern of existing residential development within this part of Collingham, which would result in an overly intensive form of development that would fail to take the opportunity to improve the character and quality of the area and the way it functions. The application also fails to provide information relating to levels and sections and would locate an area of Greenspace within the Green Belt, all of which could be harmful to the character and appearance of the area. Furthermore, the design and materials of the proposed bridge over Collingham Beck are not considered to be sympathetic to the rural character of the area. As such, the proposal would be contrary to Policy P10 of the Core Strategy, Policy N12 of the UDP Review (2006), the guidance contained within the SPG 'Neighbourhoods for Living' and the guidance within the NPPF

6 In the absence of a detailed tree survey and further habitat and ecology surveys, it has not been possible for the LPA to properly consider and assess the effect of the proposed development on existing trees within and adjacent to the site and the potential ecological implications. In the absence of this information it is considered that the proposed development will be harmful to the rural character of the area, contrary to Policy P12 of the Core Strategy, Policies N49 and N51 of the Unitary Development Plan Review (2006) and the guidance within the NPPF

7 In the absence of a signed Section 106 agreement the proposed development so far fails to provide necessary contributions for the provision of affordable housing, education, greenspace, public transport, travel planning and off site highway, drainage and flood alleviation works contrary to the requirements of Policies H11, H12, H13 N2, N4, T2, GP5 and GP7 of the adopted UDP Review and related Supplementary Planning Documents and contrary to Policies H5, H8, P7, P9, T2, G4 and ID2 of the Leeds Core Strategy and guidance in the NPPF. The Council anticipates that a Section 106 agreement covering these matters could be provided in the event of an appeal but at present reserves the right to contest these matters should the Section 106 agreement not be completed or cover all the requirements satisfactorily

**72 Application 13/03051/OT - Outline application for residential development of up to 325 dwellings, access and associated works including open space and landscaping - land at Spofforth Hill Wetherby**

Further to minute 48 of the City Plans Panel meeting held on 18<sup>th</sup> September 2014, where Panel supported in principle an application for residential development of up to 325 dwellings, access and associated works including open space; structural landscaping and the addition of a pelican crossing to Spofforth Hill, subject to further consideration of matters raised at the meeting, the Panel considered a further report of the Chief Planning Officer. An exempt appendix which contained financial information was

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appended to the main report and a copy of the report which was considered by Panel on 18<sup>th</sup> September 2014 was also included in the information before Members

Plans were displayed at the meeting

Officers presented the report and outlined the information which had been received in respect of:

- guarantees regarding off-site commuted sum and phasing
- commitment to delivery of the balance of the EASEL 7 site
- affordable housing provision
- proposed changes deleting the right hand turn access to the site
- pepper potting of affordable housing throughout the site
- further discussions with Harrogate Borough Council in respect of an access on land within the Harrogate District to serve the development

Receipt of a further representation was reported which supported the deletion of the right hand turn lane. The Transport Development Services Manager advised that road safety audits had raised the fact there was the potential for accidents without the right turn and having considered this, Highways considered that the right turn lane was desirable but not essential. Members were also informed that if the right hand turn lane was deleted, the Heads of Terms should include setting aside of costs for the provision of the right hand turn lane for up to 3 years post completion, in the event this was required

At this point, having previously resolved to exclude the public, the Panel considered the financial information contained in the exempt appendix in private. To respond to questions and comments from Members, a representative of the District Valuer (DV) was in attendance

The Panel considered the financial viability information, with the main areas of discussion being:

- the delivery of EASEL 7 and the conflicting information which existed about the developer's willingness to commence on the completion of this stalled site
- the viability and profit levels for the EASEL 7 site with and without the cross subsidy from the site at Spofforth Hill
- the legal agreement tying Bellway into the delivery of 83 houses on the EASEL 7 site and the strength of this
- the build out rates for the Spofforth Hill site

Following these discussions the public were readmitted and Members considered the other elements of the report, which included:

- that the scheme could not be supported by Local Members; that this was likely to be a minority view of the Panel and therefore the best outcome for local residents had to be sought
- the extent of tree loss and possible numbers of trees at risk due to the proposals to accommodate a wider footway and whether this was necessary
- the need for clarity from Highways about the deletion of the right hand turn lane. In response to a question from the Panel, the

Transport Development Services Manager stated that a right turn lane was preferred

- the delivery of the greenspace within the S106 agreement. The Chair recommended that a meeting be arranged with relevant parties and Ward Members to discuss this matter
- payments and phasing; the likely build out rates on the Spofforth Hill site and the length of time the local community would need to wait until the planning contributions flowing from the scheme were delivered. The Chair invited a representative from Bellway Homes – the applicant – to advise on build out rates, with Members being informed that the build out rate would be 50 dwellings per annum, with an anticipated start in October 2015. On whether this build out rate applied to the whole city, the applicant's representative stated that in Seacroft, the build out rate would be 40 dwellings per annum, whereas in Wetherby which was a higher value area, the higher build out rate of 50 dwellings per annum would apply
- that the application was premature; concerns about the sustainability of the site and the impact on Wetherby; the car borne nature of the development and the lack of cohesiveness of the scheme, with large, luxury homes being provided on part of the site and lesser homes on the other part
- that the approach taken in this case to the application could not be commended as a way to deal with an application for planning permission
- the length of time the proposals, including the cross subsidy had been discussed; the need for new homes in Leeds and the need to consider the case on its planning merits

The Panel considered how to proceed

Councillor J Procter paid tribute to Adrian Hodgson, Principal Highways Engineer who had given so much of his time to explaining the highway proposals to local residents

In view of concerns about the differences in the DV assessment of viability and that of Bellway Homes, an amendment to the recommendation was made to defer determination of the application until the final agreed position in respect of viability was known. Members voted on this amendment but it did not receive majority support

**RESOLVED** - To defer and delegate to the Chief Planning Officer for approval subject to the conditions set out in the submitted report (and any others which he might consider appropriate); the width of the footpath to be 1.7m; discussions with Ward Members about the greenspace provision and the completion of a Section 106 agreement to cover the following:

- affordable housing at 15% (49 dwellings – phased delivery) on site, to be pepper-potted around the site in 5 clusters of between 8 and 10 properties and a commuted sum in lieu of the remaining 20% (around £8.5m in current values but to be index linked)
- commitment to deliver EASEL 7 (83 dwellings) – 20 units delivered at EASEL for every 50 delivered at Spofforth Hill)

- public transport contribution at £1,226 per dwelling and index linked
- off-site highways mitigation contribution of £1,226 per dwelling and index linked
- provision of a right turn lane (with the land safeguarded), in the event that it is needed
- education contribution of £2,972 per dwelling and index linked
- greenspace contribution (the current layout results in an indicative contribution of £324,876.82 and index linked)
- travel plan measures and monitoring fee of £5,125 and index linked
- bus stop and metro card provision
- car club contribution
- local employment and training initiatives during the construction of the development
- public access to public open space

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

**73 Application 14/03263/FU - Retrospective application for a temporary use as residential site for gypsies and travellers with 10 pitches for 12 months - Land off West Side of Kidacre Street Hunslet LS10**

Plans and drawings 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 the use of land at Kidacre Street as a residential site for gypsies and travellers, comprising 10 pitches for temporary use for a period of 12 months

Members discussed the application and commented on the following matters:

- the level of facilities on site and that even on a temporary site, better facilities should be provided. The Deputy Area Planning Manager advised that the level of investment provided had to be balanced against the length of stay on the site
- the proximity of the gasworks to the pitches. Members were informed that the proposals were acceptable to the Health and Safety Executive and that the pitches were located in the middle zone of the site
- the complaints received from a nearby business and the management of the site

At this point, Councillor P Gruen brought to the Panel's attention that as Executive Board Member for Neighbourhoods, Planning and Personnel, he was aware of the issues involved in the provision of suitable sites

- the need to make provision for gypsies and travellers; the time spent on finding a suitable site and the reassurances which

have been built into the proposals in respect of a behaviour policy and rigorous management

- the length of time taken for this site to come forward
- the possibility of extending the timescale for the permission. The Chief Planning Officer stated that a longer period of time for the grant of the application would provide a justification for improving the ablution facilities on the site and although there would be a need to look at wider transport considerations in respect of HS2 and HS3, it was unlikely that a new railway would be delivered before 2030. Members were informed that if Panel was minded to support the application and extend the timescale, there would be a need to reconsult on the proposals
- that the site fully complied with policy H7 and was small in size at 10 pitches
- the need to look again at sites which could be available for gypsy and traveller site use
- the need for additional screening to the site and in the event the timescale for use was extended, that consideration should be given to extending the rent-free period for the School of Motoring
- that suitable small sites were preferable to larger encampments
- the need to reinforce the agreement in respect of behaviour and for residents to understand the consequences of any breach of the behaviour agreement
- the need for twice weekly visits to the site by Gypsy and Traveller Services LCC to continue even if a permission was extended

**RESOLVED** - To defer and delegate approval for a period of 3 years to the Chief Planning Officer, subject to the conditions set out in the submitted report and an improvement to the ablution facilities to be provided . To note Members' comments about the enforcement of the behaviour agreement and management of the site and in the event of new issues being raised in the further consultation, that the application be returned to Panel for determination

**74 Application 14/04641/FU - Mixed use multi level development comprising the erection of 4 new buildings with 744 residential apartments, 713 sqm of flexible commercial floorspace (A1-A5, B1, D1, D2 use classes) car parking, landscaping and public amenity space - Sweet Street and Manor Road Holbeck LS11 - Position Statement**

Further to minute 198 of the City Plans Panel meeting held on 5<sup>th</sup> June 2014, where Panel considered pre-application proposals for a residential-led mixed use development at Sweet Street, to consider a further report of the Chief Planning Officer setting out the current position in respect of the proposals. An exempt supplementary report which provided financial viability information had been circulated to Members in advance of the meeting

Plans, drawings, photographs, graphics and sample materials were displayed at the meeting. It was noted that following the pre-application

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presentation in June 2014, Members had visited two residential schemes built by the applicant in Salford and Manchester

Officers presented the report and informed Members that revisions to the scheme had been made, with the 13 storey building being reduced to 11 storeys in height and the 12 storey block now being proposed to be sited opposite The Mint building. The lower buildings would be sited to the south of the public realm to maximise sunlight in these areas, with the taller blocks around the other edges of the public space

In terms of unit sizes, Members were informed these were as had been viewed in Manchester and Salford; the number of studios within the scheme had been reduced and the amount of 3 bed units had been increased from 5 to 10

The proposed materials would be brickwork, concrete, acid-etched screening and bronzed balcony railings

At this point, having previously resolved to exempt the public the Panel considered the financial information contained in the exempt supplementary report, in private. A representative of the District Valuer was in attendance to respond to Members' queries and comments

The main issues discussed in respect of the exempt information included:

- the reasons why the development was unviable
- the nature of the development, in that following construction it would be sold to a single investor and the units subsequently leased, so generating profit
- that details of who purchased the land should be provided
- the approach taken by the DV to financial viability assessments, and concerns that this varied across the 3 plans panels. The Chief Planning Officer stated that training by the DV would be arranged for Members of Plans Panels
- that developing the site for residential use would ease pressure on greenfield sites
- the differences between developing to level 3 or level 4 of the Code for Sustainable Homes and the need for better explanations to be provided in reports. However, Level 4 should be the objective in accordance with the Leeds Standard
- that the proposals would not ease the pressure on accommodation for existing residents within the City and Hunslet Ward
- the need for high quality to be provided on a scheme in this location which would ensure the desirability of the units, but not at a cost to the Council in terms of reduced S106 contributions
- the extent of what could be taken into account when considering financial viability
- the need for figures to be provided on the value of the development when built and when fully let

Following consideration of the exempt information, the public were

readmitted to the meeting, with Panel proceeding to discuss other elements of the scheme, which included:

- the level of car parking being proposed and the need to demonstrate that sufficient car parking was being provided
- cycle parking and the need for secure cycle spaces to be provided
- whether a wind analysis had been undertaken. Members were informed that a wind study had been submitted which had been independently assessed and declared sound
- the design of the balconies and that glass balconies as seen in Manchester should be provided
- the need for improvements to the public amenity space and for the balconies to be of sufficient proportions to ensure they could be well used. The possibility of incorporating sliding panels was suggested which could help in increasing the usability of the balconies
- concern about the use of concrete and that the finish of the scheme was ordinary and uninspired
- the need for electric vehicle charging points to be included
- the need for the liveability of the scheme to be considered; the increase in renting rather than home ownership and that facilities were required to support this, in terms of provision of recreation and education facilities in the City Centre

In response to the specific questions raised in the report, the following responses were provided:

- agreement that the proposed predominantly residential scheme was appropriate for this City Centre brownfield site
- regarding the proposed mix of flat units, to note the mixed views on this, although the majority view was the mix and size are appropriate
- that further work was required on the general siting of the buildings, provision of landscaping and public realm and provision of active street frontages
- in respect of the revised height of the buildings and revised distribution of building heights around the scheme, in general this was considered to be acceptable but there were concerns about the lower blocks in the middle of the site; the amount of amenity space which would be available and the extent of shadowing to the POS, as seen on the sun path diagram displayed at the meeting
- that the proposed design and architectural treatment and materials were not acceptable
- that further information was required to convince Members that the proposal would give appropriate space between buildings and not have significantly adverse effects on the amenities of neighbouring properties
- that Members were unsure on the information provided that the development would provide accommodation of an appropriate size, outlook and sufficient natural light

- that further information was needed on the financial viability appraisal
- that further details were required about parking to justify the low level of car parking proposed in the scheme

The Chief Planning Officer accepted the amount of work required to bring this scheme forward but stated that if the applicant worked with the Council, a successful scheme on the site could be envisaged

**RESOLVED** – To note the report and the comments now made

During consideration of this matter, Councillor R Procter and Councillor D Blackburn left the meeting

**75 Pre-app/14/00731 - Pre-application presentation of proposals for 26 Clear Channel 6 sheet advertisement units - Various sites across the City Centre**

Prior to consideration of this matter, Councillor J Procter left the meeting

Plans and photographs were displayed at the meeting. A Members site visit to some of the proposed locations around the City Centre had taken place earlier in the day

The Panel considered a report of the Chief Planning Officer on the emerging proposals for the development of a Leeds City Council Advertisement Portfolio in partnership with Clear Channel UK Ltd and received a presentation from a representative of the company

Members were informed that originally 40 sites around the City Centre had been proposed for the location of the advertisements, with this being scaled down to 26. These would be digital displays

Clear Channel UK Ltd was an experienced national company with a presence in Leeds since the late 1960s. The contract between the company and the Council was based on providing revenue to the Council

A design engineer had been employed, who had successfully produced the wayfinding scheme around the City Centre

The siting of the units had been considered carefully with regard being given to highways safety and pedestrian flows as well as the location of the displays in relation to Listed Buildings and Conservation Areas. To avoid impacting on pedestrian flow, where possible, the units would be sited in line with existing street furniture

Images of each site with an indicated siting of the display unit were shown to the Panel

Members discussed the proposal and commented on the following matters:

- the size of the units, whether these could be varied and their proximity to existing street furniture which increased the cluttered effect already seen on some City Centre streets
- the need to understand the benefits of the scheme to the Council
- the need for photomontages of each site showing the display unit in situ, to enable the Panel to better understand the proposals



- the length of time the units would remain part of the street scene, with the Clear Channel representative stating that 10 years was the standard length of time for such an investment, although 15 – 20 years was not uncommon
- the content of the advertisements, particularly in the context of Leeds being a child-friendly city. The Chief Planning Officer stated that in planning terms it was not possible to influence the content of images; that would be a matter to be dealt with in the contract. Members were informed that advertisements would be sold in packages across the country, so the same advertisement would not appear on each site. Furthermore there was the opportunity to use the displays to provide public information/emergency information, with details of a missing child being displayed on such units recently in Edinburgh
- concerns about specific locations which were proposed, including outside Dyson's Chambers; Sovereign Street and along The Headrow, where several units would be visible together and the need for each site to be evaluated

In response to the specific questions raised in the report, the Panel provided the following responses:

- that Members required further information on the proposals before they could be satisfied they were acceptable and appropriate for these locations, with concerns being raised that 26 displays around the City Centre were too many
- that further work was required in respect of the impact of the units on highways safety
- that any subsequent planning applications for the advertisement units should be brought to Panel for determination together with the additional information requested

## **76 Date and Time of Next Meeting**

Thursday 20<sup>th</sup> November 2014 at 1.30pm in the Civic Hall, Leeds

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## CITY PLANS PANEL

THURSDAY, 20TH NOVEMBER, 2014

**PRESENT:** Councillor J McKenna in the Chair

Councillors P Gruen, R Procter,  
S Hamilton, G Latty, T Leadley,  
N Walshaw, M Ingham, J Lewis,  
C Campbell, C Gruen and C Towler

### 77 Chair's opening remarks

The Chair welcomed everyone to the meeting, particularly a journalism student who was recording the meeting as part of her course and representatives from the local media who had expressed an interest in recording the discussions on the Bridgewater Place application. Members and Officers were then asked by the Chair to introduce themselves

### 78 Late Items

Although there were no formal late items, the Panel was in receipt of a supplementary report on drainage issues in respect of application 13/04148/OT – outline application for development of circa 200 dwellings – land rear of Moseley Wood Gardens LS16 (minute 83 refers). The report had been circulated prior to the meeting and had been published on the Council's website

### 79 Declarations of Disclosable Pecuniary Interests

Councillor J McKenna brought to the Panel's attention in respect of the Planning Development Brief for the existing shops at George Street, that he would be vacating the chair by choice for this item as he was a member of Board which was proposing the scheme (minute 88 refers)

Councillor Towler brought to the Panel's attention in respect of the applications at Moseley Wood Gardens/Cookridge Drive, that a close family member lived on Moseley Wood Gardens (minutes 83 and 84 refer)

### 80 Apologies for Absence

Apologies for absence had been received from Councillor Nash, who was substituted for by Councillor Towler. The Chair informed the meeting that Councillor Nash had suffered an accident recently and had undergone an operation. The Panel wished her well in her recovery

Apologies for absence had also been received from Councillor Blackburn and from Councillor Finnigan who was to have substituted for him

## 81 Minutes

**RESOLVED** - That the minutes of the City Plans Panel meeting held on 30<sup>th</sup> October 2014 be approved

## 82 Core Strategy

The Chief Planning Officer stated that the Core Strategy and Community Infrastructure Levy (CIL) had been approved by Council on 12<sup>th</sup> November 2014. In view of this, where reports before this Panel referred to 'draft' Core Strategy, this should now read 'approved' Core Strategy, as this was now the statutory Development Plan for Leeds together with the saved UDP Policies. The Chair welcomed the adoption of the Core Strategy stating that Leeds was one of the first cities to have one

## 83 Application 13/04148/OT - Outline application for development of circa 200 dwellings, including access from Moseley Wood Rise - land rear of Moseley Wood Gardens Cookridge LS16

Prior to consideration of this matter, Councillor Towler withdrew from the meeting

Further to minute 176 of the City Plans Panel meeting held on 10<sup>th</sup> April 2014, where Panel considered a position statement on proposals for an outline application for the residential development of circa 200 dwellings and associated landscaping, the Panel considered the formal application. A supplementary report which contained further information on the issue of drainage and addressed concerns raised about the application by the local MP, was also considered

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

Officers presented the report and outlined the application, which was for outline permission for a residential development on a site designated as a Protected Area of Search (PAS) site, with all matters reserved except for the access

The application was being recommended for refusal, with proposed reasons for refusal being included in the report before Panel

Technical Officers were in attendance and provided further information on the soil conditions, drainage and flooding issues. In terms of drainage, the applicant had recently provided additional information, sought by the Council, and that the proposals were felt, by Officers, to provide a satisfactory means of drainage and could help with the existing drainage problems experienced on the adjacent development

Seven additional representations were reported, including one from Greg Mulholland MP, although these raised no new issues. Comments on the revised drainage proposals were awaited from Yorkshire Water; the Environment Agency had indicated they had no further comments and Network Rail had requested a condition in respect of monitoring the drainage works on their structure

Although Officers were of the view that the site could be developed if it could be drained, with Members accepting this in principle at the City Plans Panel meeting held on 10<sup>th</sup> April 2014, the application was being recommended for refusal on the basis of the quantum of development; the impact on the residents of Moseley Wood Rise and that a secondary access was not proposed

Members were informed that a smaller development on the site would be brought to the December Panel for consideration

Members discussed the application and commented on the following matters:

- drainage; the elaborate proposals for the site; the importance of differentiating between flooding and waterlogging and the maintenance of drains across the development
- the S106 agreement; whether there was any indication the requirements would not be met and that the absence of a signed S106 Agreement as a reason for refusal could be considered to be spurious
- whether any development of the site could be accepted
- sustainability issues, particularly the lack of school places and health facilities; that this was an issue citywide and was not being addressed in the proposals being presented to Plans Panels. The Chief Planning Officer acknowledged the points being made and accepted that on this site, the issue of sustainability was a balanced one and took into account several factors. However in relation to education issues, Children's Services had been consulted on the proposals and had sought contributions towards education provision, therefore a reason for refusal on this ground could not be substantiated
- the fact that the site did not meet the sustainability criteria
- ecology issues. Members were informed there were no ecology issues associated with the site

The Panel considered how to proceed. On the issue of sustainability a discussion took place, with initially, a suggestion being made to amend the third reason for refusal to include sustainability. A fourth reason for refusal on the grounds that the site was unsustainable was proposed and seconded but did not have majority support

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

1 The indicative masterplan relies on one point of vehicular access into and out of the site, this is poor urban design and fails to take the opportunities available to maximize the connections to and from the site to spread the impact of traffic, create connected streets and integrate fully a new development within an existing community to the detriment of sustainable

development. This is contrary to policy P10 of the Core Strategy and the guidance contained within the Neighbourhoods for Living SPG

2 The proposed principal means of access to and from the site would result in significant traffic movements (both vehicular and pedestrian) going past properties of the residents of Moseley Wood Rise which would result in harm to the living conditions of the residents on Moseley Wood Rise contrary to policy P10 criteria (i) and (iii) of the Core Strategy and the guidance in the Neighbourhoods for Living SPG which seeks to maximise connections to spread the impacts of traffic rather than concentrating it

3 In the absence of a completed Section 106 Agreement to provide for affordable housing, public open space, education, off site highways works, public transport and travel planning matters, the development is contrary to policies ID22 of the approved Core Strategy and Supplementary Planning Documents Travel Plan, Public Transport Development Contributions and Supplementary Planning Guidance's 4 and 11 relating to Green Space and Education

**84 Application 14/00190/FU - Lay out of new access road from Cookridge Drive - Land off Cookridge Drive Cookridge LS16**

Further to minute 176 of the City Plans Panel meeting held on 10<sup>th</sup> April 2014, where Panel considered a position statement on proposals for an outline application for a major residential development and associated access, Members considered a further report of the Chief Planning Officer on the formal application on an access road from Cookridge Drive LS16

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

Officers presented the report and outlined the application which was being recommended for refusal, with suggested reasons set out in the report before Panel

Members were informed that the further representations received as outlined on the previous application – 13/04018/OT – applied also to this application (minute SS refers)

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

1 The proposed access road would constitute inappropriate development within the Green Belt. The proposed access road would not preserve the openness of the Green Belt. The evidence submitted to demonstrate a requirement for local transport infrastructure in the Green Belt was not considered to represent very special circumstances to justify this inappropriate development. The access road was therefore contrary to saved Policy N33 of the adopted Leeds UDP and guidance contained at paragraphs 87,88 and 90 of the National Planning Policy Framework

2 The proposed access road by virtue of its scale and urbanising impact combined with its loss of protected and important trees would be

significantly detrimental to the visual amenity and character of this Green Belt location. As such the proposal was contrary to saved Policy GP5 and N33 of the adopted Leeds UDP and the guidance contained at paragraph 90 of the NPPF

3 The proposed access road will result in the permanent loss of an area of woodland which is a locally valuable nature conservation resource and UK Biodiversity Action Plan Priority Habitat and (without any agreed compensatory habitat creation) is contrary to Core Strategy Policy G8 and NPPF paragraphs 109 and 118

Following consideration of these applications, Councillor Towler resumed her seat in the meeting

## **85 Application 14/04554/FU - Proposed wind mitigation scheme at Bridgewater Place Water Lane Holbeck LS11**

The Head of Planning Services, Mr Sellens, joined the meeting at this point

Further to minute 137 of the City Plans Panel meeting held on 16<sup>th</sup> January 2014, where Panel received a pre-application presentation on proposals for a wind mitigation scheme at Bridgewater Place, the Panel considered a further report of the Chief Planning Officer setting out the formal application

Plans, photographs, drawings and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day and Members had viewed a model of the proposals on site

The Deputy Area Planning Manager – Central Area Team - presented the report

The background to the application was outlined

Members were informed that over 30 wind mitigation schemes had been tested, with the one being presented to Members being the most effective, given the physical constraints of the site. This would comprise 3 baffles over Water Lane, a canopy attached to the north side of the building – supported by 10 columns and a combination of vertical screens and a canopy on the west side, together with a screen adjacent to The Grove Public House

The wind baffles would be porous and be of a natural mill finish of marine grade aluminium, rather than painted to keep future maintenance to a minimum. The baffles would be located at least 6m above ground level and be supported by columns. The width of the baffles would be 20m wide for two of the baffles with the remaining baffle being 25m wide

The measures would be seen as part of the base of Bridgewater Place, so the visual impact of the structures would be mitigated by the scale of the building, with Officers being of the view that in the context of the surrounding buildings, the works would not unduly dominate the area

Members were informed that with the implementation of the proposed wind mitigation measures, the environment would be made much safer for pedestrians and vehicles; this being demonstrated by the applicant and confirmed by the Council's independent wind consultant

For the measures to be implemented, some highways alterations would be required, which included, a reduction in the left-hand turning lane to Victoria Road; the introduction of 'Trieff' curbing and pedestrian guard rails and the realignment of the pedestrian crossing facility, with these being detailed in the report before Panel

Members commented on the application, with the main issues relating to:

- the timescale for the implementation of the scheme, if granted permission
- the surface finish of the baffles and the weathering of these
- the testing of wind speed measurements with concerns that heights of 1.5m – 2.1m above the surface had only been tested and that in view of the tragic incident which had occurred at the site involving a HGV and a pedestrian, that greater height measurements should have been tested, in this particular case
- the possibility of wind affecting a high sided vehicle from a different angle
- the reduction in the number of baffles from 4 proposed in the pre-application presentation
- the undoubted need for the mitigation measures but concerns about the design of the baffles and that they did not relate to the surrounding buildings
- the highways arrangements
- maintenance issues

Representatives of CCPI – the site's owners; Buro Happold – Engineering Consultants; Chetwoods Architects and RWDI – the Council's independent wind consultants – were in attendance with Officers to respond to queries and comments from Members

- on the issue of timescale, Members were informed that the intention was to complete the works within 12 months, however, it would be necessary to clear all of the pre-start conditions
- that marine grade aluminium finish had been used on The Deep, in Hull, which had been open for over 10 years, with the material not having rusted and having weathered well. Whilst accepting Bridgewater Place was a different environment, the representative of Chetwoods Architects stated he was satisfied the proposed finish was appropriate for this scheme and would endure
- that in terms of heights for wind testing measurements, the standard heights had been used. Additionally, wind speeds around the country had been studied and reviewed. The Council's independent wind consultant stated that there was no standard for wind speed for high-sided vehicles; that there were complexities around driver experience; behaviour and size and shape of the vehicle and that wind speed for pedestrians was the focus
- that the direction of travel of vehicles had been examined and that the proposals showed that wind speeds along Victoria Road would be calmed



- that further testing had been carried out after the pre-application presentation and that 3 baffles were now being proposed which would still provide an effective solution whilst also overcoming practical issues of siting these structures in the highway
- regarding the design of the baffles, tight engineering constraints had been applied which had left little which could be changed, however it had been felt that a 'snow plough' arrangement was not acceptable in appearance but the degree of variation of the design of the baffles was minimal
- that all of the existing vehicular manoeuvres would still be able to be undertaken at the junction

On the issue of maintenance of the wind mitigation structures, the Transport Development Services Manager stated that discussions on this matter were continuing and would be dealt with as part of a S278 agreement, with the Council adopting the baffles and maintaining them at the applicant's expense. The Deputy Area Planning Manager informed Panel that as the baffles would be sited in the highway, agreement would be needed from the Highways Authority, but this was not required as part of the planning application

Members acknowledged the need for the scheme but raised concerns at the timescale of 12 months for implementation and the need for the scheme to be delivered as soon as possible. The importance of ensuring the traffic restrictions - which might be needed during the construction process - were well handled, was stressed

The importance of monitoring the scheme was also highlighted

The Chief Planning Officer suggested that in respect of condition 2 set out in the submitted report, this be amended to include the wording 'submitted and implemented in accordance with the timescales ...'

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report, with condition 2 to read 'A scheme for the monitoring of the wind environment to be submitted and implemented in accordance with the timescales agreed pursuant to condition 1, for the purposes of reconsidering the existing road closure protocols and assessing the effectiveness of the mitigation measures, shall be submitted to, agreed in writing by the Local Planning Authority and implemented. The scheme shall incorporate details of further mitigation measures where these are found to be necessary by the monitoring exercise

## **86 Application 14/05481/OT/14/05483/FU and 14/05484/COND - Northern Development Plots Land South of Railway Line Thorpe Park LS15**

Prior to consideration of this matter, Councillor R Procter left the meeting

Plans, photographs, graphics, artist's impressions and images of similar schemes in Salford and York were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which outlined the current position in respect of proposals for a residential and mixed use development of up to 300

dwellings at Thorpe Park, together with a revised masterplan and landscaping details

Members were informed that there were no changes to the uses/mix of the retail element, although the retail element which been proposed for the corner of the site had now been removed, with Officers being more comfortable about this revision

The layout of the residential units had been amended to take into account TPO trees and would provide generous amounts of landscaping. The proposed addition of residential accommodation into the site would create an opportunity for creative design, whilst still ensuring the site felt part of Thorpe Park

In terms of consultation responses, Network Rail had lodged an objection but it was felt this was based on a lack of understanding how the proposals linked and that Officers would go back to Network Rail with further information so they could revisit their comments

Objections had been received from the Cross Gates Residents' Association and these would need to be considered in greater detail

On the S106 contributions, it was reported that the Developer was happy to meet the Council's normal requirement on Affordable Housing and Education (both primary and secondary). Regarding public open space provision, Officers considered it was not necessary to provide more POS however it would be appropriate to look at the nature of the POS on the site and what facilities could be provided within this, due to the introduction of housing

The Panel discussed the proposals, with the main issues relating to:

- the amount of housing proposed for the site and whether this would increase. Officers considered this was not likely to increase in view of 300 dwellings being the maximum number which could be constructed off a single access and if provided elsewhere, the accommodation would have to be flats. The Chief Planning Officer stated that Thorpe Park was an important office location and to further dilute the office use would not be of benefit
- that the proposals afforded the opportunity to design in infrastructure such as education and health provision
- the area proposed for housing, with concerns this was isolated and the possibility of creating a footbridge over the railway to link this into the adjacent residential development. Members were informed there were no proposals for such a link but that the proposed residential community would add to the mixed uses at Thorpe Park, so in that sense, the new residential community would not be isolated
- drainage details and the need for balancing ponds to be appropriately designed with children's safety in mind
- the boundary treatment of the west of the residential accommodation; the view that the estate and park should merge, rather than a harsh boundary being sited at this location
- that the location presented an opportunity for a mixed-use scheme which included housing, however a unique approach

should be taken to house design rather than the standard volume house builder types

- that to maximise the benefit of views, that balconies should be considered, especially for those dwellings which would overlook the greenspace
- the need for the discussions on greenspace to be linked to the ongoing discussions on site allocations to ensure there was continuity of greenspace
- the need for a detailed application to be drawn up as soon as possible
- the importance of being innovative and creative when considering play areas and equipment and to consider also the provision of exercise equipment for use by the community
- that the site could be designed to be award winning and that a bespoke development was required
- the siting of an office use in the eastern corner of the site and the appropriateness of this. The Chief Planning Officer stated this was located next to a railway line; there were limitations on the number of dwellings which could be accommodated in this area and there was a question as to what else could be sited at this point, as a significant building which had presence would be needed
- the need to include more greenspace in the office/retail element of the site
- linkages to Green Park, which would become a major attraction and that a footbridge over the railway line would be of benefit. The Chief Planning Officer accepted that joining up the greenspaces from the different sites was important and that the introduction of CIL could provide funding for a pedestrian link over the bridge going forward, if this was considered necessary

In response to the specific questions raised in the report, the Panel provided the following responses:

- that Members were minded to support the proposed development of zone B for a maximum of 300 dwellings in principle
- to note Members' comments relating to how Officers were intending to deal with the S106 ask relating to the housing component
- that Members were supportive of the proposed variation in the changes proposed to the quantum of uses
- to note the concerns raised about the siting of an office block in the eastern corner of the site and to welcome alternative uses such as a nursery etc, although these would require more thought
- that Members were satisfied with the overall design concept and layout for Central Park and the perimeter landscaping although further information was required on the provision of balancing ponds in this area

- to note the need for the MLLR to be in place relative to the current application for housing

The Chair suggested a site visit to the residential development at Derwenthorpe, York, images of which had been displayed at the meeting, and for this to be opened up to all Members of the 3 Plans Panels

**RESOLVED** – To note the report and the comments now made and that the Panel's Lead Officer bring forward dates for a Members' site visit to the Derwenthorpe development in York

## **87 Election of Chair**

Having previously announced his intention to vacate the chair for this item, Councillor J McKenna left the meeting

Councillor Walshaw was nominated and appointed to chair the remainder of the meeting

Councillor Walshaw in the Chair

## **88 Planning Development Brief for existing shops at George Street adjacent Leeds Kirkgate Market**

The Panel considered a report of the Chief Planning Officer setting out the Draft Planning Development Brief for the existing shops at George Street, adjacent to Leeds Kirkgate Market. A copy of the draft brief was appended to the submitted report

Plans and photographs were displayed at the meeting

Officers presented the report and draft planning brief which sought to improve the existing 1930's and 1980's shops and office buildings on the south side of George Street which would be located opposite the Victoria Gate development, once the first phase of this major retail development was completed

The development brief set out criteria to assess proposals to redevelop the site which would be put out to a developer competition

Key aspects of the brief were outlined

Members discussed the report, presentation and draft development brief and commented on the following matters:

- the indicative ideas sketch included in the brief with concerns this illustrated pop-up dormers and flat roofs. Members were informed this was a quickly drawn sketch to begin exploring the upper floors and that the image could be modified
- the need to bring the iconic features of the internal 1904 market hall roof into prominence. The Chief Planning Officer suggested that criteria 6 should be broadened out to reflect Members' comments
- the treatment of the existing gap between the market building and the site, with the Design Team Leader suggesting glazing over this to create, for example, a café, which would enable

people to appreciate the existing plaque on the side of the market building and its internal structure

- the possibility of extending the parameters of the brief to create a whole streetscape which extended to the bus station
- the benefit such a scheme would bring to the nearby Harewood Street. The Chief Planning Officer stated that as part of the Victoria Gate development, Harewood Street would be pedestrianised to improve its use and appearance
- the need to ensure bus stops remained appropriately located for visitors to the Market
- the need to consider who Leeds Market would serve in the long-term. The Design Team Leader informed Members that during the revision process for the then, Eastgate and Harewood Quarter, John Lewis had seen being sited close to Leeds Market positively and complementary

**RESOLVED** - To note the comments now made

During consideration of this matter, Councillor Latty left the meeting

## **89 Date and Time of next meeting**

Thursday 11<sup>th</sup> December 2014 at 1.30pm in the Civic Hall, Leeds

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## CITY PLANS PANEL

THURSDAY, 11TH DECEMBER, 2014

**PRESENT:** Councillor J McKenna in the Chair

Councillors P Gruen, D Blackburn,  
S Hamilton, G Latty, T Leadley, E Nash,  
N Walshaw, M Ingham, J Lewis,  
C Campbell, C Gruen and D Cohen

### 90 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

### 91 Late Items

Although there were no formal late items, the Chair agreed to a further plan being circulated by Officers in respect of application 12/02470/OT – land between Gelderd Road/Asquith Avenue and Nepshaw Lane North – (minute 95 refers) in response to a request from a Panel Member made on the site visit earlier in the day

### 92 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest, however Councillor Leadley brought to the Panel's attention in respect of application 12/02470/OT – land between Gelderd Road/Asquith Avenue and Nepshaw Lane North, that he had followed the history of the site closely and was the Chair of Morley Town Council Planning Committee which had commented on the proposals (minute 95 refers)

Councillor McKenna brought to the Panel's attention in respect of Applications 14/04516/LA and 14/04517/LI Kirkgate Market, that he was a member of the Market Board and stated that he would be vacating the chair by choice for this item (minute 97 refer)

The Head of Planning Services, Mr Sellens, brought to the Panel's attention in respect of application 14/04270/OT – land rear of 92-174 Moseley Wood Gardens LS16, that he lived close to the site and would withdraw from the meeting for this item (minute 96 refers)

### 93 Apologies for Absence

Apologies for absence were received from Councillor R Procter, with Councillor Cohen attending in her place

Draft minutes to be approved at the meeting  
to be held on Thursday, 22nd January, 2015

## 94 Minutes

The Panel considered the submitted minutes. Councillor Nash thanked Members for their good wishes

In respect of minute 83, application 13/04148/OT – land rear of Mosley Wood Gardens LS16, some concerns were raised about the inclusion of the third reason for refusal of this application. The Chief Planning Officer stated that such a reason had been accepted on other applications and that it remained valid at this point in time

**RESOLVED** - That the minutes of the City Plans Panel meeting held on 20<sup>th</sup> November 2014 be approved

## 95 Application 12/02470/OT - Outline application for proposed employment development for use classes B1(B) Research and Development, B1(C) Light Industrial uses, B2 General Industrial Uses and B8 Storage and Distribution Uses - Land between Gelderd Road/Asquith Avenue and Nepshaw Lane North Gildersome

Further to minute 49 of the City Plans Panel meeting held on 13<sup>th</sup> December 2012, where Panel considered a position statement on an application for employment development, Members considered the formal, outline application

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 the principle of development, with all other matters reserved. Members noted that the site was allocated for employment use following the UDP Inspector's recommendation of this use for the whole of the site

Detailed highways considerations were presented, including the improvements proposed as part of the application. Members' comments made in response to the position statement, in respect of securing access from Nepshaw Lane South had been investigated, however as this would require third party land to construct a substantial, signalised junction, for what would result in a small change to the flow of traffic, Highways Officers were of the view this was not justifiable

Receipt of a further letter of representation was reported as was an additional representation from a Ward Member, which was read out to Panel

Minor typing errors in the submitted report were corrected

The Panel was also informed that in terms of timescales, the applicant had stated that five years would be too short a period to submit all the reserved matters and the applicant proposed to submit phase 1 within 5 years and up to 10 years for the remainder, and that these phases would need to be defined on a plan

Members heard representations from a Gildersome Parish Councillor who outlined concerns about the application which included:

- the lack of need for the proposals
- that brownfield sites should be developed first



- environmental factors
- highways issues
- the extent of development in the area
- residential amenity issues for those residents closest to the site

The Panel then heard representations from the applicant's agent who provided information on the proposals, which included:

- that the site was the only one in the west of the city which could locate a large employment use
- that 1500 jobs could be created through the development of the site
- that the Highways Agency had lifted its Holding Direction
- that highway improvements would be made through the introduction of a weight limit for HGVs travelling through Gildersome
- the length of time which had been taken to bring this site forward and that close working with Officers had produced a scheme which was supported
- that bus improvements would be provided through the scheme

Members discussed the application, with the main issues relating to:

- the validity of the application as no access was included
- highways issues
- drainage
- access arrangements
- impact of the proposals on Gildersome
- the closing of the gap between Morley and Gildersome
- the likely development of the site, with concerns this should not commence at the centre of the site
- the limited nature of the submitted application
- boundary treatments to the closest residential dwellings
- a lack of clarity on what Members were being asked to consider

The Head of Planning Services stated that in assessing the application he was of the view that Members were being asked to consider whether the access points were acceptable and by implication, to accept a floorspace limitation, with the Highways Officer advised that the transport assessment was based on 87000 sq m

The Panel considered how to proceed

**RESOLVED** - That determination of the application be deferred for one cycle and that the Chief Planning Officer be asked to submit a further report which provides greater precision on the application, including details about the width of the landscaping strip around the nearby houses to form a buffer to the industrial units and highway impacts of the proposals, including further details in respect of an access through Nepshaw Lane and why this was not being provided; more information on phasing, concerns about the widths of 'notional' planting generally and not just around the houses; the need to address concerns at safeguarding residents; concerns at the joining of Gildersome and Morley settlements; the need to settle the location of the access points and the strategic need for the smaller units

**96 Application 14/04270/OT - Outline application for residential development for circa 135 dwellings, including means of vehicular access from Moseley Wood Rise and pedestrian/emergency link from Cookridge Drive - Land rear of 92 - 174 Moseley Wood Gardens Cookridge LS16**

The Head of Planning Services withdrew from the meeting at this point

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place in November 2014, when Panel had considered a larger residential development on the site

Officers presented the report which sought approval for outline approval for a residential development of up to 135 dwellings and access on a Protected Area of Search (PAS) site rear of Moseley Wood Rise, Cookridge LS16

Members were informed that the proposals, which were now for only part of the site were for predominantly detached and semi-detached dwellings with driveways and rear gardens

Receipt of a further 17 letters of objection was reported, together with a further representation from the local MP, which was outlined to Members. The Panel was also informed that the Coal Authority had responded and had no objection to the proposals

If minded to approve the application, a further condition was proposed requiring off-site highway works to Moseley Wood Rise to be carried out prior to any development on site

Members were informed that the site met the requirements of the interim PAS policy and that the principle of development was established by Panel in April 2014, when a position statement on a larger residential development was presented to Members

Details of the travel planning arrangements of the scheme were outlined with Officers being of the view that these matters and the reduced level of development now proposed for the site overcame some of the issues associated with the larger development, which Panel had refused

Officers from the Council's Geotechnical Section and Flood Risk Management were in attendance and provided detailed information in respect of drainage, which was a particularly contentious issue on this site, with Members being informed that the biggest influencing factor was a sewer which was discharging into the eastern corner of the site, with this first appearing on a 1959 map. This sewer had uncontrolled/unrestricted discharge on to the site; the water was not escaping easily and the ground was soaking up the water

Much additional information from Cookridge Residents' Action Group (CRAG) and from the applicant had been received and considered by Officers, however it was felt that the applicant's drainage proposals were more than sufficient to deal with the land drainage issues on the site, although it was accepted that there was always the possibility of flooding in the district if storms were in excess of what the scheme had been designed for

In terms of school places, Children's Services had indicated that local schools could be expanded, albeit by the use of temporary accommodation, to accommodate the likely number of primary school age children from the

development and the applicant had made a commitment to education provision within the S106 Agreement

On the timescale for the development, Members were informed that the applicant was seeking a 2 year outline permission for commencement and the submission of Reserved Matters

Prior to Members hearing representations from a geotechnical expert and from a local Ward Member, reference was made to additional information which had been sent directly to Members by CRAG, with the Chair being asked if additional copies could be circulated to Members. The Chair declined. Members then considered the representations which were made and which included:

- the drainage problems on the site
- the inadequacy of the site investigations
- geological issues
- the accuracy of the ground water levels as reported to Panel
- that the full picture of future drainage on the site had not been explored
- that the proposals were premature
- that the Council had in excess of a 5 year housing land supply
- that alternative brownfield sites existed in the area
- the extent of development in the Adel and Wharfedale Ward
- the size of the site and that the interim PAS policy did not apply
- the unsustainability of the site
- the topography of the site and that it was disadvantageous for many social groups
- the potential loss of bus services
- that an Equality Impact Assessment had not been carried out

The Panel questioned the speakers closely on aspects of their representations, particularly sustainability and drainage, with Members being informed of the need for the groundwater drainage conditions to be properly investigated prior to considering a suitable drainage scheme

Members then heard representations on behalf of the applicant, with information being provided which included:

- that the emergency link was no longer a requirement
- that with the adoption of the Core Strategy, affordable housing at 35% would now be provided
- that a detailed drainage scheme would be brought back at Reserved Matters stage
- that 6 months of testing and recording had been carried out on the site in respect of drainage issues

In view of the different expert opinions on the issue of drainage, Members pressed Officers on whether the development could proceed safely in respect of drainage and water issues. The Council's Flood Risk Manager stated that the application was in outline; that additional information had been sought of the applicant and provided and that a land drainage system was now proposed which was conditioned and that on this basis, he was content with what had been provided. The Geotechnical Officer in attendance stated that the proposed drainage system would drain the surface soils

Members discussed the application, with the key issues relating to:

- drainage and the responses provided by Officers
- the extent of development and issues of sustainability
- access arrangements
- the need for the S106 Agreement to be signed without delay

The Panel considered how to proceed

**RESOLVED** - To defer and delegate to the Chief Planning Officer for approval subject to conditions to cover those matters set out in the submitted report, an additional condition requiring off-site highway works to Moseley Wood Rise to be carried out prior to any development on site (and any other conditions which he might consider appropriate) and the completion of a Section 106 agreement to cover the following:

- affordable housing at 35% on site (47 units on current indicative masterplan, split 60%/40% between Social Rent and Submarket)
- public transport contribution £1226 per dwelling
- off-site highways works for crossing on Green Lane and build out on Cookridge Drive and 20mph scheme for the existing surrounding roads
- education contribution of £643,115.09 – equivalent of £4763 per dwelling
- greenspace contribution (the current layout results in an indicative contribution of £1097)
- travel plan measures including car club contribution of £4,000 monitoring fee of £2675 and £10,000 penalty should travel plan targets not be achieved
- bus stop contribution of £30,000 and Metro Card contribution - £64,226.25
- local employment and training initiatives during the construction of the development
- public access to public open space and biodiversity and ecology enhancement management plan
- indexed linked contributions

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, the Head of Planning Services resumed his seat in the meeting

Councillor Cohen left the meeting at this point

## 97 Election of Chair

Having previously announced his intention to vacate the chair for this item, Councillor J McKenna withdrew from the meeting

Councillor Walshaw was nominated and appointed to chair the meeting for the next item

**98 Applications 14/04516/LA and 14/04517/LI - Refurbishment and improvement works to the Kirkgate Market Halls, alterations to create a new daily covered market (including events space) and the establishment of a day-night market area and minor improvements to paving and loading to the outdoor market and related Listed Building application for refurbishment and improvement works to the Kirkgate Market Halls, including reconfiguration of stall layout, upgrades to the existing drainage, sprinkler and ventilation system and creation of a new butcher's unit - Kirkgate Market - Vicar Lane/George Street LS2**

Plans, photographs, drawings and graphics were displayed at the meeting

Officers presented the report which sought approval for planning permission and Listed Building approval – subject to referring the application to the Secretary of State, Communities and Local Government – for refurbishment and improvements to the historic Kirkgate Market

Details of the proposals in respect of Butcher's Row; Fish and Game Row; the 1904 Hall; the proposed Covered Daily Market; the 1976 and 1981 halls; the blockshops and the central core were outlined

If minded to approve the applications, Members were informed that items 3 and 10 of condition three of the Listed Building application should be removed since they do not require listed building consent. Members were also informed that in respect of the Changing Places toilet, this would only be available when the market was open

Further representations were reported from Friends of Kirkgate Market

The Panel heard representations from an objector who attended the meeting and raised concerns which included:

- the negative social impacts the proposals would have
- the likelihood of higher rents being imposed
- loss of traders
- gentrification of the market
- the need to put people at the heart of the proposals
- issues within the Equality Impact Assessment (EIA)

Members then heard from the applicant's agent who provided information on the Statement of Community Involvement; the EIA and the much needed investment the proposals would bring

The Panel discussed the proposals, particularly the hours the Changing Places toilet would be available. Members were informed there was a requirement for someone to be nearby in the event of an emergency and that it was hoped that in the future working with partners could bring about longer opening hours for this facility

**RESOLVED -**

Application 14/04516/LA

That the application be granted subject to the conditions set out in the submitted report and any other conditions considered necessary by the Chief Planning Officer

Application 14/04517/LI

To agree the contents of the report for the Listed Building application and to refer the final decision to the Department of Communities and Local Government for determination with a recommendation to apply the conditions set out in the submitted report, with the removal of points 3 and 10 of condition three and any other conditions considered necessary by the Chief Planning Officer

Following consideration of this matter, Councillor J McKenna resumed the Chair

Councillor J McKenna in the Chair

**99 Application 14/05976/OT - Outline application for mixed use scheme comprising (B1) offices, residential and/or hotel (C3/C1) and a flexible range of supporting uses at ground floor (A1-5, D1 and D2) with basement car parking; public open space and modifications to the site access junctions (reference 14/05976/OT) - Former Yorkshire Post Site - Wellington Street - Position Statement**

Further to minute 52 of the City Plans Panel meeting, where Panel considered pre-application proposals for the redevelopment of the former Yorkshire Post Building, the Panel considered a further report of the Chief Planning Officer setting out the current position in respect of the

Plans, photographs and graphics, including a fly-through of the proposed scheme were displayed at the meeting

Officers presented the report and outlined key aspects of the proposals, which included:

- pedestrian routes
- wider connections from the site
- parking provision, with a basement car park being proposed
- building heights
- creation of views
- that 40% of the site would be POS, and be south west facing

Members recognised the improvements which had been made to the scheme since it was first presented in September 2014 and commented on the following matters:

- that in terms of design, the existing buildings along Whitehall Road should be taken into account
- that the site could support an iconic building and that a taller scheme could be considered
- the possibility of retaining the clock and reusing it within the new development
- the historic nature of the site and the possibility of artwork to reflect that history being incorporated within the site

In response to the specific points raised in the report, the Panel provided the following responses:

- that Members considered that the information now presented gave greater clarity over the pedestrian network within the site

and the way it linked in to the surrounding network of proposed and existing routes and streets

- that Members were happy with the proposed series of pedestrian routes within the site
- that Members consider that the material now presented has provided enough clarity over the heights and massing of the buildings for these to be considered acceptable

**RESOLVED** - To note the report and the comments now made

**100 PREAPP/14/00934 - Low Fold East Street LS9 - Proposal for residential development at Low Fold East Street LS9 - Pre-application presentation**

Plans, graphics, drawings and precedent images 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 outlining pre-application proposals for a residential development by an applicant who had undertaken a similar development in Leeds

The Panel received a presentation from the developer who outlined the scheme, with the following details being provided:

- that the proposals were for a radical approach to family housing on a brownfield site
- that a unique 'European' contemporary design will be used
- that the scheme would be community focussed, with an emphasis being placed on the quality of design
- the sustainability credentials of the scheme
- the layout of the proposals, with town houses being located along the river; these being south facing
- larger flat/apartment buildings being sited along the road to provide a buffer to the noise of the environment
- the POS provision which would include publicly accessible areas; semi-private spaces for residents and private rooftop terraces
- the provision of either an elevated roof garden or view of the river beyond for each house
- the wider connections from the site
- car parking provision, with 240 spaces being provided under raised decks
- the delivery of 311 homes in a mix of house types and creating a mixed community

- the provision of a pedestrian bridge to link the South Bank area and 3 % affordable housing

Members discussed the proposals, with the following matters being raised:

- the energy efficient aspects of the proposal
- the inclusion of back to backs within the scheme
- the proposed materials and the need for further information on this
- the need to ensure the proposals did not add to existing road congestion and the need to consider the use of river taxis
- the importance of the delivery of the bridge link

In relation to the specific issues raised in the report, the following responses were provided:

- that Members agreed that the proposed use of the site for a residential scheme and the mix of dwellings proposed would be appropriate
- that on the quality of the homes proposed, these were considered to be very good in respect of space standards, energy efficiency and sustainable construction, however, further consideration was required of the proposed finishing materials
- that the balance of private amenity space, communal residents' amenity space and public realm provision was appropriate for the mix of dwellings proposed however in respect of affordable housing provision, the 3% proposed was considered to be an initial offer and needed to be justified against the Council's normal affordable housing policy
- on privacy and overlooking, there was a need to explore the balance between the gaps created through the design of the scheme
- that given the wide road infrastructure between the site and the scale of the nearby 14 storey Echo flats, that the scale of the proposed development was considered to be appropriate at this gateway location



- to note Members' views on the necessity of the bridge to connect the development to surrounding communities and facilities
- that subject to the agreement of Transport Development Services (to ensure there would be no adverse impact on highways safety or amenities) that the proposed level of car parking was considered to be acceptable
- the need for a affordable housing provision at an acceptable level

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

#### **101 Date and Time of Next Meeting**

22<sup>nd</sup> January 2015 at 1.30pm in the Civic Hall, Leeds

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## **SOUTH AND WEST PLANS PANEL**

**THURSDAY, 6TH NOVEMBER, 2014**

**PRESENT:** Councillor M Rafique in the Chair

Councillors J Akhtar, J Bentley, A Castle,  
M Coulson, R Finnigan, K Ritchie,  
C Towler, P Truswell, F Venner and  
R Wood

### **45 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

### **46 Minutes - 2 October 2014**

**RESOLVED** – That the minutes of the meeting held on 2 October 2014 be confirmed as a correct record.

### **47 Application 14/01004/FU - 23 Bradford Road, Gildersome, Morley**

The report of the Chief Planning Officer referred to an application for the change of use of a former industrial unit to form storage and maintenance of vehicles and plant, offices and associated parking and access at 23 Bradford Road, Gildersome, Morley. The application was previously considered at the October meeting of the Plans Panel where the officer recommendation to approve the application was overturned.

The report detailed the reasons for refusal and it was requested that further information relating to maintenance activity be included in the reasons.

**RESOLVED** – That the application be refused for the following reasons:

“The proposed use will generate vehicle movements associated with the comings and goings of Heavy Goods vehicles and maintenance activity associated with the operation in close proximity to existing residential dwellings. It is considered that such movements, maintenance activity and noise and general disturbance would be detrimental to the general amenity of nearby residential occupants. As such the proposal would be contrary to guidance contained within the National Planning Policy Framework (2012) and to Policy GP5 of the Development Plan (Review) 2006”

### **48 Application 14/03674/FU - Land at Haigh Moor Road, West Ardsley, Wakefield**

The report of the Chief Planning Officer presented an application for the construction of 10 dwellings and associated car parking and landscaping on land at Haigh Moor Road, West Ardsley.

This item was withdrawn prior to the meeting.

**49 Application 14/04077/FU - Development Engineering Services, Ilkley Road, Otley**

The report of the Chief Planning Officer presented an application for the demolition of former single storey mill buildings and construction of nine houses and three flats at Development Engineering Services, Ilkley Road, Otley.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this application.

Further issues highlighted in relation to the application included the following:

- Since the report was produced there had been an alteration to the greenspace contribution.
- The 9 houses would be in two terraces, one group of four and one group of five.
- There would be a parking court to the rear with two spaces for each property and an additional two visitor spaces.
- There would be bicycle and bin storage.
- Reclaimed stone would be used to form part of the boundary wall.
- The gardens would be small and there would be restrictions to extensions and side buildings.
- The site was within flood zone one but there had been no objections from the Environment Agency.
- It was felt that the proposals offered a good re-use of a brownfield site and it was recommended to approve the application.

A local Ward Councillor spoke with concerns regarding the application. These included the following:

- The site had always been used for employment purposes.
- The development was felt to be of a poor design for the gateway to Otley.
- The gardens were sub-standard.
- It was felt the greenspace contribution should be higher.
- It was felt the flats building should be redesigned to reflect its position at the gateway to Otley.
- There was a lack of employment land throughout the North West area of the City.

Further to comments and questions, the following was discussed:

Draft minutes to be approved at the meeting  
to be held on Thursday, 4th December, 2014

- Planning policy allowed for the loss of some employment land and in this case it was not felt that it would be viable to re-use as an employment site due to the dilapidated condition of the existing buildings.
- The gardens were appropriate as they were in character with others within the area.
- Transport contribution for metrocards – detailed analysis of the success of this had not yet been done due to timescales involved and it may take 3 to 4 years to find out how successful the contributions to offer metrocards was.
- Concerns regarding access to and from the site – it was reported that all visibility splays would meet standard requirements.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report. Also to include additional Greenspace payment before decision issued (approx. £5,000).

#### **50 Application 14/01785/FU - Overhouse, Over Lane, Rawdon, Leeds**

The report of the Chief Planning Officer presented an application for two storey extensions to front, side and rear with balcony to front at Overhouse, Over Lane, Rawdon, Leeds.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this application.

Further issues highlighted in relation to the application included the following:

- The application had been referred to Panel by a local Ward Councillor following concerns regarding loss of privacy to neighbours and the designs being out of character for the area. Main concerns relating to neighbouring properties at either side.
- It was reported that the distances between the proposed extensions and neighbouring properties were of a sufficient distance and that the application should be approved. It was further reported that although elevated views would be given from the balcony that the distances were also sufficient.

A neighbouring resident address the Panel and raised the following concerns:

- The proposals to extend would cause overlooking of neighbouring properties.
- There would be excessive removal of trees to accommodate the extension.
- The size of the extension would dominate the space of others and the surrounding area.
- There would be loss of privacy to large parts of neighbouring gardens.
- There had been no attempt to protect the privacy of others.

- One of the properties affected was a Grade II listed building and should be protected.
- The extension would be out of character with the immediate locality.

The applicant's representative addressed the Panel. Issues discussed included the following:

- The proposals met planning guidelines and policy.
- There had been further negotiation on the design following objections and neighbours objections had been considered.
- There was planning permission to build a large house on the site – the proposed extension offered an improved alternative and was more in keeping with the area.
- The applicant had not removed any trees, only bushes.

In response to Members comments and questions, the following was discussed:

- The distances between the proposed extension and neighbouring properties were in excess of guidelines.
- The overlooking nature of the proposals was not enough to justify refusal of the application.
- One of the conditions of the application would be to include replacement tree planting.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

#### **51 Application 14/04740/FU - 28 Whack House Lane, Yeadon, Leeds**

The report of the Chief Planning Officer presented an application for part two storey part first floor front and side extension; single storey rear extension at 28 Whack House Lane, Yeadon, Leeds.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this application.

It was reported that it had been recommended to refuse the application. There had been difficulties in identifying how to appropriately extend the property due to its position and current design. The property was on a prominent corner plot and it was felt that the proposed extension would be harmful to the street scene.

The applicant's representative addressed the Panel. Issues raised included the following:

- The applicants wanted to remain in the area but could not find a suitable larger property.

- There was a mix of architectural styles in the area and the current area was not of any architectural importance.
- There were no issues of breaching others privacy or overshadowing with the proposals.
- There would not be sufficient headroom in a dormer extension.

In response to Members comments and questions, the following was discussed:

- Scope for extending at ground floor level.
- The lack of objections to the proposals and support from neighbours and local Ward Councillors.

Members were broadly supportive of the proposals and following further discussion a vote to overturn the officer recommendation was proposed and agreed. A recommendation was then proposed to approve the application and delegate and defer to the Chief Planning Officer.

**RESOLVED** – That the application be approved in principle and delegated to the Chief Planning Officer and be subject to usual conditions relating to time limit for implementation, submission of materials etc.

## **52 Application 14/04182/FU - 10 Hillcrest Rise, Leeds**

The report of the Chief Planning Officer presented an application for part two storey part first floor front and side extension; single storey rear extension at 10 Hillcrest Rise, Leeds.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this application.

It was recommended that the application be refused due to concerns regarding the prominence of the extension and the threat it would cause to trees that were covered by a tree preservation order (TPO). There was also concern regarding the dominant appearance of the proposed extension should trees be lost which was expected if the extension was built.

The applicant's representative addressed the Panel. Issues highlighted included the following:

- Permission had been granted for a similar extension at a nearby property.
- There was not a uniform street scene and the extension would not be out of keeping with the area.
- A tree report had highlighted that some of the TPO trees were of a poor condition and the better quality trees would not be affected by the extension.

- The extension would be less than a quarter of the footprint of the building.
- The extension would not cause any shadowing to or overlook any other properties; there would be no highways implications and there had only been supportive representations and no objections.
- In response to questions, the following was discussed:
  - There would be minimal interference with the trees during erection of the extension and there would be minimal intrusion into the trees root structure. The trees would be maintained.
  - The occupants did not want to extend to the rear of the property as significant time and resources had been used landscaping and planting to the rear. An extension to the rear would also have an impact on existing trees and would be nearer to neighbouring properties.

In response to questions and comments, the following was discussed:

- Potential for liability if the proposals were to go ahead and the trees became a danger to the surrounding area
- Ownership of the strip of land that contained the trees was unknown.
- Depth of the foundations would damage the tree roots.

**RESOLVED** – That the application be refused as per the reason outlined in the report.

### **53 Application 14/04075/RM - Haworth Court, Chapel Lane, Yeadon**

The report of the Chief Planning Officer presented a reserved matters application for residential development at Haworth Court, Chapel Lane, Yeadon. The Panel had received a position statement on this application at the previous meeting.

Site plans and photographs were displayed and referred to throughout the discussion on this item.

Further issues highlighted included the following:

- The proposals would see the development of 45 self contained flats.
- The site was within the Yeadon Conservation area.
- Since the last meeting the following changes had been proposed:
  - A reduction in the scale and massing
  - It would now be a 3 storey development with accommodation in the roof space as opposed to 4 storeys.
  - The overall height would be reduced by 2.5 metres.



- There was still concern from Ward Members regarding the scale and massing of the proposed building.

A local Ward Councillor addressed the Panel. Issues raised included the following:

- The principle of the proposal was supported but there were concerns over the prominence and size of the building.
- There had not been any pre-application discussion with Ward Members.
- The quality of the drawings displayed did not give a good enough impression of what the actual proposals would look like.
- There had not been further consultation with the Airebrough Civic Society.
- It was felt there was pressure to make a decision due to the time limited funding available.
- It was felt that other options could have been explored other than amendments to what had initially being proposed as it was a considerably sized site.

A representative of the applicant addressed the Panel and reported that the scheme came under the Council Housing Growth Programme. Funding had been secured from the Department of Health and there had been a stipulation that work commenced on the site before the end of 2014. There had been further discussion with the Homes and Communities Agency regarding the possibility of extending this date but there were still very tight timescales for the procurement process. Further explanation was also given on Extra Care Housing and work with Adult Social Care. The Panel was informed of consultation with Ward Members and that comments regarding the external appearance of the building would be considered.

In response to Members comments and questions, the following was discussed:

- It was felt that due to the size of the building, the proposed design looked bland. It was reported that vertical elements would be added to the design and there would also be bay windows.
- Using more of the land available at the site would reduce the facility for car parking and also mean less communal garden areas. The crescent shape proposed fitted in with the topography of the site.
- The site was located close to mixed residential developments and there had been no objections from near neighbours.
- There would be a mixture of one and two bedroom apartments within the development.

**RESOLVED** – That the application be approved in principle and deferred to the Chief Planning Office but to include re-advertisement for a minimum of two weeks and further discussion with applicants to secure:

- Bay windows – . A better relationship between these elements and the dormers above is needed (alignments and widths), and the designs themselves need refining in order to avoid comparison with outdated developments of the 1960s & 70s.
- Eaves details – ensure drawings are accurate (see relationship of eaves at gable ends to tops of bay windows)
- Dormers – break up mass of dormers with a vertical recess.
- Greater detail needed for curtain walling
- Window details – heads and sills need to be re-considered
- Window openings – more careful treatment of glazing arrangements needed (proportions & positions of transoms and glazing bars) to ensure a more consistent visual approach
- Architectural detail – string courses which introduce a hierarchy to elevations to be considered
- Entrance details needed
- Ward Members to be fully consulted on any revisions

**54 Application 14/03387/FU - Airport West Business Park, Warren House Lane, Yeadon, Leeds**

The report of the Chief Planning Officer presented an application for the development of a detached restaurant with associated access and landscaping at Airport West Business Park, Warren House Lane, Yeadon.

Site plans and photographs were displayed and referred to throughout the discussion on this application.

Further issues highlighted in relation to the application included the following:

- The site had consent for the development of office accommodation.
- Objections had been received from local Ward Members.
- Supporting representations had been made by nearby business premises.
- With relation to the use of the site for employment land it was reported that there was sufficient employment land nearby. The proposal for a restaurant would create more jobs than if it was to be office accommodation.
- Conditions relating to landscaping.
- It was recommended that the application be approved.

In response to comments and questions, the following was discussed:

- There would be a public transport contribution which would not be used specifically towards this site.
- Public transport links to the site.
- It was envisaged that the proposed restaurant would be used by local residents, the nearby office park and users of the airport.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

**55 Date and Time of Next Meeting**

Thursday, 4 December 2014 at 1.30 p.m..

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## **SOUTH AND WEST PLANS PANEL**

**THURSDAY, 4TH DECEMBER, 2014**

**PRESENT:** Councillor M Rafique in the Chair

Councillors J Akhtar, J Bentley, M Coulson,  
B Flynn, G Latty, K Ritchie, C Towler,  
P Truswell and F Venner

### **56 Declarations of Disclosable Pecuniary Interests**

No declarations of disclosable pecuniary interests were made. Councillor K Ritchie informed the Panel that he had submitted an objection to Agenda Item 11, Application 14/04720/FU – Variation of condition 3 (range of goods sold) of approval 12/03748/FU, to allow the sale of magazines and national newspapers. This had been submitted prior to the publication of the impact assessment and Councillor Ritchie reported that he would consider the application with an open mind.

### **57 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors A Castle, R Finnigan and R Wood.

Councillors B Flynn and G Latty were in attendance as substitutes.

### **58 Minutes - 6 November 2014**

**RESOLVED** – That the minutes of the meeting held on 6 November 2014 be confirmed as a correct record.

### **59 Application 14/04457/FU - Burton Road, Beeston, Leeds**

The report of the Chief Planning Officer presented an application for the demolition of the former police station and construction of a new single storey supermarket and separate retail unit with associated works, car parking and landscaping at Burton Road, Beeston, Leeds.

Members attended a site visit prior to the hearing and site photographs and plans were displayed and referred to during the discussion on this application.

Further issues highlighted in relation to the application included the following:

- There would be a 100 space car park which would allow customers two and a half hours free parking.
- The proposals were consistent with policy outlined in the Core Strategy.
- The projected impact on highways would meet required standards.

- Due to the amenity of local residents, there had been negotiations regarding opening and delivery hours which would be conditioned as part of any approval.
- The site was subject to a blanket tree preservation order.
- If approved, the proposals would create between 40 and 50 jobs and up to 200 jobs during the construction process.
- Reference was made to representations made in support of and against the application.
- It was reported that there would be an amendment to the Section 106 agreement to provide a further £5,000 for the provision of real time bus information.
- It was recommended to defer and delegate the application to the Chief Planning Officer for approval.

In response to Members comments and questions, the following was discussed:

- Concerns regarding traffic and parking – it was reported that the applicant had been requested to provide a revised traffic assessment. Traffic regulation orders could be used to impose restrictions if needed.
- Use of the smaller retail unit. It was queried whether the possibility of Class A2 use could be removed to prevent the premises being used for a betting shop or pay day lenders. The Panel was informed that there was already conditions limiting the use of this unit but they did not include Class A2.
- There would be conditions to the application to support the employment of local people.
- Work on the site would commence immediately should the application be approved.
- It was suggested that the stand alone unit on the site be subject to the same opening hours as the main proposed store building. It was reported that these had been left more flexible to encourage the letting of the unit.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report with the following amendment to condition 4:

- Opening hours of the stand alone retail units to be restricted to 8 am and 10 pm Mondays to Saturdays (including Bank Holidays) and any 6 hours between 10am and 6pm on Sundays in line with current Sunday trading restriction

**60 Application 14/05329/FU - Old Lane, Beeston, Leeds**

The report of the Chief Planning Officer presented an application for the installation of a two pump fully automated petrol filling station with associated 4.5m high canopy, control room and underground storage tanks to the existing car park at Asda Stores, Old Lane, Beeston, Leeds.

Site photographs and plans were displayed and referred to throughout the discussion on this item.

Further issues discussed included the following:

- Opening and delivery hours would be consistent with those of the existing store.
- It was predicted that the filling station would be mainly used by passers-by and existing store users and would not cause a significant increase in traffic.
- Reference was made to representations received, both those in support of the application and those against.
- Conditions would be imposed to mitigate any potential noise impact.
- It was recommended that the application be approved.

In response to Members comments and questions concern was raised regarding additional traffic – it was reiterated that a thorough assessment had been carried out and there would only be a limited amount of additional traffic.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

**61 Application 14/05508/FU - 207-209 New Road Side, Horsforth, Leeds**

The report of the Chief Planning Officer presented an application for the change of use of a private members club to restaurant with manager flat to first floor and external flue to rear at 207 to 209 New Road Side, Horsforth.

Site plans and photographs were displayed and referred to during the discussion on this application.

Further issues highlighted in relation to the application included the following:

- The application had initially been for 88 covers at the premises but this had been reduced to 60 based on car parking available.
- There had been a recent approval to use the premises as a health centre.
- Concerns had been made by local residents regarding access to the car park and potential for noise and disturbance. It was reported that it had been agreed to have reduced opening hours until 10.00 p.m. to minimise any noise impact.
- It had been agreed to extend the flue at the rear of the premises to minimise smells from the premises and this was in line with Defra guidelines.
- Concern regarding surface water discharge – it was suggested that a condition be included to prevent this affecting residential properties.
- Proposed improvements to bin storage area.

Two local residents addressed the Panel with concerns and objections to the application. These included the following:

- Access was via a single track that was used by neighbouring properties.
- There was not sufficient parking to the number of covers that was proposed.
- Concern regarding collection of bins and smell from refuse.
- The immediate area was already saturated with restaurants.
- Local residents would lose car parking spaces.
- The approval for a Health Centre would be a better use of the building.
- It was reported that the use of the premises as a private club had steadily declined since 1990 and there had been some previous noise disturbance from cars.

The applicant's representative addressed the Panel. Issues highlighted included the following:

- The car parking arrangements were in line with requirements and some users would use alternative means of transport including public transport.
- There would be new signage to the car park via the access road.
- Due to the uneven surface of the access road, traffic would not be able to travel at speed.
- The hours of opening would usually only be 5.00 p.m. to 10.00 p.m. Monday to Thursday and 12.00 p.m. to 10.00 p.m. on a weekend.
- The flue would be installed by specialists and within guidelines. Current extraction was via a ground floor window.
- The restaurant would create two full time and four part time jobs.

In response to Members comments and questions, the following was discussed:

- Parking on the highway would not be under the control of the restaurant. Car parking was not considered to be an issue and the provision in place met guidelines based on the size of the premises.
- It was anticipated that the restaurant would achieve 75% to 85% occupancy during opening hours.
- Concern was expressed regarding the adequacy of the access road to the car park – it was reported that there was extant use of the access road.
- It was suggested that Members had a site visit prior to making a decision on the application.

**RESOLVED** – That the application be deferred for one cycle to allow Members to attend a site visit.

**62 Application 14/03987/FU and Application 14/03988/LI - Corn Mill View, Low Lane, Horsforth**

The report of the Chief Planning Officer referred to an application for the demolition of a former corn mill building, erection of two storey offices and a



listed building application to demolish the former corn mill building at Corn Mill View, Low Lane, Horsforth. The application had been deferred following the October meeting of the Plans Panel to allow for further comment from English Heritage.

It was reported that the existing listed building now needed to be demolished due to its poor condition. English Heritage had expressed a preference for a previously proposed scheme but this was no longer felt to be viable. Members expressed concern that the building had been allowed to decay and that this should have been resolved earlier.

**RESOLVED** – That Application 14/03987/FU be granted as per the officer recommendation and conditions outlined in the report and Application 14/03988/LI be deferred for notification to the Secretary of State

### **63 Application 14/04720/FU - Aldi, Stanningley Road, Leeds**

The report of the Chief Planning Officer presented an application for the variation of condition 3 (range of goods sold) of approval 12/03748/FU to allow the sale of magazines and national newspapers at Aldi Store, Stanningley Road, Bramley.

Further issues highlighted in relation to the application included the following:

- The applicant wished to sell a limited range of newspapers and magazines to compliment goods already on offer and not to compete with other businesses.
- There would be no quick checkout or self scanning of goods and it was felt that only existing shoppers would purchase newspapers or magazines.
- The impact assessment carried out calculated that the other 21 premises selling newspapers and magazines in the LS13 area would lose on average, £1.13 per day on newspaper sales and £0.66 on magazine sales.
- It was felt that due to the marginal impact on others that the application should be recommended for approval.

An objector to the application was invited to address the Panel. Issues raised included the following:

- During consultation with the applicant before the opening of the store, local residents were told that there would be no sale of newspapers, magazines or cigarettes and as a result there were no objections.
- Other local stores had been affected since the store opened.
- The store had sold newspapers without permission.
- The store had exceeded permitted opening hours on a Bank Holiday.

The applicant addressed the Panel. Issues raised included the following:

- There was no initial desire to sell newspapers and magazines but as the company's business model evolved and customer feedback was taken into account it was proposed to sell a limited range which would only have a minimal impact on neighbouring businesses.
- There would be no highways impact as it was not felt the sale of news and magazines would create additional trips as it would only be existing customers who made purchases.
- Newspapers were sold at other similar stores across the City.

In response to comments and questions, the following was discussed:

- The impact assessment was carried out based on a similar store in the Rotherham area.
- The applicant provided the impact assessment and was also considered by the Council's Retail Office.
- Another application would have to be made if the applicant wished to start selling tobacco products.
- Concern regarding the impact on nearby businesses particularly taken in context of the benefit to the applicant and their reasons for wishing to sell newspapers and magazines.

**RESOLVED** – That the application be refused in principle and deferred for officers to bring back to Panel with detailed reasons for refusal based upon the negative impact of the proposal on local shops.

#### **64 Date and Time of Next Meeting**

Thursday, 15 January 2015 at 1.30 p.m.

## **NORTH AND EAST PLANS PANEL**

**THURSDAY, 27TH NOVEMBER, 2014**

**PRESENT:** Councillor R Charlwood in the Chair

Councillors R Grahame, M Harland,  
C Macniven, J Procter, G Wilkinson,  
M Lyons, B Selby and S McKenna

### **84 Chair's opening remarks**

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

### **85 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 appendix to the main report referred to in minute 98 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

### **86 Late Items**

There were no late items

### **87 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests, however in respect of Application 14/01404/FU, Paddock Cottage 7 The Moorlands Boston Spa, Councillor Procter brought to the Panel's attention that he knew the land owner who resided in the same village and also the developer who lived in the same village as Councillor Procter did (minute 92 refers)

In respect of Application 12/05434/FU – Aberford Village Hall and land to rear Main Street Aberford – Councillor Procter brought to the Panel’s attention that he knew the applicant (minute 98 refers)

Councillor Macniven brought to the Panel’s attention in respect of Application 14/05152/FU – Retrospective Application at 6 Roper Avenue – that she was a Ward Member and whilst having a predisposition, she had not predetermined the application; had an open mind on the matter and would reach a decision on the application having considered all the information presented to Panel (minute 96 refers)

The Panel’s Lead Officer, Mr Newbury, brought to the Panel’s attention in respect of Application 14/02832/FU – 1 East Park Parade LS9 – that he knew the applicant; that he had taken no part in dealing with the application and that he would withdraw from the meeting for this item (minute 101 refers)

It was noted that in respect of Application 14/04602/FU – 6 Sandhill Oval, LS17, that the applicant was known to Members, being a fellow Elected Member (minute 103 refers)

## **88 Apologies for Absence**

Apologies for absence were received from Councillor Cohen and Councillor Cleasby

## **89 Minutes**

**RESOLVED** - That the minutes of the North and East Plans Panel be approved subject to at minute 71 – ‘Declarations of Disclosable Pecuniary Interests’ – clarification of an ‘other’ interest declared by Councillor J Procter to read ‘ Councillor J Procter brought to the Panel’s attention in respect of application 14/01404/FU Paddock Cottage 7 Moorlands Boston Spa, attention that he knew the land owner who resided in the same village and also the developer who lived in the same village as Councillor Procter did (minute 78 refers)

## **90 Matters arising from the minutes**

In relation to the minutes of the North and East Plans Panel meeting held on 23<sup>rd</sup> October 2014, the following issues were reported:

Minute 74 – Application 14/04228/FU – Alterations at 6A Primley Park Avenue LS17 which was deferred for enforcement checks - the Panel’s Lead Officer stated that investigations had revealed the ridge height to be 50cm higher than approved. This measurement was being contested by the applicant, with enforcement action likely to proceed, with a further report being brought to Panel in due course

Minute 80 – Application 14/01568/FU – 20 Carr Manor Avenue LS17 – refused by Panel – Members were informed that the applicant had now agreed to demolish the garage and amend the roofline of the extensions to a hipped roof. As these were the alterations which had been sought by Panel,

Officers requested to determine the revised application under delegated powers and stated that Ward Members had been informed about the revisions. The Panel agreed to the determination of the application being delegated to Officers

**91 Comments from the Panel's Lead Officer**

The Chair invited the Panel's Lead Officer, Mr Newbury, to provide general comments on a common theme of several of the applications being considered at the meeting

It was stated that several of the applications before Panel related to unauthorised building works, which some people viewed as an abuse of the planning process. Such applications posed difficult situations for the decision makers and that carrying out development without planning permission was only unlawful if the Local Planning Authority took a dim view of the works and served an Enforcement Notice

A Plans Panel determining such applications was required to consider the application on the basis of the planning information which was presented to it and had to consider the environmental effects of the proposal and that on occasions, residents' expectations went beyond what Panels could consider

**92 Application 14/01404/FU - Demolition of existing house and erection of 4 detached houses - Paddock Cottage 7 The Moorlands Boston Spa Wetherby LS23**

Further to minute 78 of the North and East Plans Panel meeting held on 23<sup>rd</sup> October 2014, where Panel resolved not to accept the Officer's recommendation to refuse permission for the demolition of 7 The Moorlands and erect 4 detached houses, Members considered a further report of the Chief Planning Officer setting out possible conditions to be attached to an approval

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report

**93 Application 14/04813/FU - Change of use of council offices to retail unit at ground floor with six flats above, new single storey rear extension, incorporating roof terrace over; internal and external alterations including new shop front and dormer windows to front and rear - 1-5 Main Street Garforth LS25**

Plans, photographs and drawings were displayed at the meeting

Officers presented the report which sought approval of a change of use of former Council offices at Main Street Garforth, to a residential development, including retail store at ground floor level. Six car parking spaces were proposed at the rear of the property, together with space for refuse bin storage

A late response received from Yorkshire Water on the proposals was read out to the Panel

The Panel heard representations from a Ward Member who attended the meeting and raised concerns about the proposals, which included:

- the level of car parking being provided, which was considered to be inadequate and the impact on existing on-street car parking
- flooding issues; recent flooding problems in the area; that insufficient information was available to accurately map the flow of water and the impact of adding further foul water drainage to the system

An Officer from the Flood Risk Management Team was in attendance and provided information on water run off rates and was of the view that the proposal would lead to betterment of the current situation regarding drainage

The Panel's Highways representative advised that as the site was in a highly sustainable location, the absence of visitor parking was not a reason for refusal of the application

Members discussed the proposals and commented on the following matters:

- the scale of the development and that a smaller residential scheme would be more appropriate in terms of car parking provision
- the viability of the retail unit

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report

**94 Application 14/03535/FU - Detached dwelling at 19 Dunrobin Avenue Garforth LS25**

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 detached dwelling in the side garden of 19 Dunrobin Avenue LS25. Members were informed of the presence of a mine shaft on the site although this had been capped and that the design of the proposals accounted for the mine shaft

The receipt of three additional representations was reported, with concerns being raised about the mine shaft; land stability and whether the site had been properly considered. Members were informed that the Coal Authority had indicated it was content with the information which had been received from the applicant. If minded to approve the application, Officers proposed a modification to condition no 11 to require the submission of further details, with the Coal Authority being contacted on receipt of this information to see if they remained content with the proposals

Members were informed that a representative of the Coal Authority had been invited to the meeting but nobody had attended

The Panel heard representations from a Ward Member who objected to the proposals and set out his concerns, which included:

- local concerns about the stability of the ground if the proposal went ahead

- the extent of the detailed investigations which were stated as having been carried out and whether these were sufficiently diligent to state that the proposed development would be acceptable
- the extent of the shaft cap
- that no construction methodology had been provided
- the lack of on-site investigations by the Coal Authority
- the need for a more extensive piece of work to be carried out on the land stability and the impact of the proposals

The Panel then heard from the applicant's agent who provided information on the application, which included:

- that specialist consultants had been engaged; a risk assessment had been carried out and trial bore holes had been made to 3m
- that the cap was solid limestone
- that the foundations would go down the side of the cap
- that drainage from the proposals would be dealt with effectively and there would be no greater discharge than was currently experienced

Members considered the application and discussed the issues raised, particularly where liability rested in the event the application was granted and a problem occurred in the future. The Panel's legal adviser stated he could not see that the grant of planning permission itself would make the Council liable

The Panel considered how to proceed, with the Head of Planning Services proposing an additional condition which would require approval of the siting of the development in relation to the survey of the mine shaft

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report, the amendment of condition 11 to require the submission of further details and for the LPA to re-consult the Coal Authority on the proposals and an additional condition to specify that prior to construction, the exact siting of the development in relation to the survey of the mine shaft to be submitted and agreed

## **95 Application 14/05348/FU - Retrospective application for porch to front/side - 47 School Lane Chapel Allerton LS7**

Plans and photographs were displayed at the meeting

Officers presented the report which sought approval to a retrospective application for a porch to the front/side of 47 School Lane Chapel Allerton, which was sited in the Conservation Area

Members were informed that representations supporting and objecting to the proposals had been received

The receipt of an additional representation was reported which raised the issue of a restrictive covenant relating to alterations to the external appearance of the property. Members were informed this was not a material planning matter

The Panel heard from two objectors who attended the meeting and outlined their concerns, which included:

- that the development was unauthorised
- the impact of the extension on amenity and the Conservation Area
- the view that misleading information had been submitted to the Council
- land ownership issues
- highways concerns
- impact of the extension on the adjacent TPO tree
- removal of cobbles
- concern that a precedent would be set if the application was approved

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

- the reasons for building the porch which included energy efficiency and security
- that the structure was 18mm too high
- that to remedy the situation a planning application had been submitted
- that cobbles had been removed; that their protected status (from a previous planning condition) was not known at the time and that they had been replaced within the courtyard
- the proposals had not affected vehicular access

Members discussed the application, with the key issues relating to:

- planning conditions and the length of time these were valid for. The Head of Planning Services stated that planning conditions would remain valid for the lifetime of a development unless planning approval was granted in the meantime which overrode this
- concern that a planning condition relating to the cobbles was considered necessary in 1984 but was now being set aside
- the position relating to land ownership in planning matters. The Panel's Legal Services representative confirmed that an applicant could submit a planning application without owning the site of the application and that this was not a matter the decision maker could consider when determining a planning application
- highways; that concerns had been raised by the objectors about the ability to manoeuvre due to the development
- the appearance of the porch; its colour and design and that this was not a positive addition in the Conservation Area

The Panel considered how to proceed. Following an equality of votes in support of the Officer's recommendation to grant planning permission and against the recommendation, the Chair cast her vote

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report

**96 Application 14/05152/FU - Retrospective application for amendments to 13/00563/FU (approval for single storey front, side and rear extension); increase in eaves height; changes to internal layout including new attic**



**rooms; alterations to doors and windows; new solid roof to form front porch canopy; new outbuilding to rear and changes to replacement boundary treatment to front - 6 Roper Avenue LS8**

Plans, drawings, including comparative drawings 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 amendments to a previously approved scheme for extensions at 6 Roper Avenue LS8

Members were informed that the applicant had built the extension to the approved footprint but had made alterations to the design and height of the structure, had changed the position of windows and doors; had provided accommodation in the roof, roof lights and had increased the height of the roof. It was stated that the applicant had contrary views about the height. The report before Panel outlined the proposed amendments in respect of the boundary treatments; gates; garden and driveway. In terms of impact on residential amenity and highways, the proposals were considered by Officers to be acceptable

If minded to approve the application, two additional conditions were recommended to Panel, in respect of the side boundary treatment and the provision of a dropped kerb

The Panel heard representations from a Ward Member who outlined local concerns which included:

- the poor quality of the building works
- that local residents had not received sufficient notification of the submission of revised plans
- the impact of the proposals on the resident at 8 Roper Avenue
- the non-compliance with the planning process and that works were continuing

The Panel then heard representations from the applicant who provided information, which included:

- the particular needs of the applicant's daughter due to her suffering from an uncommon medical problem; the need for storage for specialist medical equipment and for space for family members and visitors
- that he had worked closely with Officers to provide what was required
- that he was ready to undertake any works necessary

Members discussed the application, with the main areas of discussion relating to:

- the state of the public footpath due to the works being undertaken
- the size of the living accommodation proposed, currently and as in the approved scheme
- the problems when applicants do not adhere to the approved plans

The Panel considered how to proceed. The Officer's recommendation

to approve the application was moved and seconded but did not receive majority support. A further recommendation to defer determination of the application to enable negotiations to take place between the applicant and Officers was also moved and seconded but did not receive majority support. A recommendation to refuse the application was moved, seconded and voted upon

**RESOLVED** - That the Officer's recommendation to approve the application subject to conditions be not supported and that the Chief Planning Officer be asked to submit a further report to the next meeting setting out possible reasons for refusal of the application based upon the design of the dwelling, especially the porch height

**97 Application 14/02769/FU - Retrospective application for amendments to workshop - 24 Wetherby Road Roundhay LS8**

Plans, drawings 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 unauthorised works at 24 Wetherby Road LS8

The planning history of the site was briefly outlined in respect of decisions taken in relation to the unauthorised works

Members were informed of the proposed amendments which included a reduction in the ridge height and a more shallow roof being put on. While accepting that the situation was not ideal and did have an impact on the adjoining neighbour, what was now being proposed represented a compromise between what had been constructed and what had been approved

The Panel heard representations from an objector who outlined his concerns, which included:

- that the 2012 approved plans should be enforced
- the impact on the Conservation Area
- the quality of the work which had been carried out
- the impact of the proposals on the neighbouring property

Members discussed the application with concerns being raised about the roof height and the impact of the proposals in the Conservation Area

A proposal to defer determination of the application for further negotiations was moved and seconded but did not receive majority support

The Panel considered how to proceed

**RESOLVED** - That the Officer's recommendation to approve the application subject to conditions be not accepted and that the Chief Planning Officer be asked to submit a further report to the next meeting setting out suggested reasons for refusal of the application based upon the Panel's concerns about the impact of the proposals on residential amenity and on the character and appearance of the Conservation Area

**98 Application 12/05434/FU - Alterations and extension to village hall to form mixed use development (use classes A1, A3, B1 and D2) and erect**

## **5 detached houses with associated car parking and landscaping - Aberford Village Hall and land to the rear - Main Street Aberford LS25**

Plans and photographs were displayed at the meeting

The Panel considered a report setting out details of an application for the alterations and extensions to Aberford Village Hall, supported by enabling development of 5 detached houses with parking and landscaping on part brownfield, part greenfield site, which was sited in the Green Belt. Appended to the report was financial information which was classed as exempt under Schedule 12A Local Government Act 1972 and Access to Information Procedure Rule 10.4(3)

Officers presented the report and stated that the current proposals were a reduction on a previously refused scheme for 14 dwellings and that now, 5 substantial dwellings were proposed as enabling development to help fund works on the Village Hall

Members were informed that following negotiations with the applicant to secure works to the Village Hall, these as a stand-alone application would be acceptable apart from the car parking proposals and being sited in the Green Belt. However, the remainder of the scheme was inappropriate development causing harm to the Green Belt and although the scheme had attracted objections and support, Officers considered that no very special circumstances – the test for inappropriate development in the Green Belt – had been demonstrated to outweigh the harm to the Green Belt. It was also felt that the proposals were premature

The Panel heard a representative of the applicant who provided information on the application, which included:

- the need for Aberford Village Hall to be extended and refurbished to support the life of the village
- that some level of funding had been obtained to carry out the scheme and that the enabling development would regenerate an unused area of land
- guidance contained in the NPPF regarding the retention of local facilities
- that very special circumstances did exist
- the length of time the scheme was taking to progress

The Panel then heard from two objectors who were speaking on behalf of Aberford Parish Council and who raised concerns about the proposal, which included:

- flooding issues
- the design of the development would detract from the linear form of the Green Belt
- the housing types being proposed which were not considered to be suitable, particularly as properties for first time buyers were needed in this area
- the need for affordable housing
- the viability of the proposed uses for the village hall had not been tested
- that Aberford Parish Council would be willing to work with the applicant to achieve improvements to the village hall

At this point, having previously resolved to exclude the public, the Panel went into private session to consider the financial information contained in the exempt papers

The Panel discussed the information and the approach of the District Valuer in respect of the information which had been provided in this case

Following this, the public were readmitted to the room

The Panel discussed the application and whilst there was sympathy for those wishing to improve the village hall facilities, it was felt that very special circumstances had not been demonstrated in the application before Panel

As a way forward, it was suggested that the Neighbourhood Planning Process could be the route to pursue the proposals

**RESOLVED** - That the application be refused for the following reason:

The Local Planning Authority considers that the development in the Green Belt of 5 dwellings, associated engineering operations and car park, would constitute inappropriate development which would by definition be harmful. The proposed development would also be contrary to the fundamental aim of Green Belt policy to keep land permanently open and the purposes of Green Belt policy and particularly to assist in safeguarding the countryside from further encroachment. Substantial weight should be given to this harm and, notwithstanding the recognised benefits of the financial contribution the development would make to improvements to the village hall and improved highway safety, these considerations are not considered to outweigh this harm. The necessary very special circumstances have therefore not been demonstrated and the application is therefore contrary to guidance contained within Section 9 Protecting Green Belt land of the NPPF and Saved Policies GP5 and N33 of the Council's Unitary Development Plan (Review 2006)

**99 Application 14/03383/FU - Part two storey part single storey rear extension - 16 Valley Terrace LS17**

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

Officers presented the report which sought approval of an application for a rear extension at 16 Valley Terrace LS17

Members were informed that the key considerations in this case were design, impact on the streetscene; amenity of neighbours and parking. It was the recommendation of Officers, on balance, that the application be approved

Receipt of a further letter of representation was reported, from a previous objector, with no new issues being raised

The Panel heard representations from an objector who attended the meeting and raised concerns which included:

- impact on the amenity of the neighbouring property
- overshadowing from the extension
- the scale of the proposals

The Panel then heard from the applicant's agent who provided information to the Panel, which included:

- rebuttal of the argument regarding overshadowing, particularly in view of a wooden screen which had been erected by the neighbour
- the topography of the site

Members discussed the application, with the main issues relating to:

- the scale of the proposals
- overshadowing

The Panel considered how to proceed and while there was some support in principle for an extension it was felt that the scale of the proposals could not be supported

**RESOLVED** - That the Officer's recommendation to approve the application subject to conditions be not accepted and that the Chief Planning Officer be asked to submit a further report to the next meeting setting out possible reasons for refusal based upon the concerns raised in respect of massing, dominance, overshadowing and impact on residential amenity

#### **100 Application 14/02147/FU - Detached house to garden site - land adjacent to 143 Selby Road Halton LS15**

Plans, photographs and drawings were displayed at the meeting

Officers presented a report which related to an application for the erection of a single dwelling house with shared driveway arrangements at 143 Selby Road LS15

Members were informed that Highway Officers had raised concerns about the proposals and there were also issues relating to scale, siting and impact on the amenity of neighbours

As the Officer's recommendation before Panel was to refuse the application, Members heard firstly from the applicant who provided information to the Panel, which included:

- that the proposals had been amended in line with advice from Officers in respect of the proposed materials
- there was adequate car parking provision
- there was a lack of recorded accidents/incidents within 100m of the property going back 10 years
- the siting of the proposed dwelling which had been amended since a previous application on the site was refused

The Panel then heard representations from an objector who raised concerns which included:

- highways issues
- drainage issues
- the lack of amenity space
- impact on living conditions

The Panel considered how to proceed

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

1 In the opinion of the local planning authority, it is considered that the proposed development would by reason of its siting, house type and scale, when viewed in context with the existing dwellings on Selby Road, appear as

an incongruous development adversely conflicting with the established residential character of the area thereby resulting in harm to the visual amenity of the site and wider street scene. As such the development is contrary to Policies P10 of the adopted Core Strategy (2014), saved Policy GP5 of the Unitary Development Plan Review (2006) and the City Council's Supplementary Design Guide 'Neighbourhoods for Living' and the guidance contained in the NPPF 2012

2 In the opinion of the local planning authority, it is considered that the proposed dwelling would by reason of its scale, siting, overall height and orientation when viewed in context with its proximity to surrounding properties result in a loss of privacy and overshadowing. Specifically a loss of privacy for the future occupants of the development from being overlooked; and overshadowing of Nos 1 and 3 Willow Well Road thereby adversely affecting their living conditions and standard of residential amenity. As such, the development conflicts with Policies P10 of the adopted Core Strategy (2014), saved Policy GP5 of the Unitary Development Plan Review (2006) and guidance contained in Leeds City Council's Supplementary Design Guide 'Neighbourhoods for Living'

3 In the opinion of the local planning authority, it is considered that the siting of the vehicle access point in relation to the position of a road traffic sign on the adjacent public footpath, would result in impaired visibility for drivers of vehicles exiting the site on to Selby Road. In addition, the proposed off-street parking provision is substandard in terms of its dimensions and its ability to achieve satisfactory turning manoeuvres within the site. As such, the development may lead to vehicle conflict on a congested dual carriageway, Selby Road. As such the proposed development would prejudice the interests of highway safety for pedestrians and other road users alike. The proposed development is therefore contrary to Policy T2 of the adopted Core Strategy (2014), saved Policy GP5 of the Unitary Development Plan Review (2006) and the guidance contained in the City Council's SPD the Street Design Guide

**101 Application 14/02832/FU - Change of use of doctors surgery to 8 bedroom house in multiple occupation - 1 East Park Parade Burmantofts LS9**

Having brought to the Panel's attention that he knew the applicant, the Panel's Lead Officer withdrew from the meeting

Plans and photographs were displayed at the meeting

The Deputy Area Planning Manager – East Area – presented the report which sought approval for the change of use of a former GP surgery to a house in multiple occupation (HMO)

The Panel was informed that the proposals had initially been for 10 HMO-type rooms, with this being reduced to 8 such rooms. Each room would include a shower and kitchenette, although toilet facilities would be communal. There would also be a large shared kitchen and dining area

The receipt of an additional representation from a local resident was reported who had raised concerns about the people who would occupy such accommodation. An e-mail from Councillor Khan, Ward Member, objecting to the proposals was read out for Members' information

On the change of use of the property to residential, Officers considered that its initial use would have been residential and then changed over time, so it would be reverting to its original use, if the proposals were agreed

The Panel discussed the application with concerns being raised about the provision of shared toilets in the proposals; local concerns about the impact of HMOs in the area and that there was not a demand for this type of tenure in this location. Concerns were also expressed that at 8 rooms, this was overdevelopment, especially as private toilet facilities were not being provided and that fewer, self-contained flats might be considered to be more appropriate

**RESOLVED** - That determination of the application be deferred for further negotiations with the strong desire to provide self-contained flats and that a further report be brought to Panel in due course

Following consideration of this matter, the Panel's Lead Officer resumed his seat in the meeting

**102 Application 14/03167/FU -Change of use of vacant ground floor shop (use class A1) to take away hot food shop (use class A5), Former Newsagents Main Street Collingham Wetherby LS22**

Plans and photographs were displayed at the meeting

Officers presented the report which sought approval for a change of use of a vacant ground floor shop to a hot food take away on Main Street Collingham

While the application was acceptable in principle and Highways were satisfied with the proposals, there was an issue about the proposed opening hours, with concerns about the impact on residential amenity and nuisance in respect of odour and litter

Members were informed that the applicant had been asked to consider closing at 21.30 but stated there were viability issues associated with this and had indicated he would appeal such a condition

The location of residential accommodation in the area, beyond that of the upstairs flat was highlighted

Regarding traffic movements, the vehicular access arrangements were outlined as were the parking restrictions. The Panel's Highways Officer stated that the existing parking demand, i.e. from the previous use of the premises as a newsagents had to be considered and that although it was accepted that a hot food take away would generate more trips, these were likely to be of shorter duration. It was also accepted that turning would be difficult but that this could not substantiate a reason for refusal of the application

The Panel considered the application and commented on the following matters:

- the existence of another hot food take away in the area which closed at 21.00 and seemed to be a viable concern
- the need for robust conditions on opening hours in the interests of protecting residential amenity
- parking problems on Main Street

In discussing the issue of opening hours, as the Panel appeared to be minded to refuse the application, the applicant's agent who was in attendance was invited to address Members, with the following points being made to the Panel

- that the scheme represented a significant investment in the area to provide a good facility
- that only one additional hour towards the end of week was being sought and that the applicant would accept 21.00 or 21.30 hours on the other days but that the additional trading time was needed to ensure the viability of the business and without this additional time, the development might not proceed
- that the applicant was a local resident and would employ local people

For clarity the Chair sought to establish the hours being sought, with the Panel being informed that Monday – Tuesday, 21.30 closing and 22.30 closing all other days. Members were informed that the premises would not open before 16.00

The Panel discussed the application, with the main issues being raised relating to:

- hours of opening
- highways issues

Members considered how to proceed. An amendment to alter the hours to 21.30 Monday – Tuesday and 22.30 all other days was made and seconded; the recommendation as set out in the submitted report was also made and seconded. It was noted that local residents and the Parish Council had not been afforded an opportunity to address the Panel

In view of the different views expressed by Panel, further discussion on the most appropriate way forward took place

**RESOLVED** - That determination of the application be deferred to the next meeting and that the Chief Planning Officer be asked to submit a further report which addressed the applicant's preferred opening hours. It was noted that the Officer recommendation might change in light of later opening hours

### **103 Application 14/04602/FU - Retrospective application for air conditioning system to rear elevation - 6 Sandhill Oval Alwoodley LS17**

Plans, drawings and photographs were displayed at the meeting

Officers presented the report which sought retrospective approval for 8 air conditioning units sited on the rear of 6 Sandhill Oval LS17

Members were informed that four of the units were to be relocated from elsewhere on the property, with four new units also being provided. The intention was for these to be screened by a timber acoustic screen

The main issues in respect of the application were outlined as visual appearance of the units and possible noise nuisance. Members were



informed that the units were not visible in the street scene, although glimpsed views from the adjacent property were possible. In terms of noise, a noise survey had been carried out and the Council's Environmental Protection Team had indicated it was unlikely that all of the units would be operating simultaneously as they related to different rooms. Having considered all the information, Officers were recommending approval of the application

The Panel heard representations from two objectors who attended the meeting and outlined their concerns, which included:

- that a precedent would be set by granting planning permission
- the proposed location for the units and the impact of the units on neighbouring amenity
- that the air conditioning units could be sited elsewhere
- the lack of clarity about the proposals and concerns about the glazing finish on an element of a previous application
- that neighbour notification letters on a related application on the site were not received, so preventing local residents from making representations about the proposals
- that work had not been halted pending determination of the application

The Panel then heard representations on behalf of the applicant, who provided information, which included:

- that incorrect advice from the applicant's architect had resulted in a retrospective application being required
- that issues relating to an earlier approved application were being sought to be raised on the application before Panel
- the limited impact of the proposals on visual amenity and noise, with the applicant having sought to address these matters
- the lack of complaints over an eight year period in respect of the original air conditioning units

The Panel discussed the application. Councillor Wilkinson sought advice on whether he could comment in view of the applicant being a fellow Councillor and a member of the Plans Panel, with it being confirmed that it was acceptable

The main areas discussed related to:

- the visual appearance of the units; the timber screening and the colour of this, with Members being informed that the LPA would have control over the colour of the screening
- the decibel readings taken for the noise survey
- the length of time such units were likely run for

**RESOLVED** - That the application be granted subject to the conditions set out in the submitted report

**104 Application 14/05078/FU - Demolition of existing cottage and erection of new dwelling with detached garage - The Old Forge Cottage Forge Lane Wike LS17**

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 in principle to the demolition of an existing cottage and the erection of a replacement dwelling with garage at The Old Forge Cottage, Wike, which was situated in the Green Belt

A plan which showed what could be built under Permitted Development was displayed to assist in the consideration and discussion of the application

The need to consider whether very special circumstances applied in this case to outweigh the harm caused by inappropriate development in the Green Belt was highlighted. Officers were of the view that the works were mainly what would be allowed under PD and that a better design would be provided, albeit resulting in a larger building at 80% increase on the existing dwelling. Members were also informed that the applicant was willing to enter into a S106 Agreement to curtail further outbuildings

Members discussed the application with the main areas of comment relating to:

- the volume calculations of the existing and proposed dwelling
- the Council's policy on extensions in the Green Belt
- the importance of adopting a consistent approach to such applications

The Panel's Lead Officer informed Members that this application and the one next on the agenda (minute 105 refers) highlighted a difficulty. The Council's policy on extensions in the Green Belt was to permit up to 30% increase. However, it was likely that PD rights over time had changed and that developments were coming forward for larger buildings in the Green Belt. The Green Belt Policy would need to be looked at and it would not be done lightly, but it did represent a change of approach

The Panel continued to discuss how to proceed and as Members were minded to refuse the application, the applicant's agent who was in attendance, was invited to address the Panel, with the following points being made:

- that engagement with Officers had been made prior to the application being submitted
- that the applicant would be living in the neighbouring dwelling and wished to restrict any further development whilst providing a suitably sized dwelling for sale to a private owner
- that a S106 agreement was being offered to legally tie down any further development

In response to a question from the Panel, the applicant stated that if Officers had stipulated that extent of the increase was required to be 30%; this would have been accepted

The Panel considered how to proceed

**RESOLVED** - That determination of the application be deferred and the Chief Planning Officer be asked to submit a further report on a reduced scale of development, which was policy compliant at a volume increase of up to 30%

**105 Application 14/00927/UHD3 - Unauthorised alterations to dwelling at Reighton House Moor Lane East Keswick LS17**

The Panel's Lead Officer introduced a report which related to unauthorised works to a dwelling at Reighton House Moor Lane East Keswick, which was sited in the Green Belt and was the a subject of a Members site visit earlier in the day

Plans, drawings and photographs were displayed at the meeting

The purpose of the report was to obtain a steer from Panel as Officers were of the view that works which had been carried out to the property were in breach of the Certificate of Lawful Development. The applicant had removed the roof of the dwelling which Officers considered should have been retained

The recommendation before Panel was to monitor the works on the site and in the event that the resultant dwelling was of the same design and form as that shown on the plans approved under application 13/04348/CLP, that no enforcement action be taken. If Members did not accept this recommendation, the Panel's Lead Officer suggested that the matter be deferred to enable Counsel's opinion to be obtained due to the complexity of the case and the issues around enforcement matters, with a further report being brought to Panel setting out Counsel's opinion

However, in view of the next scheduled panel meeting being in January 2015 and the developer indicating the works were to be progressed, the Panel's Lead Officer suggested delegating the course of action to Officers in consultation with the Chair and a small number of Panel Members to consider Counsel's advice

Members were informed that the Certificate of Lawful Development had been issued by the Council and that the key area of dispute between Officers and the developer was in respect of the removal of the roof. The applicant had been contacted in August and substantial demolition works had ceased, however the works had gone beyond those on the Certificate, with Officers being of the view that the works on the Certificate could not be implemented as there were no PD rights to reinstate the roof. The applicant had been asked to submit a planning application for the works but had declined as it was felt that the works could still be implemented as in the Certificate

A representation which had been received from Councillor R Procter on behalf of all three Ward Members was read out to Panel

Members discussed the report and information presented by the Panel's Lead Officer, with the main issues being raised relating to:

- the issuing of Certificates of Lawful Development; that Elected Members were no longer being notified of these and that where a request was made for the matter to be considered at Panel, this should be agreed
- the difficulty of presenting volume calculations in this case in view of the total removal of the roof of the dwelling
- that whilst the area was accustomed to large, substantial dwellings, the main concerns were in respect of the process
- the photographs displayed at the meeting; that these did not show the extent of the footings which had been dug and that work had not stopped

- the need for a planning application to be submitted and the visual impact of the works on site
- that if the works were a breach, then enforcement action should be taken
- the importance of clearly briefing Counsel on the Panel's steer

The Head of Planning Services informed Members that the issue was around the Certificate which was not a planning application and that it was a determination whether what was proposed could be carried out as PD. Under such applications, the planning merits did not fall to be considered; it was simply dealt with on its facts and whether or not it constituted permitted development. Large extensions could be constructed as permitted development and sometimes these were larger than the Council's planning policies in the Green Belt would allow

There was a history of long discussion with the applicant and that it was unlikely for any planning permission to be judged against the 30% policy in respect of permitted extensions in the Green Belt. Officers had concluded that the works had not been implemented as set out in the Certificate, but this had not been accepted by the applicant. Members were advised that a difficult situation could develop

The Panel continued to discuss the report with concerns being raised about the effectiveness of Certificates of Lawful Development; the need for Ward Members to be informed about their submission and the opportunity given to Councillors to make representations on them. Concerns were also raised about the approach taken by Officers in this case

Discussion on the suggestion made by the Panel's Lead Officer on taking urgent enforcement action, if required, in consultation with the Chair and a number of the Panel took place, with concerns being raised that this was not an appropriate way to consider the matter. The possibility of convening a Special Meeting of North and East Plans Panel to consider Counsel's opinion was suggested

**RESOLVED** - That Counsel's opinion be sought on whether a breach has occurred and what enforcement action could be taken and if not, when a breach would occur and what action could be taken, with a further report setting out these details to be presented to Panel and to note that the Panel wished to see the submission of a planning application in this case

## **106 Date and Time of Next Meeting**

Thursday 8<sup>th</sup> January 2015 at 1.30pm in the Civic Hall, Leeds

## Licensing Committee

Tuesday, 9th December, 2014

**PRESENT:** Councillor M Harland in the Chair

Councillors N Buckley, R Downes, J Dunn,  
G Hyde, A Khan, C Townsley, G Wilkinson  
and B Flynn

### **68 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of the inspection of documents.

### **69 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:-

Appendix (B) to the report entitled “Leeds Festival 2014 – Members Debrief” as referred to in Minute No.84 was designated as exempt under Access to Information Procedure Rule 10.4(7) because it contained information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. It was considered in these circumstances that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information

### **70 Late Items**

There were no late items of business.

### **71 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

### **72 Apologies for Absence**

Apologies for absence were received from Councillor Bruce, Councillor Gettings, Councillor Hanley, Councillor Hussain, Councillor Ingham and Councillor Selby

### **73 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 7<sup>th</sup> October 2014 were confirmed as a true and correct record

Draft minutes to be approved at the meeting  
to be held on Tuesday, 10th February, 2015

## **74 Matters Arising from the Minutes**

There were no issues raised under matters arising.

## **75 Review of the City Centre Cumulative Impact Policy**

The Head of Licensing and Registration submitted a report which set out the annual review of the City Centre Cumulative Impact Policy (CIP)

Appended to the report was a copy of the following documents:

- Crime statistics for the preceding 12 month period provided by West Yorkshire Police (Appendix 1 refers)
- Information relating to the Lower Kirkgate Townscape Heritage Initiative provided by the City Council's Development Department (Appendix 2 and 3 refers)
- The new guidance document (Appendix 4 refers)

The Principal Project Officer, Entertainment Licensing Section presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Background information
- Nuisance statistics
- Police evidence - Crime and Disorder statistics
- Reduction in alcohol related crime
- Other measures

Responding to a question about new applications for premises located in the red area. Officers reported that any such applications would attract representations from both the Police and the Licensing Authority.

A query was raised about the relaxation of highway restrictions on Call Lane

In responding Officers confirmed that some highway restrictions had been relaxed on Call Lane allowing limited access to bus and Hackney Carriage vehicles only.

The issue of begging in the City Centre was highlighted.

Officers reported that begging was not in the remit of the Licensing Committee

In summing up the Chair suggested that Members were supportive of the proposals.

### **RESOLVED –**

- (i) To note the responses to the consultation in respect of the city centre cumulative impact policy areas

- (ii) To welcome and support the suggested amendments to the policy
- (iii) To endorse the new cumulative impact evidence for the city centre and the revised map of the city centre

## **76 Entertainment Licensing Fees and Charges**

The Head of Licensing and Registration submitted a report which sets out the proposed fee scheme that reflects the cost of processing and determining applications for sex establishments, places of marriage and scrap metal dealer licences for 2015.

The Principal Project Officer, Entertainment Licensing Section presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- European Services Directive
- Case Law - Hemmings Case
- Sex Establishments
- Marriage Act – Places of Marriage
- Scrap Metal

It was the general view of Members that the proposed charges represented a true reflection of the service costs

A query was raised about the accuracy of the figures on pages 56 & 67 of the submitted reported.

Officers confirmed the figures would be re-checked and amended accordingly

**RESOLVED** – To approve the scheme of charges for sex establishments, places of marriage and scrap metal dealers with effect from 1<sup>st</sup> January 2015

## **77 Fixed Odds Betting Terminals**

The Head of Licensing and Registration submitted a report which provided background to the White Paper debated at Council in November 2014 concerning fixed odds betting terminals.

Appended to the report was a copy of the following document:

- Newham's Sustainable Communities Act proposal and betting shop campaign (Appendix 1 refers)

The Principal Project Officer, Entertainment Licensing Section presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

Draft minutes to be approved at the meeting  
to be held on Tuesday, 10th February, 2015

- The work undertaken London Borough of Newham to propose a limit the stakes on FOBTs to £2
- Concern around gambling addiction particularly in areas of deprivation

A Member asked if credit cards could be used in FOBT in Betting Shops

Officers reported that clarification would be sought and Members notified accordingly

In summing up the Chair welcomed the report suggesting that the general view of Members was that the proposals be supported.

**RESOLVED –**

- (i) That the contents of the report be noted
- (ii) That the Head of Licensing and Registration be requested to write to Helen Grant MP, Parliamentary Under Secretary of State for Sport and Tourism, recommending a reduction in the maximum bet per spin of Fixed Odds Betting Terminals to £2 and to officially support London Borough of Newham’s Sustainable Communities Act proposal to give local authorities the power to do the same

**78 Information report - Issues Around Free 'wi fi in Private Hire Vehicles.**

The Head of Licensing and Registration submitted a report which informed Members of the issues and opportunities for free “Wi fi” in Private Hire vehicles and any regulatory issues.

The 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:

- The availability of free “wi fi” in private hire vehicles
- The effect on passengers within the regulatory framework

It was reported that that there had been no applications for free “wi fi” in licensed vehicles and that the personal use of “wi fi” in licensed Private Hire vehicles was a matter for passengers to consider.

**RESOLVED –** That the contents of the report be noted

**79 Additional Taxi and Private Hire Licensing Safeguarding Measures - Annual DBS Checks & the Online DBS Update Service.**

The Head of Licensing and Registration submitted a report which proposed the introduction of annual on-line DBS Status checks, the potential impact upon licence holders and the potential resource implications for the Taxi and Private Hire Licensing Section.



Appended to the report was a copy of the following document:

- Results of the Public Consultation - 10<sup>th</sup> October to 10<sup>th</sup> November 2014 (Appendix 1 refers)

The 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:

- The DBS process was a credible means of checking a person's criminal activity
- The introduction of the DBS online update service would allow a status check to determine if an individual's certificate was up to date.
- Online DBS Service costs: (initial set up £65.50) (Yearly registration £13)
- License possibly suspended/ not renewed if yearly registration not undertaken
- Text alert to driver/operator/ taxi association reminding them of the necessity to renew their online DBS check

Officers expressed concern political conflict with drivers who had not followed the procedure

Members welcomed the proposal of a text alert to drivers/ operators reminding them of the need to renew their online DBS check in an attempt to demonstrate to drivers/operators and the trade that the City Council were doing all it could to ensure DBS check would be kept up to date.

Officers emphasised it was the drivers responsibility to ensure it was done in good time.

#### **RESOLVED –**

- (i) To approve in principle the introduction of annual on-line DBS Status checks on all existing licence holders and new applicants to the trade
- (ii) That the Head of Licensing and Registration be instructed to prepare a further report for consideration of the Executive with a view to approval

#### **80 Additional Licensing Safeguarding Proposals - Improving Criminal Intelligence Lengths with the West Yorkshire Police.**

The Head of Licensing and Registration submitted a report which informed Members of the collaborative work undertaken by Officers with the Hackney Carriage Trade and how the focus of attention for the Council had moved from road side policing to intelligence and disclosure.

Appended to the report was a copy of the following document:

- Draft Report – Proposal to secure permanent services of a West Yorkshire Police Constable within Taxi and Private Hire Licensing (Appendix 1 refers)

The 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:

- The difficult constraints facing the Police in providing such resources – even if funded
- The focus of the Council had moved from road side policing to intelligence and disclosure
- Police intelligence could lead to early intervention
- Establishing more effective links with partners and other agencies could result in improved intelligence possibly reducing potential threats

Members welcomed the report and were supportive of the proposal

#### **RESOLVED –**

- (i) That the contents of the report be noted and welcomed
- (ii) To approve the principle in seeking to secure and pay for the service of an intelligence officer within the West Yorkshire Police

#### **81 Unmet demand survey - Hackney Carriages.**

The Head of Licensing and Registration submitted a report which highlighted the need to undertake an unmet demand survey and to determine if the issues about retaining a specified number of 5/6/ & 7 seater HCV's should form part of more informed research.

The 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:

- The necessity to undertake an unmet demand survey less than every 5 years “do we have enough taxi’s”
- The survey allows an opportunity to consider other related issues e.g. vehicle emission concerns
- Work currently ongoing on proposed “Low Emission Zone” feasibility study
- Unmet demand survey presents opportunity to contribute to feasibility study

Officers reported the recent introduction of a trial currently taking place in the city centre using an unlicensed Hackney Carriage electric vehicle. The purpose of the trial was to gather data with a view to determining future Council policy to meet its environmental obligations and consider how such vehicles might contribute to environmental strategies.

Members welcomed the proposal suggesting vehicle emissions played a major part in increased air pollution

**RESOLVED –**

- (i) That the contents of the report be noted
- (ii) That determination of the issues around 5/6 & 7 seater Hackney carriage Vehicles (HCV's) be deferred so that a more comprehensive overview could be undertaken in the unmet demand survey

**82 Licensing Committee Work Programme 2014/15**

Members considered the contents of the Licensing Committee Work Programme for 2014/15.

**RESOLVED –** That the Licensing Committee Work Programme be noted.

**83 Date and Time of Next Meeting**

**RESOLVED –** To note that the next meeting will take place on Tuesday, 6<sup>th</sup> January 2015 at 10.00am in the Civic Hall, Leeds.

**84 Leeds Festival 2014 - Members Debrief**

The Head of Licensing and Registration submitted a report advising Members of the matters arising from the 2014 Leeds Festival held in the grounds of Bramham Park between 22<sup>nd</sup> and 24<sup>th</sup> August 2014.

The report included a post event report produced by the Environment Department which covered the involvement of both the Health and Safety Team and Noise Team throughout the event (Appendix A refers). Also included was a summary of the outcome of the multi-agency de-briefing meeting held on 10<sup>th</sup> October 2014 at Appendix B (Exempt).

The Principal Licensing Officer, Entertainment Licensing Section, presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Street cleansing issues which were satisfactory dealt with
- Good working relationship with the Health and Safety Team
- Good collaboration with Festival Republic (Event organisers)

Members expressed their continued support of the Festival and the work undertaken by the organiser together with support agencies to ensure the smooth running of the event

**RESOLVED** – To note the contents of the report in respect of the debrief following the Leeds Festival 2014 held at Bramham Park.

## **Licensing Sub-Committee**

**Monday, 27th October, 2014**

**PRESENT:** Councillor J Dunn in the Chair

Councillors N Buckley and G Hussain

### **53 Election of the Chair**

Councillor Dunn was elected Chair of the meeting

### **54 Late Items**

Although there were no formal late items, the Sub-Committee was in receipt of the following supplementary information, which had been circulated and accepted by all parties:

Café@Lamberts Yard application – copy of the health and safety measures agreement and detailed information in respect of the application, submitted by the applicant's legal representative, including the revised application

### **55 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests

### **56 Yates's Wine Lane 24-28 Boar Lane LS1**

The Panel was informed that this matter had been withdrawn from the agenda

### **57 Morrisons M Local - 12 - 14 Infirmary Street LS1**

The Sub-Committee having regard to the Licensing Act 2003, the Statement of Licensing Policy and the Statutory Guidance, considered an application for the grant of a premises licence to WM Morrisons Supermarkets PLC, for an M Local at 12-14 Infirmary Street LS1, which was located in the amber zone of the Cumulative Impact Policy (CIP). The application had attracted a representation from a local businessman. As the objector did not attend the hearing, the Panel dealt with his concerns on the basis of his written representation

Present at the hearing were:

Ms Johnson – applicant's legal representative

Ms Wood – representing the applicant

At the start of the hearing, Ms Johnson raised an issue in respect of conflicting information she had received on whether the CIP applied to off licences. The Licensing Officer confirmed that in this case, the CIP did apply

Ms Johnson –presented the application which was for the sale of alcohol from 06.00 – 00.00 Monday – Sunday, for consumption off the premises only at the new M Local store at 12-14 Infirmary Street LS1

Members were informed that alcohol sales would represent only 15% of sales and that in response to concerns raised by West Yorkshire Police (WYP), no single cans of beer, lager or cider would be sold; and other than specialist branded, premium priced products, no beer, lager or cider with an alcohol content of 6.5% or above would be sold. WYP had subsequently withdrawn their objection to the application in view of the conditions being offered by the applicant

Ms Johnson stated that Morrisons was an experienced and responsible retailer which had hundreds of the M Local stores around the country which operated with the hours being sought for the new Leeds store. Since representing the company over the last four years, Ms Johnson advised that Morrisons had not received a prosecution or review of their premises licences which was felt to be a testament to the policies and procedures the company operated in respect of its obligations under the licensing objectives

The representation which remained outstanding was from a local trader, with Ms Johnson stating that need and the impact on other premises were not relevant considerations under the Licensing Act. In terms of the issues raised in the written representation, Ms Johnson considered these to be speculation and that no evidence had been provided to bear out the concerns which had been raised

In response to questions from the Sub-Committee, Ms Wood confirmed the number of staff which would be on duty, particularly late at night and advised that all of the staff would be trained including on under-age sales. Members were also informed that Morrisons employed an independent company to carry out spot tests on Challenge 25 as well as using mystery shoppers, so premises were highly regulated

Regarding the problem of litter around the premises, Ms Johnson stated the applicant had a litter policy which required regular checks by staff in the immediate area of the store

The Sub-Committee carefully considered the written and verbal representations from the applicant and the written representation from a local businessman

The Sub-Committee welcomed the measures taken by the applicant in response to concerns which had initially been raised by WYP and subsequently withdrawn due to conditions on the licence being offered

**RESOLVED** - To grant the application as applied for with the additional conditions as agreed with WYP

#### **58 Cafe@Lamberts Yard - Second floor 162-163 Briggate LS1**

The Sub-Committee, having regard to the Licensing Act 2003, the Statement of Licensing Policy and the Statutory Guidance, considered an application for a premises licence for a café, gallery and event space on the second floor at Lamberts Yard, 162-163 Briggate LS1, which was located in the red zone of the CIP. The applicant was Lamberts Yard Limited and the application had attracted representations from WYP, LCC Entertainment Licensing and LCC Environmental Protection Team (EPT). It was noted that a representation from LCC Health and

Safety Service had been withdrawn following agreement with applicant for proposed controlled measures at the premises

Present at the hearing were:

Mr Rees-Gay – applicant's legal representative

Mr Geary – applicant

Mr Firth – proposed Designated Premises Supervisor

PC Arkle – WYP

Sgt Shaw – WYP

Mr Patterson – WYP Licensing Section

Mr Higgins – LCC EPT

Mr Mann – LCC EPT

Ms Holden – LCC Entertainment Licensing

In view of the revisions made to the application, Mr Rees-Gay sought an extension of the time allowed to put the case to Members. The Sub-Committee on this occasion agreed to additional time being allowed for all parties

The application as set out in the submitted report was outlined by the Licensing Officer

Mr Rees-Gay then presented the case on behalf of the applicant

Members were informed that the premises would be used as a concept store for independent designers, particularly fashion designers, with links being established with the Universities

The long term aim was to change this part of the City Centre, bring back retail footfall and link into the regeneration of Kirkgate. However, to do this, the café/event space was required as this would provide facilities for fashion shows, exhibitions and private functions, with a high end client base including KPMG, RBS and CBRE. Such events would be pre-booked, by invitation/guest list only and promoted by the operator, with WYP being notified in advance of each event which would take place. The capacity for the gallery/event space was 120. Assurances were given that the general public would not be able to attend such events, although they would be able to use the café from 09.00 – 18.00

Details of the food menu were provided to evidence the high end nature of the venture. Members were informed of the experience of Mr Firth, the proposed DPS who was also the DPS of Rare, the restaurant located in Lamberts Yard

Amendments to the hours, conditions and additional conditions were outlined in the additional information submitted by Mr Rees Gay. In summary these were:

- terminal hour for all licensable activities and closing to be midnight everyday
- that no Temporary Event Notices (TENS) would be applied for
- provision of door staff on Friday-Sunday from 22.30 to close of business when an event was taking place
- provision of an agreed dispersal policy with WYP
- notices to be displayed at exits requesting patrons to leave the premises quietly and this to be monitored and patrons reminded where necessary
- installation of a noise limiter

Mr Rees-Gay stated that to allay concerns raised, the applicant would accept a condition stating there would be no externally promoted events with all events

being organised by the operator. Reference was also made to the issue raised by WYP regarding the directors of Lamberts Yard Ltd who were also directors of Ravenpine Ltd and the former premises licence holder of a former venue known as Phono in Briggate. Mr Rees-Gay stated that in respect of Phono, external promoters had been used and that Mr Geary and his fellow directors had been let down badly and that Ravenpine was not responsible for the serious incident associated with that venue

In addressing the issue of the premises being located in the CIP, the Sub-Committee was informed that the application was exceptional; it was not alcohol-led; it had limited trading hours and restricted opening and catered for high-end clientele. Mr Rees-Gay also referred to a recent determination in the Leeds Magistrates Court in respect of an application for a licence by Brewdog Bars Ltd, with comments of District Judge Anderson, who considered this case, being highlighted to Members in respect of the approach to licence applications in the CIP area

Members questioned Mr Rees-Gay on the application and sought additional information in respect of the licensable activities being applied for; the differences between Café@Lamberts Yard and Rare, which operated on a different floor of the same building and the practical arrangements for events hosted at Café@Lamberts Yard

Mr Firth and Mr Geary provided further information relating to the premise behind the project; the regeneration of Kirkgate and the support provided to by stakeholders to the fashion-led initiative

Concerns were raised by Members on the dispersal of patrons late at night into an area which was busy and problematic. Members were informed that a taxi rank was located opposite the premises and that at the end of an event, some patrons would choose to go to Rare, so it was unlikely that 120 people would be on the street at what was acknowledged as being a difficult time

The Licensing Sub-Committee heard from Mr Higgins of LCC EPT who stated that the premises fell within the CIP and in an area which was saturated with premises licences and that there was the potential for noise and disturbance. Details of the residential dwellings in close proximity to the site were provided as were a breakdown on complaints received by EPT in the area of the premises. Mr Higgins advised that the applicant had failed to provide sufficient measures to show that the premises would not add to the impact of the CIP and expressed concerns at the impact of up to 120 people exiting the venue together and the noise which could be generated as a result

Representations were then made by WYP. PC Arkle stated that the premises fell within the CIP and under the new policy was in the red zone, due to the volume of crime and disorder in this part of the City Centre

PC Arkle accepted that the application being considered by the Sub-Committee had changed substantially from the one which had initially been submitted and that whilst the proposed opening hours had been scaled back, there were concerns about the legality of offering a condition for not TENS. The provision of door staff was noted but WYP had concerns that these staff would come from Rare. Mr Geary stated that would not be the case

The concerns raised by WYP about dispersal remained and that at the time the patrons from the premises would be leaving, they would be mingling with patrons



of other premises and drinking establishments in the area, with concerns about crime and disorder

The stated need for the second floor gallery/event space to support the retail space on the first floor was a concern with the possibility of the premises becoming something different and be opened up to a less discerning clientele if the proposals did not work out as planned

In respect of the café element from 09.00 – 18.00, WYP were of the view this was not too controversial in the CIP red zone but events after this time were different. The fact that the applicant had considered that opening to 02.00 was a good idea indicated to WYP a lack of appreciation of the situation in respect of the night time economy and crime and disorder problems in that area of Leeds

WYP were not persuaded that the applicant had demonstrated that the grant of licence to the premises would not add to the CIP in respect of crime and disorder and whilst assurances had been given that events would be ticketed and a condition to this being offered, experience had shown there were ways around this, whilst still seeming to comply with the condition

In response to questions from Members, PC Arkle stated that concerns about the application remained despite the number of changes offered and suggested that an earlier closing time could diminish some of these concerns. Sgt Shaw pointed out that due to the nature of the venue, those attending would be additional to the numbers who came into Leeds on an evening

The Licensing Sub-Committee heard from Ms Holden, Licensing Officer who stated that whilst this type of venture would be welcomed in the amber zone of the CIP, the fact that it was in the red zone which was highly saturated, meant that regardless of the style of the operation, a further licensed premises would have an impact. The plans indicated there was a fixed bar so alcohol would be a key part of evening events and that whilst Mr Rees-Gay considered it was a small venture at 120, LCC Licensing Section did not accept that. The absence of seating or covers suggested this would not be a food-led venue; there were concerns about events such as 40<sup>th</sup> birthday parties etc and the difficulty of bringing a review of the premises licence on a TENS

The Licensing Sub-Committee considered how to proceed and sought views on reducing the opening hours to 23.30, if Members were minded to grant the application

The applicant agreed to this, however WYP felt such a restriction would not change the view of WYP as people would still be leaving the venue at midnight

The Licensing Sub-Committee carefully considered the written and verbal representations on behalf of the applicant; West Yorkshire Policy, LCC Environmental Protection Team and LCC Entertainment Licensing. The Sub-Committee considered this was a finely balanced decision. The proposal was for a multi-functional gallery and event space on the second floor of Lamberts Yard, to complement the retail offer on the first floor. The proposals were for a café to operate from 09.00 – 18.00 and after 18.00, for the premises to be used for private events or privately hired, with events being ticketed or by guest list only and similar events promoted by the operator or applicant

The premises were located in the CIP red zone and in accordance with the Council's policy, the Council will only grant applications in the red zone in exceptional cases

Having considered all the information the Licensing Sub-Committee agreed to grant the licence subject to:

- all licensable activities to cease by 23.30 and the premises closed by 00.00
- the licence to be conditioned for no TENS to be made
- the licence to be conditioned to state admission to events after 18.00 to be by ticket only and no admittance of the general public
- the licence to be conditioned for promotions and events to be run by the operator or applicant and no external promoters employed
- additional conditions, as offered by the applicant, these being, dispersal policy, in agreement with WYP, notices at exits and a noise limiter to be fitted

**RESOLVED** - That the application be granted as set out above

## **Licensing Sub-Committee**

**Monday, 3rd November, 2014**

**PRESENT:** Councillor C Townsley in the Chair

Councillors N Buckley and B Flynn

### **59 Election of the Chair**

**RESOLVED** – That Councillor Townsley be elected Chair for the duration of the meeting.

### **60 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

### **61 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

### **62 Late Items**

There were no late items.

### **63 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

### **64 Application for the grant of a premises licence for Garforth Working Mens Club 55 Barleyhill Road, Garforth, Leeds, LS25 1AU**

An application for the grant of a Premises Licence was made by Garforth Working Mens Club 55 Barleyhill Road, Garforth, Leeds, LS25 1AU.

The Licensing Sub Committee were informed that the premises currently benefits from a Club Premises Certificate which was granted in 2005 under the Licensing Act 2003. The applicant requested the application of a Premises Licence to enable members of the public to attend functions without the need to apply for a Temporary Event Notice.

There were no representations from responsible authorities an agreement had been reached between the applicant and West Yorkshire Police.

The application received a representation from a member of the public who had concerns regarding noise issues.

Clarification was given to the Committee Members that this application was for the grant of a Premises Licence from a Club Premises Certificate with no changes to the current operational hours.

Mr Keith Varley the Secretary of the Garforth Working Mens Club was in attendance at the hearing.

Mr Varley informed the Members that the Garforth Working Mens Club was a small community club sited close to a housing estate.

Mr Varley explained that the club were trying to diversify encouraging families in to the club, family events such as birthday parties, and charity events to enable the club to remain open.

Members were informed that the Garforth Working Mens Club were through to the finals of 'Club of the Year' which are due to take place at the end of November in Manchester.

Facilities at the club are also used by a number of groups including Weight Watchers and the karate club. The club had also been approached by Garforth Villa, a local football team from the area who wish to use the club as their base.

Members were informed that the club would still run as a club with a secretary, an elected committee of 12 members, with club members and guests signing in.

The Licensing Officer informed the Committee that technically a Premises Licence would change the club into a public house however the Garforth Working Mens Club wanted the club to essentially remain a club but encourage family and friends of members to attend for special occasions.

The Licensing Sub Committee had noted that the representation from a member of the public had made reference to the issue of parking on Barleyhill Road. In response Mr Varley informed Members that the club had a large car park at the rear of the club which was used by club members. Mr Varley was of the view that parking on the road was due to the use of the school and scout hut further along the road.

**RESOLVED** – That the Licensing Sub Committee carefully considered the application and resolved to grant the application as requested. The Garforth Working Mens Club to surrender the Club Premises Certificate and in place hold a Premises Licence with conditions determined by West Yorkshire Police incorporated within that Premises Licence.

## **Licensing Sub-Committee**

**Tuesday, 2nd December, 2014**

**PRESENT:** Councillor in the Chair

Councillors M Harland, A Khan and  
C Townsley

### **70 Election of the Chair**

**RESOLVED** – Councillor M Harland was elected Chair for the duration of the hearing.

### **71 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **72 Exempt Information - Possible Exclusion of the Press and Public**

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the submitted reports should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

**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 as contained in Appendix B of the submitted reports referred to in Minute No's 6 and 7 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.

### **73 Late Items**

No formal late items of business were added to the agenda for the meeting, however a supplementary document relating to agenda item 6 – application in respect of “Liberté” - had been supplied by the applicant and had been despatched to members prior to the hearing (Minute No.6 refers).

### **74 Declarations of Disclosable Pecuniary Interests**

No declarations of disclosable pecuniary interest were made.

### **75 Application for the Renewal of a Sex Establishment Licence for Liberte, 10 York Place, Leeds, LS1 2DS**

The Licensing Sub-Committee considered a report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982, as amended, for the grant of a sex establishment licence. The application was made by TRL

Promotions Limited, Suite 2 Chapel Allerton House, 114 Harrogate Road Leeds LS7 4NY, relating to the premises known as 'Liberté', 10 York Place LS1 2DS. The basement and first floor were to be covered under the provisions of the licence, with proposed hours of operation of 22:00 hours until 04:00 hours Sunday to Thursday and 22:00 hours until 05:00 hours Friday and Saturday.

The report on the application included the following documentation which Members considered during their deliberations:

- Dancers Welfare Policy
- Dancers Code of Conduct
- Customers Code of Conduct
- Pricing Policy
- Trade Union details
- Appearance/advertising material
- Site plan

Colour copies of the appearance/advertising material and a further location plan showing the premises in relation to other sensitive uses as set out in the Council's Licensing of Sex Establishments – Statement of Licensing Policy were also provided.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 and 3) and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005), however the Sub Committee resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application had attracted one objection and Members noted that the objector would be heard following the submission of the applicant.

Present at the hearing were:

**For Liberté**

Mr J Skeens – solicitor representing the applicant

Ms Mary Hennesy – trainee solicitor representing the applicant

Ms Manuela Bianca Haruta – Director of TRL Promotions Ltd and designated premises supervisor at Liberté

Mr Suhel Mohmed – General Manager

Mr Smith - Objector

At the outset it was clarified that two of the members of the Sub Committee had been on the working group of the Licensing Committee in relation to the revised Statement of Licensing Policy adopted by the Council which came into force on 01 09 2013.

The members confirmed that they all came to deal with this application with an open mind.

The Sub-Committee heard from Mr Skeens on behalf of the applicant who presented the application. The application and provided information which included:

- That the number of CCTV cameras at the premises totalled 20 currently but that would be increased to 22 following an upgrade to the system;
- That in line with the Sub Committee's requests additional cameras would be fitted at the entrance to the toilets and at the head of the internal corridor approaching the toilets;
- Noting the objection received which was a general objection with moral concerns and highlighted that a decision to renew the licence could not be made on moral grounds;
- Addressing the issue of a 17 year old female working as a flyer distributor as detailed at appendix H of the submitted report. It was highlighted that "id" had been provided but that better procedures are now in place including requesting "id" that is tied to an address;
- Addressing the issue of out of date consent badges worn by distributors of flyers as highlighted in appendix H (1)(c) of the submitted report it was confirmed that this was an oversight and that in the future Liberté management would ensure all out of date badges are destroyed;
- Highlighting the robust policy in place and the training received by staff distributing flyers;
- That the club was happy to only distribute flyers in streets that the sub Committee considered appropriate and that they would be happy to distribute flyers from 10:30pm onwards in the Sub-Committee so required
- The importance of the employment generated by having staff to distribute flyers and that a total of ten staff working in teams of 2 would be monitored by a supervisor
- Two members of staff who distributed flyers addressed the Sub Committee informing Members of the value they placed on the work they did.

In response to questions from the Sub-Committee, Mr Skeens provided information about how flyers were distributed by staff employed by the club

The Sub-Committee heard from the objector, Mr Smith. Mr Smith said that he had witnessed flyers being distributed before 9pm and that flyers were often found lying on the street in the morning. Mr Smith also referred to the possible feelings of intimidation when walking past a SEV late in the evening. It was also submitted that a children's charitable organisation had its offices close to Liberté's premises.

It was confirmed to Members that there had only been one objection received.

The Sub-Committee had regard to the Policy, adopted by Leeds City Council. The Sub-Committee retained the mandatory and discretionary grounds open to it to refuse any application for a licence, or impose appropriate conditions. The LCC Statement of Licensing Policy contained standard conditions which the Sub-Committee could choose to impose, or add to or vary at the time a licence was granted, should it choose to grant a licence.

In reaching the decision the Sub Committee considered and took into account all representations made, and all documentation submitted, including:

- 1 The reports from the Head of Licensing and Registration
- 2 The Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009, and relevant guidance.
- 3 The Sex Establishment Statement of Licensing Policy
- 4 All information submitted by the Applicant, including any supplemental information.
- 5 The objection received and any letters in support.
- 6 Local knowledge including local issues and cultural sensitivities (as referred to in paragraph 8.25 of the Policy).

### **RESOLVED –**

- a) To note the contents of both the written and verbal submissions
- b) To grant the application for renewal for 12 months from 1 October 2014 to remain in place until midnight on 30 September 2015 subject to the following conditions:
  - A maximum of 10 badges to be issued for staff distributing flyers;
  - That a uniform to be worn to only feature the name of the premises and “promo team”;
  - That all promotion material refer to “Gentleman’s club” as opposed to “Lap dancing club”; and
  - That CCTV be located in the at the entrance to the toilets and at the head of the internal corridor.

### **76 Application for the Renewal of a Sex Establishment Licence for Purple Door, 5 York Place, Leeds, LS1 2DR**

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the renewal of a Sex Establishment Licence. The application was made by Ruby May (2) Limited, Unit 40 Low Friar House, Lower Friar Street, Newcastle Upon Tyne, NE1 5UF relating to the premises known as ‘Purple Door’, 5 York Place, Leeds. The basement and first floors are to be covered under the provisions of the licence with proposed hours of operation of 22:00 until 04:00 hours Sunday to Thursday and 22:00 until 05:00 hours Friday and Saturday.

The report on the application included the following documentation which Members considered during their deliberations:

Dancers Welfare Policy  
Dancers Code of Conduct  
Customers Code of Conduct  
Pricing policy  
Trade Union Details



Colour copies of the appearance/advertising material and a further location plan showing the premises in relation to other sensitive uses as set out in the Council's Licensing of Sex Establishments – Statement of Licensing Policy were also provided.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1,2 and 3) and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005), however the Sub Committee resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application had attracted one objection and Members noted that the objector would be heard following the submission of the applicant.

Present at the hearing were

Mr Arnott, – solicitor representing the applicant  
Mr Quadrini – Director of Ruby May 2  
Mr Benosenko – Manager

Mr Smith – Objector

At the outset it was clarified that two of the members of the Sub Committee had been on the working group of the Licensing Committee in relation to the revised Statement of Licensing Policy adopted by the Council which came into force on 01 09 2013.

The members confirmed that they all came to deal with this application with an open mind.

The Sub-Committee heard from Mr Arnott on behalf of the applicant who presented the application and provided information which included:

- Information about the club being a well-run long established venue which had at all times co-operated with West Yorkshire Police and Leeds City Council;
- That the venue did not operate as a bar and was therefore not open till after 10:00pm. The Sub-Committee were also informed about the number of customers that frequent the venue in an average week, the type of customers and also the charging structure upon entry to the venue.
- The security at the club was described to the Sub-Committee and also the vetting process that takes place before entry. All customers being informed of the clubs policies and procedures.
- The CCTV arrangements at the club were described to the Sub-Committee including where they are placed and how they are monitored.
- The arrangements for dancers arriving and leaving the club were described. Also the Sub-Committee were informed of the facilities for dancers to rest and working terms and conditions that dancers are required to comply with;

- That no objections had been received from West Yorkshire Police and that they have had no issues or concerns about the venue;
- That in relation to the distribution of flyers the club would support any conditions required by Leeds City Council and that training to all staff promoting the club with flyers is provided;

In addressing the objection received Mr Arnott highlighted that a decision on whether to renew the licence or not cannot be taken on moral grounds and that there was demand and support for the club continuing to trade. Mr Arnott stressed that the club is well run and managed.

In response to Members questions the following information was provided:

That a smoking area for dancers was provided by the venue and that there was no interaction between dancers and customers. That the area where the club is located is primarily an office quarter where all other commercial activity is finished by 5pm and which is not on a main thoroughfare. Further that when starting to work at the venue dancers are put on a three-month probation to assess if they were suitable for the role.

In relation to the Policy, the issue of locality and proximity to areas and premises with sensitive uses Mr Arnott referred to the amplified reasons given in 2013 in relation to Deep Blue and noted that then Purple Door had been regarded as being in the least sensitive area. He noted that nothing had changed over the last 12 months and so that observation remained valid.

The Sub Committee then heard from the objector Mr Smith who provided the following information:

- The concern that Park Square is in close proximity to the venue and that the surrounding area contains many buildings of interest to the public;
- That there were a large number of flats located close by to the venue and the possibility that more could be built in the future;
- It was also submitted that a children's charitable organisation had its offices close to the premises; and
- That flyers promoting the venue were often found on streets in the vicinity of the premises in the morning.

The Sub Committee had regard to the Policy, adopted by Leeds City Council.

The Sub Committee retained the mandatory and discretionary grounds open to it to refuse any application for a licence, or to impose appropriate conditions. The LCC Statement of Licensing Policy contained standard conditions which the Sub Committee could choose to impose, or add to or vary at the time a licence was granted, should it choose to grant a licence.

In reaching the decision the Sub Committee considered and took into account all representations made, and all documentation submitted, including:

- 1 The reports from the Head of Licensing and Registration.
- 2 The Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009, and relevant guidance.
- 3 The Sex Establishment Statement of Licensing Policy.
- 4 All information submitted by the Applicant, including any supplemental information.
- 5 The objection received.
- 6 Local knowledge including local issues and cultural sensitivities (as referred to in paragraph 8.25 of the Policy).

#### **RESOLVED –**

a) To note the contents of both the written and verbal submissions  
b) To grant the application for renewal for 12 months from 1 October 2014 to remain in place until midnight on 30 September 2015 subject to the following conditions:

- A maximum of 10 badges to be issued for staff distributing flyers
- That a uniform to be worn to only feature the name of the premises and “promo team”.
- That all promotion material refer to “Gentleman’s club” as opposed to “Lap dancing club”.
- That the existing canopy attached to the premises carries no promotional images or material on it.

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## **EMPLOYMENT COMMITTEE**

**MONDAY, 10TH NOVEMBER, 2014**

**PRESENT:** Councillor A Ogilvie in the Chair

Councillors S Golton, G Latty, A Lowe,  
L Mulherin and K Wakefield

### **22 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against the refusal of inspection of documents.

### **23 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.

### **24 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of Disclosable Pecuniary Interests made.

### **25 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **26 APPOINTMENT TO THE TEMPORARY POSITION OF DIRECTOR OF ADULT SOCIAL SERVICES (ACTING)**

The Chief Executive and The Chief Officer HR were in attendance in an advisory capacity.

Members undertook the formal interview process for the temporary position of Director of Adult Social Services (Acting).

**RESOLVED** – Having regard to all matters relevant to the appointment to the temporary position of Director of Adult Social Services (Acting) the Committee resolved to offer to appoint Dennis Holmes as the Director of Adult Social Services (Acting).

(After consideration of this item Councillor K Wakefield left the meeting)

**27 APPOINTMENT TO THE POSITION OF DIRECTOR OF ADULT SOCIAL SERVICES**

The Chief Executive and Chief Officer HR were in attendance in an advisory capacity.

The Committee undertook the formal recruitment process (longlisting) for the permanent position of Director of Adult Social Services.

**RESOLVED** – That 9 of the recommended applicants be shortlisted for further assessment for the position of Director of Adult Social Services.

## EMPLOYMENT COMMITTEE

THURSDAY, 27TH NOVEMBER, 2014

**PRESENT:** Councillor A Ogilvie in the Chair  
Councillors S Lay, A Lowe, C Macniven  
and L Mulherin  
Apologies Councillor G Latty

### 28 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents.

### 29 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.

### 30 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of Disclosable Pecuniary Interests made.

### 31 TO APPOINT TO THE POSITION OF CHIEF OFFICER (ACCESS AND CARE DELIVERY)

The Interim Director of Adult Social Services and Deputy Chief Officer HR were in attendance in an advisory capacity.

The Committee undertook the formal recruitment process (longlisting) for the permanent position of Chief Officer (Access and Care Delivery).

#### **RESOLVED –**

- (a) That all seven of the recommended applicants be shortlisted for further assessment for the position of Chief Officer (Access and Care Delivery); and
- (b) That should any further suitable candidates be identified by the Recruitment Consultant then these should be assessed and subsequently considered along with those candidates already identified.





## EMPLOYMENT COMMITTEE

THURSDAY, 27TH NOVEMBER, 2014

**PRESENT:** Councillor A Ogilvie in the Chair  
Councillors S Golton, G Latty, A Lowe and  
L Mulherin  
Apologies Councillor K Wakefield

### 32 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents.

### 33 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.

### 34 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of Disclosable Pecuniary Interests made.

### 35 APPOINTMENT TO THE POSITION OF DIRECTOR OF ADULT SOCIAL SERVICES

The Chief Officer HR was in attendance in an advisory capacity.

The Committee undertook the formal recruitment process (shortlisting) for the permanent position of Director of Adult Social Services.

**RESOLVED** – That five of the recommended applicants be invited to an assessment centre followed by the Employment Committee on the 16th December 2014.

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## EMPLOYMENT COMMITTEE

TUESDAY, 16TH DECEMBER, 2014

**PRESENT:** Councillor K Wakefield in the Chair

Councillors S Golton, G Latty, A Lowe,  
L Mulherin and A Ogilvie

### 36 **APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against the refusal of inspection of documents.

### 37 **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.

### 38 **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of Disclosable Pecuniary Interests made.

### 39 **APOLOGIES FOR ABSENCE**

There were no apologies for absence received from Councillors.

### 40 **APPOINTMENT TO THE POSITION OF DIRECTOR OF ADULT SOCIAL SERVICES**

The Chief Executive and the Chief Officer HR were in attendance in an advisory capacity.

The Committee interviewed four applicants for the position of Director of Adult Social Services.

**RESOLVED** – There was a vote in favour that Cath Roff be offered the post of Director of Adult Social Services.

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## **EMPLOYMENT COMMITTEE**

**FRIDAY, 19TH DECEMBER, 2014**

**PRESENT:** Councillor A Ogilvie in the Chair

Councillors P Gruen, G Latty and  
L Mulherin

Apologies Councillors S Lay and P Truswell

### **41 MEETING CALLED AT SHORT NOTICE**

Meeting called at short notice to consider matters in relation to the appointment to the position of Chief Officer (Access and Care Delivery). The reason for the short notice was to ensure recruitment timelines could be met before the effect of the Christmas break.

### **42 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.

### **43 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.

### **44 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

No declarations were made.

### **45 TO APPOINT TO THE POSITION OF CHIEF OFFICER (ACCESS AND CARE DELIVERY)**

The Deputy Chief Officer HR and the Interim Director of Adult Social Services were in attendance in an advisory capacity.

The Committee undertook the formal recruitment process (shortlisting) for the permanent position of Chief Officer (Access and Care Delivery)

**RESOLVED** – That 3 applicants be shortlisted for interview.

## MEMBER MANAGEMENT COMMITTEE

TUESDAY, 11TH NOVEMBER, 2014

**PRESENT:** Councillor B Selby in the Chair

Councillors A Blackburn, C Campbell,  
N Dawson, M Dobson, P Gruen, A Khan,  
A Lamb, G Latty, T Leadley and  
A McKenna

Apologies Councillor E Nash

### 9 Election of Chair

In the absence of Councillor Nash, it was proposed by Councillor M Dobson and seconded by Councillor A McKenna that Councillor B Selby be elected as Chair for the meeting.

**RESOLVED** – The Committee resolved to elect Councillor B Selby as Chair for the meeting.

### 10 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

### 11 Exempt Information - Possible Exclusion of the Press and Public

There no resolutions to exclude the public.

### 12 Late Items

There were no late items submitted for consideration.

### 13 Declaration of Disclosable Pecuniary Interests

No declarations were made.

### 14 Apologies for Absence

Apologies for absence were received from Councillor Nash.

### 15 Minutes - 1st July 2014

**RESOLVED** – That the minutes of the meeting held on 1<sup>st</sup> July 2014 be approved as a correct record.

## **16 Appointment of local authority governors to academies**

The Senior Governor Support Officer presented a report of the Governor Support Service. The report requested that the Committee appoint a local authority governor to Co-operative Academy (Harehills).

Members sought clarity as to what the term of office would be, it was confirmed that the term of office would be for one year.

**RESOLVED** – The Committee resolved to appoint a local authority governor to the Co-operative Academy (Harehills).

## **17 Local Authority Appointments to Outside Bodies**

The Principal Governance Officer presented a report of the City Solicitor. The report provided an update on the current position regarding Member appointments to outside bodies and sought to confirm Member nominations to remaining vacancies.

Members also noted that the Normandy Veterans association was to cease and therefore a representative would no longer be required.

Members considered a number of issues in respect of appointment to Outside Bodies and:

### **RESOLVED:**

- (a) To note that the Garforth Academy had informed the Council that they no longer required a local authority representative;
- (b) Further to Minute No. 16 that Councillor Selby be confirmed as the Council's nomination to the Co-operative Academy of Leeds (formerly Primrose Academy);
- (c) That the Director of Children's Services provide a report to the next meeting of this Committee setting out the current position in respect of Local Authority appointments to Academies;
- (d) To note that following a review of the LGA Governance Structures, the LGA Urban Commission has been abolished and a Council representation is no longer required;
- (e) That Councillor Flynn fill the Conservative vacancy on the Leeds Local Access Forum;
- (f) That Councillor Cohen replace Councillor J Procter on the Kirkgate Market Management Board;
- (g) That Councillor Harrington replace Councillor Maqsood on the East Leeds Regeneration Board;
- (h) That Councillor Dowson be nominated to the Morley Academy;
- (i) That the change to appointments since the last meeting of the Committees detailed at paragraph 3.4 of the submitted report be noted; and
- (j) That a further report on appointments to outside bodies be considered at the next meeting of the Committee.



**18 Date and Time of Next Meeting**

3:30pm, 24<sup>th</sup> February 2014.

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## SCHOOL ORGANISATION ADVISORY BOARD

THURSDAY, 13TH NOVEMBER, 2014

**PRESENT** Mrs A Cox – Diocese of Leeds, Roman Catholic Church  
Mrs J Ward – Governors Group  
Mr C Snell – Governors group

**IN ATTENDANCE** Mrs E Lowes – Childrens Services  
Mr S Archer – Headteacher, Gledhow Primary School  
Miss E Broadbent – Childrens Services (observing)  
Mrs H Gray - Clerk

### 13 Election of a Chair

**RESOLVED** – That Angela Cox, Roman Catholic Church Diocese, be elected as Chair of the meeting

### 14 Declarations of Disclosable Pecuniary Interests

No declarations of disclosable pecuniary interest were made

### 15 Outcome of Consultation on proposals to expand Primary School Provision in Roundhay - Gledhow Primary School

The School Organisation Advisory Board considered a report by the Capacity Planning and Sufficiency Team regarding the outcome of a statutory notice on proposals to expand primary provision in Roundhay for 2016. The report sought the Board's consideration of one representation received in respect of proposals to expand Gledhow Primary School from a capacity of 420 pupils to 630 pupils, with an increase of the admission number from 60 to 90 with effect from September 2016, and to make a recommendation to the Executive Board in reaching a decision in relation to the proposals.

The Board considered the proposals having regard to the following documents:

- Report of the Director of Children's Services to Executive Board 17 September 2014 (Part B of the report - Outcome of consultation on proposals to expand primary school provision in Roundhay)
- A representation received from a member of the public
- The consultation booklet entitled "A Consultation about proposals to increase primary school places from September 2016"
- Report of Capacity Planning and Sufficiency 13 November 2014 "Outcome of Statutory Notice on proposals to expand Primary Provision in Roundhay for 2016"
- The Notice publicising the consultation published 26 September 2014 "Proposal to Expand Gledhow Primary School from September 2016"

Mrs E Lowes, Deputy Capacity Planning and Sufficiency Manager, Children's Services addressed the proposals. In particular the following matters were highlighted:

- The proposals would provide additional primary provision in the Roundhay area.

- Statutory guidance had been followed.
- Only one representation had been received to the proposals.
- Representatives of Gledhow School were key to the design process and were keen to retain the existing ethos of the school and to continue to meet the needs of the pupils

Mr Steve Archer, Head of Gledhow Primary School, attended the meeting and responded to the Board's queries in respect of

- Current use of an area of greenspace to the rear of the school which would be affected by the proposals to protect and bring it within the curtilage and control of the school
- Measures to advise occasional users of the greenspace and dog walkers of the forthcoming changes
- Community use of the school building and grounds
- The role of the school in the development of the proposals
- How the atmosphere and ethos of the school would be maintained

The Chair asked the representatives of Children's Services and the School to leave the room in order to discuss the proposals. The Board considered the comments raised during the statutory notice period, the contents of the report and the contents of the representation submitted by a member of the public during the consultation

The Board noted that the member of the public who had sent the email which had required the Board to convene had sent a further email prior to the meeting. It was not clear to the Board whether the member of the public had intended to object to the proposals. It appeared to the Board that the member of the public did not in fact wish to object. The Board proceeded in any event as if objections had been raised and the comments made by the member of the public were given due consideration.

The groups entitled to vote and in attendance i.e. Roman Catholic Church Diocese Group and the Governors Group, voted as follows:-

- The Governor's Group voted in favour of the proposals in order to address the need for additional capacity in the area
- The Roman Catholic Church Diocese Group voted in favour of the proposals in order to address the need for additional capacity in the area.

The Board welcomed the approach taken to the consultation process, and noted that no objections had been received from local residents. The Board was satisfied that the School would be able to manage the significant changes.

The Board heard from the Head Teacher of the school and were confident that the atmosphere and the ethos of the school could be maintained.

The Board were satisfied that concerns relating to traffic and health & safety issues relating to any building work would be addressed by the appropriate council departments which have extensive experience of such issues.

The Board noted that dog fouling was unlawful and any increase in incidents of dog fouling would be subject to the usual enforcement regime by the council.

The Board noted that the current land adjacent to the school would provide additional green space for the school's use and while some hard play area would be lost this would be provided elsewhere on the site. The Board were satisfied that there was adequate space both to accommodate new buildings and provide sufficient play area.

The Board noted that Children's Services had acknowledged that the larger cohorts of pupils as a result of the expansion will need to be managed through expansion of secondary provision and that plans will be brought forward to address this.

Additionally, the Board made a general comment in respect of the wording of the statutory notice for further consideration by Children's Services. Finally, the Board suggested that appropriate signage and enforcement controls in respect of the area of greenspace to the rear of the school should be investigated and implemented prior to development works, if appropriate

**RESOLVED** – It was the view of the School Organisation Advisory Board that the Executive Board be recommended to support the proposals to expand Gledhow Primary School from a capacity of 420 pupils to 630 pupils, with an increase of the admission number from 60 to 90 with effect from September 2016.

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## GENERAL PURPOSES COMMITTEE

TUESDAY, 25TH NOVEMBER, 2014

**PRESENT:** Councillor K Wakefield in the Chair

Councillors D Blackburn, J Blake, P Gruen,  
G Hyde, T Leadley, A Lowe and M Rafique

### 24 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

### 25 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

### 26 Late items

There were no late items submitted to the agenda for consideration.

### 27 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

### 28 Apologies for absence

Apologies for absence were submitted on behalf of Councillors S Golton, J Lewis, E Nash and S Varley.

Councillors G Hyde and T Leadley were in attendance as substitute Members for Councillors J Lewis and S Varley respectively.

### 29 Minutes - 23rd October 2014

**RESOLVED** – That the minutes of the meeting held on 23<sup>rd</sup> October 2014 be approved as a correct record subject to an amendment to the previously reported cost of undertaking a referendum.

Minute No. 23 – Community Governance Review for the Creation of a Town Council for Guiseley

Third bullet point to now read as follows:

- The twenty five thousand pounds cost of undertaking a referendum as part of the consultation process should a decision to progress with the review be made and a referendum be supported.

### 30 Polling District Review - Final Proposals Stage

The Head of Licensing and Registration presented his report which considered the final proposals for the polling district review. Members were

requested to agree the final proposals to be published on 28<sup>th</sup> November 2014.

**RESOLVED** – The Committee resolved to:

- (a) To confirm as final, those proposals set out in Appendix A where comments were received during the second consultation stage and have all party support.
- (b) To confirm as final those proposals set out in Appendix B to which no further comments were received during the second consultation stage.
- (c) That the proposal set out in Appendix C where comments were received during the second consultation period and do not have all party support, be looked at under the ad hoc polling station review procedure
- (d) That the final proposals agreed today for the polling district review be published as part of the Council's Final Notice of Joint Review on 28 November 2014



## HOUSING ADVISORY BOARD

TUESDAY, 11TH NOVEMBER, 2014

**PRESENT:** Councillor P Gruen in the Chair

Councillors B Anderson, J Bentley,  
A Gabriel, K Maqsood and P Truswell

### Tenant/Leaseholder

Ted Wilson  
Andy Liptrot  
Madeline Hunter

### Independent Representatives

Timothy Woods  
Matthew Walker  
Andrew Feldhaus

### Co-opted Members

David Glew  
Jo Hourigan

#### **16 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents

#### **17 Exempt Information - Possible Exclusion of the Press and Public**

There were no items identified where it was considered necessary to exclude the press or members of the public from the meeting.

#### **18 Late Items**

There were no late items of business

#### **19 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

#### **20 Apologies for Absence**

There were no apologies for absence

## 21 Minutes of the Previous Meeting

**RESOLVED** – That subject to the inclusion of two minor corrections, the minutes of the previous meeting held on 9<sup>th</sup> September 2014 be accepted as a true and correct record.

## 22 Matters Arising from the Minutes

The following Matters arising/ Actions from the Minutes were highlighted:

Housing and the Jobs and Skills Agenda – Minute No.6 – 4<sup>th</sup> December 2013 (Shadow Advisory Board refers)

The Chair reminded the Board that the Authority was facing some financial challenges and that measures had been introduced to pull back on spend. Managing staffing reductions in the general fund were having some impact on the speed of recruiting to Housing as we provide opportunities for displaced staff to take up vacant posts.

In providing an update Officers reported that “Mears” the main contractors had recently taken on a full complement of apprentices (50+) other opportunities within Housing Leeds would continue to be explored and the Housing Advisory Board would continue to receive updates – Status of action “Open in progress”

Towards a New Housing Strategy – (Minute No.29 – 8<sup>th</sup> April 2014 refers)

Officers indicated that a monitoring report would be submitted to the February 2015 meeting of the Housing Advisory Board - Status of action “Open in progress”

Tenant Engagement – (Minute No.47 – 3<sup>rd</sup> June 2014 refers)

It was noted that an item entitled “Tenant Engagement update including focus on Tenants and Residents Associations” appeared elsewhere on the agenda – Status of action “Closed”

Implementation of Review of Housing Management Services – Minute No. 50 – 3<sup>rd</sup> June 2014 refers)

It was reported that a final update report had been considered previously.  
- Status of action “Closed”

Housing Advisory Board Forward Plan 2014/15 – Minute No. 65 – 9<sup>th</sup> September 2014 refers)

It was suggested that an item dealing with long term investment strategy be added to the February meeting of the Board

Included on the Forward Plan 2014/15 - Status of action "Closed"

## **23 Developing Community Lettings Policies**

The Director of Environment and Housing submitted a report which provided an overview of the lettings outcomes achieved in 2013/14 under the current lettings framework, including feedback on the initial lettings of new homes delivered through the Council House Growth Programme.

The report also sought agreement for the proposed review and consultation methodology and to consider the potential to review the tenancy agreement and overarching lettings policy to deliver a coherent lettings and tenancy management framework which would reward tenants and applicants who had maintained an excellent tenancy record.

Liz Cook, Chief Officer, and Housing Management presented the report and responded to Members comments and queries

Detailed discussion ensued on the contents of the report which included:

- Fundamental review – new approach based on "Community Lettings"
- Holistic and Consistent approach
- Housing Management structure connects lettings and tenancy management policies to deliver positive outcomes
- Focus on communities not individual blocks
- Inclusive approach to prevent displacement and concentrations in other areas
- Recognise antisocial behaviour exists across all age bands
- Respond to changes in the wider housing market
- Leeds is a welcoming city

- Housing Leeds ambition is to create great places where people want to live, and where people take pride in their home and community
- Lettings policy & community lettings policies
- Pre-tenancy training
- Tenant transfer policy Tenancy agreement

In passing comment the Chair welcomed the review. He suggested the review would be challenging but would dispense of many myths around local lettings.

Matthew Walker welcomed the inclusion of rewarding tenants for good behaviour, but cautioned that there may be tensions if people were not treated fairly.

Andy Liptrot welcomed the proposal to introduce pre-tenancy training suggesting it would be useful if tenant groups were involved in interviewing/ training of perspective tenants and it would be an opportunity to meet and greet.

Mr Liptrot also referred to children in high rise blocks and the need to explore balcony safety/ design

Jo Hourigan welcomed the city wide review and emphasised the need for a local lettings policy which would address the needs of local people; family members and carers.

In offering comment David Glew suggested if the pre –tenancy training could include information to combat condensation, this may reduce the number of disrepair claims

The Director of Environment and Housing said it was important to understand our prospective tenants and their needs and requirements, it was also important to plan around children. The development of community lettings policies would deliver some big gains but it would also create a number of dilemmas.

In drawing the discussion to a conclusion the Chair thanked the Board for their feedback and contributions suggesting it would assist officers in developing alternative policies.

#### **RESOLVED –**

- (i) To note the contents of the report and the new approach to developing community lettings policies which build on the success of new lettings criteria used for new build homes delivered through the council's Housing Growth Programme
- (ii) To recommend the Executive Board that the Chief Officer, Housing Management reviews the current local lettings policies following the process outlined in section 3 of the submitted report

#### **24 Leeds Homes Refurbishment Standard**

The Board received a presentation on the Leeds Homes Refurbishment Standard and the need to agree a new standard for Council Housing following completion of the Decent Homes Standard.

Steve Hunt, Chief Officer, Property and Contracts said the new Leeds Homes Refurbishment Standard, to supersede the Decent Homes Standard, was now considered to be essential to inform future investment plans for the Council's housing stock. Where reasonable and practical the new Standard should address the short-comings in the Decent Homes Standard and pick up appropriate elements within the Code for Sustainable Housing. Whilst some retro-fit building components were now industry standard with proven benefits, such as replacement UPVC double glazing and cavity wall insulation, there were other emerging components the benefits of which were less well tested, such as upgrade to triple glazing. He informed the Board that in order to better understand whether newer components should be incorporated into the Standard, joint research was being undertaken with both Leeds University and Leeds Beckett University to test components in actual application to occupied and void properties. The results of this research would be used to inform future updates to the Standard.

It was proposed that the Leeds Homes Refurbishment Standard comprises the following elements, some of which will be retained from the Decent Homes Standard:-

- Housing Health and Safety Rating System

- Structural elements of Decent Homes Standard (Roof replacement)
- Secure by Design (Burglar proof doors)
- Thermal efficiency upgrade to average SAP
- Fire Safety upgrade to WYFRS concordat
- Double glazed windows
- Composite doors
- Central heating
- Insulation update
- Improved fire safety
- Focus on renewable energy (Solar panels)
- DDA Compliance and communal facility upgrade
- Upgrade to the environment
- Self- contained accommodation

### **Leeds Homes Refurbishment Standard**

- Ongoing research and development
- Component quality and standardisation
- Better places for people to live

In conclusion Mr Hunt said the Standard was not a 'finished product' as it would need to keep abreast of emerging building technology and component development and would be informed by the research being undertaken by the two Leeds Universities.

The Chair thanked Mr Hunt for his presentation suggesting this was still a work in progress and would be subject to further discussion through appropriate representative groups.

**RESOLVED** – That the presentation be noted

## **25 Housing Leeds Capital Financial Position Period 6 2014/15**

The Director of Environment and Housing submitted a report which provided a financial position on the Housing Leeds Capital programme at period 6 for the financial year 2014/15.

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:

- Housing Leeds & BITMO refurbishment programme
- Housing Leeds Newbuild Programme & other

Referring to section 3.6 of the submitted report Councillor Truswell sought clarification in that adaptations would receive a further £500k in period 7 which would be realigned from within the existing budget.

In responding the Chief Officer, Property and contract said that the budget for adaptations had been reduced for the 2014/15 period but following an increased in demand funding had been brought to the previous level.

Responding to a query about the completion time for adaptations. The Chief Officer, Property and Contracts said that completion could take between 11 – 17 weeks. In the first instance the tenants would receive an assessment to determine priority, the level of priority determined the completion time.

The Chair reported that a report on adaptations would be brought to the next meeting of the Board in February 2015.

In offering comment Ted Wilson said there were currently a number of large programmes ongoing, were they all sustainable?

In responding the Chief Officer, Property and Contracts said there were currently around 40 vacancies; if these posts were not filled there may be slippage in the programme.

Referring to the Refurbishment Programme David Glew referred to decision making on quality spend.

The Chief Officer, Property and Contracts said the refurbishment programme was an investment with focus on component quality and standardisation.

**RESOLVED** – To note the Housing Leeds Service refurbishment programme and Housing Leeds Council House Growth programme position at period 6 2014/15

## **26 Housing Leeds (HRA) Revenue Financial Position Period 6- 2014/15**

The Director of Environment and Housing submitted a report which provided an update on the revenue financial position for the Housing Leeds (HRA) service as at period 6 for the financial year 2014/15.

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:

- Projected income
- Projected expenditure
- Right to buy (RTB) sales
- Arrears
- Collection rates

Commenting on section 3.5 of the submitted report and the reference of additional resources to address disrepair claims against the Council. Andy Liptrot sought clarification as to whether contractors should contribute towards such claims.

The Chief Officer, Property and Contracts said the claim was against the Council as property landlord. Recently the Council had received an increase in the number of such claims which was often driven by claim companies (Claim farmers)

Councillor Anderson suggested that the registering and recording of maintenance issues at the annual tenants visits may be a defence against any such claims.

Officers confirmed that the registering and recording of maintenance issues would assist in defending such claims.



Ted Wilson asked if there were many disrepair claims from tenants in high rise blocks.

In responding the Chief Officer, Property and Contracts said there were few claims from high rise tenants, restricted access to the block was a suggested deterrent.

Andrew Feldhaus referring to capital of £1.2m to fund a vehicle replacement programme for Construction Services suggested this would be an outright capital loss.

The Chief Officer, Property and Contracts said the replacement programme was for vehicle 10 years and older.

**RESOLVED** – That the contents of the report be noted

## **27 Tenant Engagement Update including focus on Tenants and Residents Associations (TRAs)**

The Director of Environment and Housing submitted a report which provided an update on:

- The development of the engagement service, and progress against delivering the new Tenant Engagement Framework
- How the service proposes to support and strengthen, new and existing tenants and residents associations (TRAs) ensuring they remain the foundation of large scale involvement
- The broader service ambitions to be achieved and the challenges in delivering this

Mandy Sawyer, Head of Neighbourhood Services, Environments and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Update on the progress to date
- Focus on Tenants and Residents Associations
- Future support to help sustain and grow TRAs
- Wider engagement service areas for development

Madeline Hunter suggested that a review was required to determine the relationship between Leeds Tenants Federation and other community and

Draft minutes to be approved at the meeting  
to be held on Tuesday, 3rd February, 2015

voluntary organisations. The groups should remain independent but with partnership working.

The Chair suggested that all parties had a common interest but we need to accept that not all groups share the same view.

In offering comment Ted Wilson suggested that tenant inspections should be undertaken in areas outside their own locality.

The Chair thanked Members for their contributions and indicated that further updates would be provided in due course.

**RESOLVED** – That the contents of the report be noted

## **28 2014/15 Quarter 2 Performance Report**

The Director of Environment and Housing submitted a report which provided a Summary of the quarter two performance data for 2014 – 15 against the six Housing Leeds priorities

Anna Tansley, Service Manager Performance & Business Implications, Environments and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Support Dashboard (Priority 1 Homelessness)
- Priority 2 Dashboard – Void dwellings
- Priority 3 Dashboard – Maximise rent collection
- Priority 4 Dashboard – Welfare change
- Priority 5 Dashboard – Annual tenancy visits

In providing clarification around void dwellings, officers reported that the average citywide turnaround time remained under the 30 day target at just over 29 days.

Members noted and welcomed the increase in rent collection performance rising to 97.70% compared to 97.26% for the previous year.

It was noted that the percentage of annual tenancy visits completed, stood at 44.41% for the half year

In summing up the Chair suggested that performance against the six Housing Leeds priorities was generally an improving picture.

**RESOLVED –**

- (i) To note the Quarter 2 performance information relating to the six Housing Leeds priorities
- (ii) To note that due to mid - year boundary changes across the East & North East, South & South East and West & North West, year on year and month on month comparison could not be made at area level. Some indicators

**29 Housing Advisory Board - Forward Plan 2014/15**

The Board considered the contents of the Housing Advisory Board Forward Plan for 2014/15

Board Members requested that issues around High Rise Blocks, Tenant Working Groups and Adaptations be included in the Boards Forward Plan

**RESOLVED** – That with the inclusion of the suggested topics, the contents of the Housing Advisory Board Forward Plan for 2014/14 be noted

**30 Date and Time of Next Meeting**

**RESOLVED** – To note that future meetings of the Board will take place as follows:

Tuesday 3<sup>rd</sup> February 2015

Tuesday 7<sup>th</sup> April 2015

All meetings to take place at the Civic Hall, Leeds, commencing at 5.00pm

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## OUTER NORTH WEST COMMUNITY COMMITTEE

**MONDAY, 8TH DECEMBER, 2014**

**PRESENT:** Councillor P Wadsworth in the Chair

Councillors B Anderson, C Campbell,  
J L Carter, B Cleasby, R Downes, B Flynn,  
G Latty, P Latty and C Townsley

### **22 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against the refusal of inspection of documents.

### **23 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no resolutions to exclude the public.

### **24 LATE ITEMS**

There were no late items submitted to the agenda for consideration. However supplementary information relating to agenda Item 10, "European Capital of Culture Bid" had been published and circulated prior to the commencement of the meeting.

### **25 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

There were no declarations made.

### **26 Apologies For Absence**

Apologies for absence were received from Councillors Collins and Lay.

### **27 Minutes - 13th October 2014**

**RESOLVED** – The minutes of the meeting held on 13<sup>th</sup> October 2014 were approved as a correct record.

### **28 Matters Arising**

#### Minute No.16 Open Forum

The Chief Officer (Housing Management) was in attendance and provided Members with detailed information surrounding the future of Rosemont Flats, in Bramhope. It was confirmed that options would be discussed with residents

and that a full assessment of the structure of the building will take place with architects.

Members questioned the officer present about the cost of any work at Rosemont Flats and how this would be funded. It was confirmed that costs would not be taken from any Outer North West budget. Members also wished to be kept informed of any future developments.

**RESOLVED** – That the Outer North West Community Committee be a part of any consultation surrounding the future of Rosemont Flats.

## **29 Open Forum**

In accordance with the Community 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 Community Committee.

The Committee heard from a representative of the Citizens Advice Bureaux (CAB) in Otley, who explained that the funding for the CAB going forward would be concentrated on areas of deprivation and as such it was likely that the Otley CAB would be shut down. The Committee were informed about the range of people that use the CAB in Otley and also about the short period of consultation for the new proposals. Members were requested to write to the CAB Chief Executive and the trustees.

Members discussed the contract that Leeds City Council has with the CAB and how the requirements within this had changed. The Committee wished to note its support for keeping Otley CAB and debated how best to influence any decision taken on the future of Otley CAB.

**RESOLVED** – The Committee resolved to:

- (a) Write a letter of support for Otley CAB to remain open as part of the consultation process being undertaken;
- (b) Write a letter to the relevant Executive Board Member requesting that the decision on Otley CAB be delayed in order that the matter could be discussed at full Council;
- (c) Write a letter to the Chair of Scrutiny Board (Resources and Council Services) requesting that an inquiry be brought forward with regards to the CAB contract; and
- (d) Write to the Chief Executive of CAB expressing the Committee's support for the Otley CAB remaining open.

## **30 Wellbeing Fund Update Report**

The report of the West North West Area Leader provided the Committee with an update on the budget position for the Wellbeing fund for 2014/15. It also highlighted the current position of the small grants and skips pots and provided an update on the Youth Activity Fund.

Draft minutes to be approved at the meeting  
to be held on Monday, 26th January, 2015

Members' attention was brought to available funds and these were described in the report on a ward basis. Approval was also sought for project applications that had been received since the last meeting.

**RESOLVED** – The Committee resolved:

(a) That the current budget position for the revenue Wellbeing fund for 2014/15 be noted.

(b) That the following be agreed with regards to the large grant applications received:

Project	Adel& Wharfedale	Guiseley & Rawdon	Horsforth	Otley& Yeadon	Decision
Speed Indicator Device for Guiseley and Rawdon		£3,182			<b>APPROVED</b>
Pool Village Memorial Hall	£5,000				<b>APPROVED</b>
Burras Lane zebra Crossing				£4,665	<b>APPROVED</b>

(c) That the following be agreed with regards to the Youth Activity Fund applications received:

Project	Amount	Decision
Aireborough Performing Arts	£2,000	APPROVED
Let's Cook Programme	£1,206	APPROVED

(c) That the Wellbeing small grants and skips that had been approved since the last meeting be noted; and

(d) That the current budget position for the Capital Wellbeing Fund for 2014/15 be noted.

### **31 Community Committee Sub Group's Update Report**

The report of the West North West Area leader updated members with the work of the six Community Committee sub groups.

The Chairs of the following sub groups provided verbal update  
Children's Services and Family Health

Draft minutes to be approved at the meeting  
to be held on Monday, 26th January, 2015

The Committee were informed about the upcoming Childrens workshop which is in the final stages of preparation and will take place on 30<sup>th</sup> January 2015.

#### Adult Social Care, Health and Well-being

The Committee were informed that the sub-group has adopted social isolation and loneliness as a theme and that the workshop held prior to the meeting of this Committee focussed on that issue and had been a success.

#### Highways and Transportation

It was highlighted that a recent Government report had detailed that road improvements might be built to Leeds Bradford Airport in the near future rather than a rail link.

#### Employment, Learning and the Local Economy

Ongoing work connecting the business community with the education sector was discussed.

### **32 Should Leeds Bid for European Capital of Culture 2023**

The report of the Principal Officer, Culture and Sport informed the Committee about the opportunity presented by making a Leeds bid for European Capital of Culture 2023. The report sought Members' views on this opportunity and advice on engaging Leeds residents in the outer north west wards; if ultimately it was decided that Leeds should make a bid, to advise officers in Culture and Sport on how to engage residents in the outer north west in shaping their contribution to the Leeds bid.

Members discussed the report, noting that as Leeds City Council becomes a smaller organisation with less available money to spend, funding the bid would need to be carefully considered. Following questions It was confirmed to Members that funding the bid would cost approximately £150K per annum for three years leading up to the decision to grant the status upon a city.

Members also viewed it important to know what the costs of being City of Culture for a year would be, if Leeds was to win the title and what the benefits would be.

Other Cities rumoured to be bidding for European Capital of Culture were discussed, Members felt it would be helpful to know what competition Leeds would face.

Members discussed the positive impact European Capital of Culture had on Liverpool during 2008 and that it was possible that a similar impact could be felt in Leeds, should a decision to bid be made.



Members agreed that the issue should be discussed at sub groups to help establish what benefits European Capital of Culture could bring.

**RESOLVED** – The Committee resolved to request that sub groups discuss what benefits could be had if Leeds did bid for the European Capital of Culture.

**33 Date and time of next meeting**

1:30pm Monday 26<sup>th</sup> January 2015 at

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## INNER SOUTH COMMUNITY COMMITTEE

WEDNESDAY, 26TH NOVEMBER, 2014

**PRESENT:** Councillor A Gabriel in the Chair

Councillors J Blake, P Davey, K Groves,  
E Nash, A Ogilvie and P Truswell

### 12 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

There were no declarations of disclosable pecuniary interests however Councillor K Groves declared an interest in Agenda Item 8, Inner South Community Committee Wellbeing Budget Report due to her son's employment with the Co-op.

### 13 **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors D Congreve and A Ogilvie.

### 14 **MINUTES - 3rd September 2014**

**RESOLVED** – That the minutes of the meeting held on 3 September 2014 be confirmed as a correct record.

### 15 **OPEN FORUM**

In accordance with the Community 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.

### 16 **Inner South Community Committee Wellbeing Budget Report**

The report of the Assistant Chief Executive (Citizens and Communities) provided the Community Committee with the following:

- Details of the Wellbeing Budget position.
- An update on both the revenue and youth activities fund elements of the Wellbeing budget.
- Details of revenue projects agreed to date.
- Details of Youth Activities Fund agreed to date.
- Details of project proposals for consideration and approval.
- The current position of the Small Grants Budget.

Taj Virdee, Area Officer presented the report.

Members' attention was brought to the following:

- Remaining balances for the Revenue Wellbeing Budget for 2014/15.
- Remaining Balances for the Youth Activities Fund Delegation 2014-15 – remaining funds could be carried forward to next year
- The following project proposals:
  - Victim’s Fund – Amount proposed £2,500
  - After School Vocational Training – Amount proposed £26,389 – it was reported that 100% of young people who had attended the last scheme had progressed on to further vocational training against a target of 75%
  - Holbeck City Walk – Amount proposed £3,000 – this would connect Holbeck to the City Centre with £2,000 of funding from the City and Hunslet Pot and £1,000 from City and Holbeck (Councillor A Gabriel declared a personal interest in this application as she is Chair of Holbeck in Bloom)
  - Holbeck Youth Centre – Amount proposed £5,000 – it was reported that a feasibility study was to be carried out to construct a covered sports area.
  - Middleton Skate Park – Amount proposed £1,000
  - Beeston & Holbeck Neighbourhood Improvement Board £3,000

**RESOLVED –**

- (1) That the report be noted
- (2) That the revenue projects already agreed be noted.
- (3) That the Activities fund elements of the wellbeing budgets be noted.
- (4) That the following Wellbeing applications be approved.
  - Victim’s Fund - £2,500
  - After School Vocational Training - £26,389
  - Holbeck City Walk - £3,000
  - Holbeck Youth Centre - £5,000
  - Middleton Skate Park - £1,000
  - Beeston & Holbeck Neighbourhood Improvement Board - £3,000
- (5) That the Small Grants position be noted.

**17 INNER SOUTH COMMUNITY COMMITTEE SUMMARY OF KEY WORK**

The report of the Assistant Director (Citizens & Communities) presented Members with a summary of key work which the Area Support Team has been engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the agenda.

Taj Virdee, Area Officer presented the report.

Led by Community Committee Champions, Members discussed the following:

Children & Young People

Reference was made to a recent meeting where Youth Activities had been discussed. New terms of reference had been devised for the Children & Young People’s Sub group.

### Employment, Skills and Welfare

Members were informed of the previous day's Apprenticeship Event which had been attended by over 250 young people. Representatives from 23 local employers had been present covering a wide range of career options.

It was reported that the Jobs and Skills Plan for the Inner South Area was being constructed. Issues included local job opportunities, support to schools and supporting people in finding employment.

Members were updated on welfare work in the area, mainly that of the South Leeds Debt Forum. Issues discussed included the Money Buddies initiative, the need to get third sector involvement, welfare reform and impact on mental health.

### Environment and Community Safety

Issues highlighted in regard to Community Safety Work included the Community Committee Domestic Violence Workshop, emerging priorities across the Inner South Area and the Caring Dad's programme. With regard to environmental work, reference was made to the trialling of work with PCSOs and Environmental Officers in joint operations.

### Health and Wellbeing

Issues discussed included work with GPs and GP practices, the Mental Wellbeing programme and smoking cessation.

### Adult Social Care

It was reported there would be an Older People's event in March 2015 and it was hoped to get increased involvement from the Neighbourhood Networks. Further discussion included the provision of winter warmth packs and loneliness work.

- 18 RESOLVED – That the report be noted.  
DATE AND TIME OF NEXT MEETING**

Wednesday, 11 February 2015 at 7.00 p.m.

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## **INNER WEST COMMUNITY COMMITTEE**

**WEDNESDAY, 10TH DECEMBER, 2014**

**PRESENT:** Councillor C Gruen in the Chair

Councillors J Illingworth, A Lowe,  
J McKenna, K Ritchie, A Smart and  
F Venner

### **COMMUNITY COMMITTEE WORKSHOP - PARKS AND GREENSPACES**

The Inner West Community Committee held a workshop on parks and greenspaces in the Inner West area.

Councillor Gruen, Chair of the Inner West Community Committee welcomed everyone to the meeting and introduced the topic for discussion.

Attendees had the choice of four workshops to attend Play, Parks, Volunteering and Kirkstall Valley Park. The members of the committee and members of the public in attendance had the opportunity to attend two of the four workshops.

A range of lively discussions took place. The outcomes of which will be fed into a future Environment Sub Group.

### **FORMAL COMMUNITY COMMITTEE BUSINESS**

**29 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

**30 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

**31 Late Items**

There were no late items.

**32 Declarations of Disclosable Pecuniary Interests**

No declarations of pecuniary interest were made.

**33 Apologies for Absence**

Apologies for absence were received from Councillors Hanley and Yeadon.

**34 Open Forum / Community Forums**

In accordance with paragraphs 4.16 and 4.17 of the Community 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 Community Committee. This period may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.

On this occasion, none of the members of public in attendance chose to speak.

### **35 Minutes of the previous meeting - 8th October 2014**

The minutes of the meeting held on 8<sup>th</sup> October 2014 were approved as a correct record.

### **36 Matters Arising**

#### **Minute No. 25 Wellbeing Update Report**

In relation to an enquiry from Armley Members to ascertain when Armley Ward would receive back capital funding from the demolition and sale of the old New Wortley Liberal Club.

Members were informed that the council is currently in the process of applying for outline planning permission for the development of the site. If planning is approved Armley Ward will be due a refund of £29,500 capital funds once the sale has gone through.

#### **Minute No. 25 Wellbeing Update Report**

To look at match funding for the Youth Activities Fund from Clusters.

A review of the Youth Activities Fund is currently underway by the Children and Young Peoples Scrutiny Board. This will include analysis of various funding arrangements city wide. Following the conclusion of the enquiring further work will be carried out in Inner West to look at match funding opportunities.

### **37 Parks and Countryside Annual Report**

The Bereavement Services Manager presented the report of the Chief Officer Parks and Countryside.

The report provided an area of key assets and services provided in the Inner West area.

The report detailed capital improvements in the community parks, sport pitches, and fixed play in the area for the last 12 months and planned improvements to be delivered in the next 12 months.



The officer informed the Committee of the Parks and Green Space Strategy approved at Executive Board in February 2009 with one of the key proposals contained in the strategy is for all community parks to meet the Green Flag standard for field based assessment by 2020.

The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria;

- A welcoming place
- Healthy, safe and secure
- Clean and well maintained
- Sustainability
- Conservation and heritage
- Community Involvement
- Marketing
- Management

Kirkstall Abbey which is located in the Inner West area currently has the green flag award and was chosen to be put forward as it is a City Park.

The Bereavement Services Manager went on to explain to the Committee that for a community park to reach green flag status a management plan is required. The plan takes about 6 months to complete and the resource requirement equates to approximately £17,000.

Leeds has developed an assessment method for community parks based on the Green Flag criteria known as Leeds Quality Parks (LQP) standard.

Member's attention was drawn to the table at paragraph 6 of the submitted report which showed the parks that had met the LQP standard.

The Committee were informed that work had taken place during 2014/15 at: Burley Park, Dunkirk Hill, Bramley War Memorial, Rodley Park, Armley and Gotts Park.

Members were informed that work is proposed for 2015/16 at Armley and Stanningley Park.

The officer highlighted paragraph 9 of the submitted report which focused on the site based gardener who had been employed through funding by Community Committee Wellbeing Fund. The Committee were pleased with the work that had been undertaken by the site based gardener.

The Committee discussed the report Members voiced their surprise at the low scores for Armley and Gotts Park and Bramley Falls Wood.

Members requested that some areas of the scoring system be reviewed.

Members discussed the use of Section 106 money and how it could be used creatively.

Members also asked about community involvement, what it was and how it could be used effectively in community parks.

**RESOLVED** – That the Inner West Community Committee noted the content of the report.

Cllr Lowe left the meeting at 18:40.

### **38 Community Committee Update Report**

The report of the West North West Area Leader provided updates to the Community Committee on the work of the three sub groups of the committee: General Purposes, Children and Young People and Environment.

The report also provided updates on new pieces of work and partnership working that has taken place in the area since the last meeting.

The Committee were informed that the Inner West General Purposes Sub-Group was held on 10<sup>th</sup> November at the new Police Headquarters at Elland Road. Prior to the meeting members of the sub-group were taken on a tour of the new headquarters.

Key issues discussed at the Inner West General Purposes sub-group were:

- Domestic Violence - Members keen that the Community Committee should have domestic violence as one of its workshop themes at a future meeting.
- Town and District Centre Committee Topic – A paper had been circulated at the meeting which included summaries of the discussions had at the July Community Committee workshop. The paper summarised the challenges, opportunities and drivers in the three centres of Armley, Bramley and Kirkstall.
- Communications and media – Members of the Inner West Community Committee were invited to use the Inner West Facebook page to post community events and information.

The Chair clarified for Members who were new to the Committee that the General Purposes Sub-Group was open to all members of the Inner West Committee.

The Children and Young People Sub-Group met on 23<sup>rd</sup> October and discussed the following issues:

- Preventing Child Sexual Exploitation
- Engaging Children and Young People
- Summary of geographically targeted youth work

The Sub-Group had agreed that a new approach would be taken to establish a Children and Young People's Board for the Inner West supported by local youth work providers.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 28th January, 2015

The Environment Sub-Group met on 27<sup>th</sup> November and discussed the following issues:

- Dog fouling – It was agreed at the meeting that a ‘Dog Watch’ pilot similar to the one in Garforth would be launched in the new year to recruit dog walkers to report crime and anti-social behaviour. Members were asked to suggest ‘hot spots’ for the pilot.
- Leeds Neighbourhood Approach – The Sub-Group had been updated on the project to tackle poor quality rented accommodation with the focus on Armley.
- Locality Team Update – New zonal teams will be operational from 1<sup>st</sup> January 2015 which will provide a more flexible, localised service.

The Committee were informed that Armley and Bramley Christmas Lights have been switched on both events were well attended and feedback was positive.

Members were informed that 350 Winter Warmers Packs had been provided by the Community Committee to be handed out to targeted vulnerable people across Armley and Bramley.

The Community Committee were informed that the funding for the Lazer Centre is due to cease next April 2015. A working group has been formed to look at ways in which the services and facilities can continue after April 2015.

**RESOLVED** - That the Committee endorsed the report.

Cllr. Venner left the meeting at 19:00 during this item.

### **39 Date and time of next meeting**

The next meeting of the Inner West Community Committee is scheduled for 28<sup>th</sup> January 2015 at 7pm. The venue will be confirmed nearer the date.

Members of the Community Committee discussed the time of the next meeting.

A consultation and review will be undertaken towards the end of this Municipal year on the start times for future meetings in 2015/16.

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Draft Minutes

7<sup>th</sup> November 2014, Wakefield Suite, Wakefield One

<b>PRESENT:</b>	Councillor Lowe (Chair)	- Leeds City Council
	Councillor Walls	- Bradford Council
	Councillor Sweeney	- Calderdale Council
	Councillor Thompson	- Calderdale Council
	Councillor Ahmed	- Kirklees MBC
	Councillor Scott	- Kirklees MBC
	Councillor Iqbal	- Leeds City Council
	Councillor Loughran	- City of Wakefield MDC
	Councillor Wassell	- City of Wakefield MDC
	Jo Sykes	- Independent
	Roger Grasby	- Independent
<b>IN ATTENDANCE:</b>	Samantha Wilkinson	- City of Wakefield MDC
	Emma Duckett	- City of Wakefield MDC
	Liz Ogden	- City of Wakefield MDC

**1. Apologies for Absence**

1.1 Apologies were noted from Councillor Carter (Leeds).

**2. Minutes of the Meeting held 10<sup>th</sup> October 2014**

2.1 The minutes were agreed 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 Interests**

4.1 There were no interests declared.

*Mark Burns-Williamson, the Police and Crime Commissioner for West Yorkshire and Temporary Chief Finance Officer Sophie Abbott attended the meeting for items 5 to 11 along with Tricia Holder and Kelly Laycock from the OPCC.*

**5. Budget Report**

5.1 The Commissioner presented to the Panel an updated Medium Term Financial Forecast (MTFF). He explained that the budget would still be in balance in 2015/16

assuming all programmes of change deliver the expected outcomes. Further assumptions had also been made around the nationally agreed police pay award and the locally agreed council tax precept.

- 5.2 The Commissioner went on to explain that there was likely to be a shortfall of between £4m and £10m in 2016/17 due to an increase in the savings target. This shortfall is set to rise to £27.5m by 2018/19, with a total estimated saving requirement of £204m (40%) from pre-austerity baseline.
- 5.3 Community safety funding across West Yorkshire is currently the subject of a review led by Cllr David Green of Bradford Council. The Commissioner welcomed this and the possibility of income generation opportunities such as Carr Gate facilities, PNLD and VIPER.
- 5.4 Panel Members, mindful that 80% of the budget related to staffing, asked the Commissioner about progress towards developing a strategic workforce plan. This Plan would help to ensure that vacancies are managed across the Force ensuring that key posts continue to be recruited to. It would also help to clarify the roles of Special Constables and volunteers in West Yorkshire Police.
- 5.5 In response the Commissioner stated that the Force would be recruiting to posts which would tackle priority areas such as CSE, cyber-crime and human trafficking.
- 5.6 The Panel also questioned the Commissioner on the funding formula used to allocate resources to districts. The Commissioner stated that there is a move away from the Divisional Resourcing Model with more consideration being given to a needs based assessment.
- 5.7 RESOLVED**
  - 5.7.1 That the Commissioner brings a report on the strategic workforce plan to a future meeting of the Panel.
  - 5.7.2 That the Commissioner provides Panel with information on how the revised funding formula works.

## **6. PCC Funded Delivery and Victim Support Services Update**

- 6.1 The Panel noted that £5.29m was allocated by the Home Office to the Commissioner's Community Safety Fund for 2013/14. The Commissioner has made a commitment to maintain this level of funding until 31 March 2016 despite cuts in the overall budget. Key performance indicators have been developed in order to try and monitor the effectiveness of the services provided by partners.
- 6.2 The Commissioner provided details of the victim services preparatory fund which totalled £823k. Members were provided with funding allocations across the sixteen projects. One of the projects was the Help for Victims website developed by PNLD. A member of the Panel stated that he attended the launch of the Help for Victims website in October and commended the Commissioner on this useful resource for

victims of crime and asked that members considering publicising the website within their local authority or organisation.

- 6.3 The Panel asked the Commissioner for his views on the West Yorkshire pilot of two new out of court disposals and what safeguards have been put in place. In response, the Commissioner stated that he has asked the Chief Constable to provide him with details of the first twenty cases.

**6.4 RESOLVED**

6.4.1 That the Commissioner brings a high-level evaluation report of the sixteen victim services projects in the New Year.

6.4.2 That the Commissioner provides a report to the Panel on the pilot of two new out of court disposals in West Yorkshire.

**7. Partnership Executive Group Update**

7.1 The Commissioner gave an update on the Partnership Executive Group on the work it has undertaken and what future work it is intended to take forward. The Commissioner confirmed that the areas of work and the representation is being kept under review and will be looked at as part of a wider governance review.

7.2 The Panel raised the issue of the future of the Delivery Group and how this should form part of the governance review. Panel commented that who sits on any group which will have a responsibility for Commissioning should be carefully considered to ensure that there is not an over representations of certain groups and the appropriateness of including providers should be addressed. It was stressed that the Delivery Group should focus on delivery and ensuring that the objectives of the Police and Crime Plan are met and improvements made. Panel recognised that this group is actually only looking at the allocation of a small proportion of the Commissioner's overall budget.

**7.3 RESOLVED**

7.3.1 That the Commissioner provide panel with details of the terms of reference and scope of the Governance review which is being undertaken.

7.3.2 That the Commissioner also report back in due course on the Governance review of the Force which is nearing completion.

**8. Community Outcomes Update**

8.1 The Commissioner informed Panel that he continues to hold Community Outcome meetings with the Temporary Chief Constable on a weekly basis.

8.2 Panel were informed that the fourth round of Safer Communities Funding had been launched and that awards for the funding would be made in January. The Commissioner commented that he has received positive feedback from successful

groups and a condition of the award is that they attend a presentation night and have the opportunity to network with other successful groups. The Commissioner suggested that Panel members may wish to attend future presentations.

- 8.3 The Commissioner was asked about the recent BBC report on the intelligence provided to police forces by the National Crime Agency on paedophiles. Panel enquired about the West Yorkshire position and asked for reassurances that West Yorkshire would be acting on this intelligence. The Commissioner reported that West Yorkshire Police had looked at all the claims in detail and were taking forward all possible lines of enquiry with 30 arrests already having been made.
- 8.4 The Commissioner stated that it might be necessary to find further funding to investigate issues of CSE, however, as with all issues, it will be necessary to tailor the budget on the basis of threat and risk.

**8.5 RESOLVED**

8.5.1 That the Commissioner invites Panel members to future Safer Communities Funding award events.

**9. Published Key Decisions**

- 9.1 The Panel noted that there had been one published key decision since the last meeting. The Commissioner stated that this was inaccurate and has asked his office to undertake a trawl of decisions made to ensure the website is being updated correctly.
- 9.2 The Panel reminded the Commissioner of his statutory duty to publish all key decisions on his website.

**9.3 RESOLVED**

9.3.1 That the Commissioner takes steps to ensure that key decisions are updated on his website in a timely fashion.

**10. Agreed Actions Log**

- 10.1 The agreed action log was noted.

**11. Commissioner's Response to current issues**

- 11.1 The Commissioner was asked about Domestic Violence Protection Orders, how effective this is and what training police get.
- 11.2 The Commissioner responded to say that it is very early days to measure their success but the informal view is that they do appear to be beneficial. Proper evaluation will be undertaken in due course.



***The Joint Independent Audit Committee Chair, Trevor Lake, joined the meeting for Item 12.***

## **12. Joint Independent Audit Committee**

12.1 Members noted that the role of the Joint Independent Audit Committee was to provide appropriate assurance to the Commissioner and the Chief Constable on the adequacy of their governance, internal control and risk management arrangements.

12.2 Trevor Lake, Chair of the Joint Independent Audit Committee, provided Members with an update on the work of the Committee over the last twelve months. Key areas highlighted included;

- draft Treasury Management strategy 2014/15
- Internal Audit Strategy 2014/15
- Internal Audit Plan 2015/16
- External Audit Plan 2013/14
- NSPAS control and implementation
- Risk management

12.3 Mr Lake stated that the Committee made three recommendations to the Commissioner and Chief Constable at its annual meeting. These recommendations related to risk management, the transformation fund process and the reassurance framework.

12.4 The Panel raised the issue of crime data integrity and the recent HMIC report. Members of the Panel were concerned by the errors in crime data recording which were highlighted by the inspection last year and asked if the Committee could include this within their work programme.

12.5 The Panel also questioned Mr Lake over the budget and the larger than predicted shortfall raised by the Commissioner earlier in the meeting. Mr Lake provided reassurances to the Panel that the Committee had been impressed with the way in which funding cuts had been managed whilst maintaining performance. Discussion then focused on the Panel's concerns around the progress in developing a strategic workforce plan. Mr Lake agreed to support the Panel in their oversight on this.

## **12.6 RESOLVED**

12.6.1 That the Joint Independent Audit Committee consider crime data integrity and the strategic workforce plan as part of their work programme.

## **13. Complaints Update**

13.1 Councillor Wassell gave Panel an update on the latest position regarding complaints.

13.2 It was noted that a meeting of the full Panel will be required to consider an appeal against the suggested informal resolution for the complaint 678718 and also for complaint 669517.

**14. Panel Forward Agenda Plan 2014/15**

14.1 Panel noted the forward agenda plan. It was noted that the times of the December meeting may need to be extended to allow for the significant amount of issues that Panel need to consider. Further details will be notified to Panel members by the secretariat.

**15. Any Other Business**

15.1 There was no other business raised.

**16. Date and Time of Next Meeting**

16.1 The next Police and Crime Panel meeting will take place on Friday, 12<sup>th</sup> December 2014. The timings of the meeting will be confirmed in due course.

## LEEDS CITY REGION LEADERS' BOARD

FRIDAY, 12TH DECEMBER, 2014

**PRESENT:** Councillor Box (Chair) - City of Wakefield MDC  
Councillor R Foster - Craven District Council  
Councillor Sheard - Kirklees MC  
Councillor S Baines - Calderdale MBC  
Councillor Simpson-Laing - City of York Council  
Councillor C Metcalf - North Yorkshire County Council  
Councillor D Green - City of Bradford MDC

### IN ATTENDANCE:

Adrian Lythgo - Kirklees Metropolitan Council  
Wallace Sampson - Harrogate Borough Council  
Robert Norreys - LCR Secretariat  
Colin Blackburn - LCR Secretariat  
Lynn Cooper - LCR Secretariat  
Sue Cooke - LCR Secretariat  
Doug Meeson - Leeds City Council  
John Grieve - Leeds City Council

### 31 Opening Remarks

The Chair welcomed all present to the meeting.

The Chair welcomed Councillor Richard Foster, Leader of Craven District Council who had recently been appointed to the Board following the resignation of Councillor Chris Knowles – Fitton as Craven’s Leader.

It was the wish of the Board that their thanks and appreciation be conveyed to Councillor Knowles – Fitton.

### 32 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents

### 33 LATE ITEMS

There were no late items

### 34 EXCLUSION OF THE PUBLIC

There were no items identified where the press or public would be required to be excluded from the meeting.

### 35 APOLOGIES

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

Apologies for absence were received from Councillor Crane, Councillor Houghton, Councillor, Councillor Weighell, Councillor Wakefield, and Councillor Cooper.

### **36 DECLARATION OF INTERESTS**

There were no declarations of interest

### **37 MINUTES OF THE LAST MEETING**

**RESOLVED** – That the minutes of the meeting held on 1<sup>st</sup> July 2014 were approved as a true and correct record.

### **38 MATTERS ARISING**

Representation on LCR and Regional Boards and Panels (Minutes 9 refers)  
It was reported that since the last meeting of the Board a vacancy had arisen on the European Investment and Structural Funds Local Sub Committee.

**RESOLVED** – That Councillor S Baines be appointed to the European Strategy and Investment Funds Local Sub Committee (Replacing the position vacated by Councillor Knowles – Fitton)

### **39 LCR GOVERNANCE ARRANGEMENTS**

The Chief Officer submitted a report which sought the approval of the Board to endorse proposals for developing the governance arrangements for the Leeds City Region (LCR)

In offering comment the Chair said it was important for Leaders to continue to meet with colleagues across the whole city region.

#### **RESOLVED –**

- (i) That endorsement be given to the dissolution of the Leeds City Region Leaders' Board with effect from 31<sup>st</sup> March 2015.
- (ii) Recommend to LCR authorities that the LCR Leaders Board be dissolved and that in the event of dissolution, a Business Rates Joint Committee be established comprised of the contributory authorities to the Business Rate Pool.
- (iii) Recommend that West Yorkshire Combined Authority appoint a Leeds City Region Partnership Committee.
- (iv) That subject to (ii) above, to delegate to Leeds City Council as the support services authority, approval the LCR Joint Committee accounts for 2014/15

#### **40 LCR PROJECTED OUTTURN 2014/15 AND BUDGET 2015/16**

The Chief Officer submitted a report which sought to review the budget outturn for 2014/15. The report also set out the key issues arising with the setting of a city region budget for 2015/16, which was required to enable local authorities to set their 2015/16 budgets and to allow the economic development activity of the West Yorkshire Combined Authority (WYCA) and Leeds City Region Enterprise Partnership (The LEP) to plan for the year ahead.

##### **RESOLVED –**

- (i) That the financial outturn position for 2014/15 be noted
- (ii) That the proposed budget for 2015/16 including the schedule of Local Authority contributions as set out in Appendix 3 of the submitted report, be endorsed.

#### **41 AUDITED STATEMENT OF ACCOUNTS 2013/14 AND ARRANGEMENTS FOR 2014/15 ACCOUNTS**

The Chief Financial Officer submitted a report which set out the audited statement of accounts for the 2013/14 period and the arrangements for the 2014/15 accounts.

##### **RESOLVED –**

- (i) To receive the report of the external auditors on the 2013/14 accounts.
- (ii) To note that there were no material audit amendments required to the accounts.
- (iii) That KPMG's VFM conclusion that the Joint Committee had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources be noted.
- (iv) That the External auditors Annual Audit Letter, be noted
- (v) In view of the Board's earlier decision, as referred to at Minute 39(i), the 2014/15 accounts would be produced as a smaller body annual financial return rather than producing full audited accounts
- (vi) To note that the appointment of new auditors would be required to audit the accounts for 2014/15.

#### **42 LEP FUNDING FOR BUSINESS - PROGRAMME UPDATE AND APPROVALS**

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

The Chief Officer submitted a report which requested the Board to consider the recommendations of the LEP Investment Panel (LEP IP) concerning the Business Growth Programme (BGP) grants, seeking funding in excess of £100k, and to note the approval through delegated officer decision of grants for less than £100k.

The report also provided notice of project recommendations on BGP grants made through written procedure reports on 4<sup>th</sup> August 2014, 19<sup>th</sup> September 2014 and 22<sup>nd</sup> October 2014.

A progress update on the Growing Places Fund programme of loans to businesses was also included.

**RESOLVED –**

- (i) That the offer of grants to BGP 433 of £150,000, BGP 451 of £150,000 and BGP 452 of £270,000 as set out in paragraph 3.3 of the submitted report, be approved
- (ii) That the BGP grants approved through written procedure as detailed in paragraph 3.4 of the submitted report, be noted
- (iii) That the delegated approval of the BGP grant applications seeking less than £100k as detailed in Appendix 3, be noted
- (iv) That the decision of the LEP Investment Panel in relation to project GPF302 be approved and the progress made by this programme, be noted.

**43 LEEDS CITY REGION GROWTH DEAL - DELIVERY UPDATE**

The Chief Officer submitted a report which provided an update on the delivery of the Leeds City Region Growth Deal and on opportunities for additional Growth Deal funding arising from the government's Autumn Statement.

**RESOLVED –**

- (i) That the progress to date on preparation for delivery of the Growth Deal, be noted.
- (ii) That the possibility of additional funding for the City Region to support additional projects being announced in the New Year in light of the new sums made available nationally in the Autumn Statement, be noted.

**44 SKILLS CAPITAL PROGRAMME 2015/16**

The Chief Officer submitted a report which set out proposals for the allocation of Skills Capital monies in the Local Growth Fund, specifically four projects for approval to progress in 2015/16.

**RESOLVED** - That the following allocations of Skills Capital Funds (Subject to contract) to four projects (£17.2m including £5.2m from 2016/17 allocation) be approved:

- Kirklees College (£3,100,996)
- Leeds City College (£8,998,358)
- Shipley College (£119,000)
- Calderdale College (£4,977,000)

#### **45 NORTHERN DEVOLUTION**

The Chief Officer submitted a report which set out progress in securing devolution for the North.

In offering comment the Chair said the Board supported the general thrust of the propositions being discussed with Government.

**RESOLVED** – That the position be noted

#### **46 BETTER HOMES YORKSHIRE PROGRAMME**

The Chief Officer submitted a report which presented the key elements of the Leeds City Region Better Homes Programme, to be delivered across the city region in partnership with all city region Local Authorities and a private sector Consortium of Keepmoat, Willmott Dixon and Scottish and Southern Electricity.

**RESOLVED** –

- (i) That the key elements of the Better Homes Yorkshire programme be noted.
- (ii) That the significant local jobs and apprenticeships that would be created, and the potential for the Scheme to improve people's homes, reduce fuel bills and tackle fuel poverty, be welcomed.
- (iii) That the anticipated timetable for implementation and delivery be noted.

#### **47 ANY OTHER BUSINESS**

That a report be brought to the next Meeting providing a summary of the key deliverables that have been achieved by the Leeds City Region Leaders' Board since its inception.

#### **48 DATE AND TIME OF THE NEXT MEETING**

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

**RESOLVED** – That a further meeting of the Board be arranged in February/March 2015.



**WEST YORKSHIRE JOINT SERVICES COMMITTEE  
THURSDAY 4 DECEMBER 2014**

**PRESENT: Bradford**  
Councillor V Slater  
Councillor S Khan

**Calderdale**  
Councillor S Sweeney  
Councillor G Carter

**Kirklees**  
Councillor A Pinnock

**Leeds**  
Councillor P Grahame  
Councillor B Urry

**Wakefield**  
Councillor T Dean  
Councillor R Lund

**36. APOLOGIES**

Apologies were submitted on behalf of Councillors T Brice, M Graham, P Harrand, E Hill, A Miles, M Slater and M Walls and J Badger (Director of Finance, Resources & Property).

**37.** Councillor S Sweeney substituted for Councillor A Miles.  
Councillor S Khan substituted for Councillor M Slater

**38. CHAIR'S ANNOUNCEMENTS**

The Chair presented Long Service Awards to:  
John Knox: Head of Resources and Commercial Services  
David Lodge: Head of Trading Standards  
Stuart Wrathmell: Head of Heritage

**39. MEMBERS DECLARATION OF INTEREST**

Cllrs Khan, Lund, Pinnock and Slater declared interests in agenda item 10 as members of the West Yorkshire Pension Fund.

**40. MINUTES**

**Resolved** - That the Minutes of the meetings of the Committee held on 25 September 2014 be signed as a correct record subject to amendment to include Councillor Carter's apologies.

#### **41. ANNUAL AUDIT LETTER**

The Head of Resources and Commercial Services introduced a report of the Section 151 Officer informing Members of the content of the Annual Audit Letter which was circulated to Members. Members were informed the report was considered by the Governance and Audit Sub-Committee on 20 November who recommended that the contents of the letter be supported.

**Resolved** – Members supported the contents of the Annual Audit Letter which will now be published on the website.

**Reason for the Decision** – To ensure Members are aware of developments with regards to the progress and performance of Joint Services and the Joint Committee in its corporate governance role and any issues raised by the Appointed Auditor.

#### **42. REVIEW OF THE CORPORATE RISK REGISTER**

The Head of Resources and Commercial Services introduced the Risk Management Policy and revised Corporate Risk Register. Members received a summary of the recent Risk Management Workshop which both Members and Officers found a worthwhile exercise. Members were informed that the report was considered by the Governance and Audit Sub-Committee on 20 November who agreed to reintroduce monitoring of corporate risks.

**Resolved** – (1) Members approved the Corporate Risk Register.

(2) Members approved the Risk Management Policy 2014.

(3) Members noted the ongoing work to review the Operational Risk Registers.

**Reasons for the Decisions** – (1) To continue to follow a structured approach to managing risk in line with Joint Services policy.

(2) To ensure risks are considered in a programmed manner with action improvements to effectively manage or minimise risk being considered and monitored.

#### **43. BUDGET 2014/15 AND 2015/16**

The Business Manager introduced the draft budget for 2015/16 which will realise the savings required by the districts. Members were updated on the context of the budget which was set to achieve the required savings and informed of emerging financial pressures in 2016/17. The Head of Resources and Commercial Services updated on WY pension fund contribution rates and confirmed the revised super annuation contributions were higher than anticipated. The Business Manager updated on outcomes of staffing review and assured Members that all recruitment requires SLT approval. The Business Manager asked approval to use the anticipated surplus to fund the deficit and create stability which will allow time to investigate further income potential. A

report will be presented to Members in June/July 2015 outlining plans to address 2016/2017 shortfall.

Resolved – (1) Members approved the Revised Revenue Budget 14/15 and Draft Revenue Budget 15/16.

(2) Members noted the reserves forecasts and the use of reserves in 2014/15 and 2015/2016.

(3) Members noted the emerging budget pressures in 2016/17 and will receive a further report in June 2015 on the future budget strategy.

**Reasons for the Decisions** – (1) To satisfy clause 7 of the Joint Services Agreement.

(2) To ensure Members are aware of the strategy for use of reserves to provide a short period of stability.

(4) To provide assurances that future pressures have been identified and are being managed appropriately.

#### **44. INNOVATION AND TRANSFORMATION PROGRAMME**

The Head of Resources and Commercial Services provided an update on the development of the Innovation and Transformation Programme and summarised how the programme will deliver improvements throughout the organisation. Members were informed of current and proposed projects and how each of the projects fit into the target operating model. Members were informed of the investment in people development throughout the review and welcomed the process. Members discussed opportunities to promote the organisation and agreed there is a lack of awareness in the authorities by Members and Officers. The Business Managers assured Members that efforts are being made to arrange sessions in each District to raise Members' awareness of WYJS.

**Resolved** – Members noted the Innovation and Transformation Programme and the associated resources required to deliver the Programme.

**Reason for the Decision** - To ensure Members are aware of developments with regards to the progress and performance of Joint Services particularly during the period of change.

#### **45. SERVICE BUSINESS PLANNING FOR 2015/16**

The Head of Heritage brought Members up to date with business planning for the next financial year. Members were updated on the Officer/Member workshop which resulted in general points. The Business Manager invited Members' views on how the Service Business Plan should be presented to engage Members and residents of West Yorkshire. A final draft Plan will be presented to Members in March 2015.

**Resolved** – Members considered the proposals for the 2015/16 Service Business Plan and gave their views on the proposed content and format of the final draft Plan.

**Reason for the Decision** – The impact of the recent Review of Joint Services has been felt in all operational areas, both local authority and commercial, and has resulted in changes to the way in which services are provided. The proposed priorities reflect this impact, both in terms of the levels of service that can be offered and the improvements need to ensure that the services provided are relevant to the West Yorkshire councils' own priorities as well as being cost effective.

#### **46. CAPITAL PROGRAMME 2014/15 TO 2019/20**

A report of the Business Manager detailed the capital requirements over the medium term. The Resources Manager summarised the investment needs in income generation areas and asked Members to support the programme approval in principle. Members were assured that a full Business case will be submitted for any significant piece of equipment. The Head of Resources and Commercial Services informed Members that ICT requirements are subject to ongoing reviews and capital requirements will be presented to Members at a future meeting.

**Resolved** – Members approved the capital programme as representing the priorities for future capital expenditure and the recurring capital expenditure necessary for effective operation of the services for which the Joint Committee is responsible.

**Reasons for the Decision** – (1) To ensure Members are aware of the capital programme developments.

(2) To ensure commercial service areas can be developed to full potential in support of the medium term financial plan.

#### **47. WYJS MEMBERS' HANDBOOK SCHEME OF DELEGATION**

The Head of Trading Standards updated Members on delegated powers and revisions required to the scheme of delegation due to changes in personnel. Members considered the delegations which were appended to the report.

**Resolved** – Members noted the report and agreed the proposed changes.

**Reason for the Decision** – To ensure that Joint Services continues to meet the requirements of corporate governance and is able to operate its core functions in relation to the enforcement of a range of legislation.

#### **48. WEST YORKSHIRE ARCHIVE SERVICE – PROPOSED NEW WAKEFIELD FACILITY**

Members received a report on the project to replace the Registry of Deeds building with a new archives and heritage facility in Wakefield, and noted the

progress towards achieving formal 'Permission to Start' from the Heritage Lottery Fund which has awarded the project £3.9m. They also noted the challenges presented by the higher than anticipated tenders from construction firms to build the new facility, and reviewed the terms and conditions of the Heritage Lottery Fund award.

Resolved – (1) To request Wakefield Council as lead Authority on behalf of the Committee to confirm to the Heritage Lottery Fund that the partner match funding from the 5 constituent Authorities is in place;

(2) To draw down an additional £200,000 if required from our borrowing facility to cover any unanticipated shortfall in income from the regional transport bid;

(3) To agree the name 'West Yorkshire History Centre' for the new facility;

(4) To recommend to Wakefield Council as lead Authority and applicant that, on behalf of the Committee, the Council accepts the grant offer together with all the terms and conditions of the Heritage Lottery Fund award and complies with all the award criteria obligations.

Reasons for the Decisions –

(1) The West Yorkshire Chief Executives, at their meeting on 20th November, acknowledged the full match-funding requirement for the project;

(2) For the new facility to attract larger and more diverse audiences it needs to have a brand which helps people understand better the information resources which they can access there;

(3) The Heritage Lottery Fund will not give permission to start the project unless the applicant (Wakefield Council) has accepted the terms and conditions set out by the Heritage Lottery Fund. The Council would accept these on behalf of the Joint Committee.

**49. DATE AND TIME OF NEXT MEETING:** Thursday 29 January 2015.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.

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## COUNCIL MEETING – 14<sup>th</sup> JANUARY 2015

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC1	15/12/14

Submitted by: Councillor Robert Finnigan  
 List of supplementary speakers

Morley Community Centres

### For Group Office completion

Executive Member/Chair: Neighbourhoods, Planning and Personnel  
 Relevant Director Assistant Chief Executive(Citizens and Communities)

### 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 – 14<sup>th</sup> JANUARY 2015**

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC2	19/12/14

Submitted by: Cllr Karen Renshaw  
List of supplementary speakers: Cllr Neil Dawson

Cycle routes in the Outer South area

**For Group Office 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
Questions	- 10.00 am on Monday prior to meeting
Amendments (including references back)	- 1.30 pm on Tuesday prior to meeting

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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**COUNCIL MEETING – 14<sup>th</sup> JANUARY 2015**

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC3	19/12/14

Submitted by: Cllr Neil Walshaw

List of supplementary speakers: Cllr Jonathan Pryor and Cllr Janette Walker

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We want our communities' rights back!

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**For Group Office completion**

Executive Member/Chair: Neighbourhoods, Planning and Personnel

Relevant Director: Director of City Development

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**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)

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**COUNCIL MEETING – 14 January 2015**

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC4	05/01/2015

Submitted by: Councillor Dan Cohen  
 List of supplementary speakers (if any) Councillor Neil Buckley

To address concerns about highways maintenance and speed limits in Alwoodley Ward.

Councillor Dan Cohen

**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
Questions	- 10.00 am on Monday prior to meeting
Amendments (including references back)	- 1.30 pm on Tuesday prior to meeting

(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 (Corporate Strategy and Customer Access), City Solicitor, Director of Resources, Relevant Chair and Director.

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**COUNCIL MEETING – 14<sup>th</sup> JANUARY 2015**

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC5	5/1/2015

Submitted by: Cllr Sandy Lay  
List of supplementary speakers

To raise issues regarding the future of Otley Citizens Advice Bureau.

**For Group Office completion**

Executive Member/Chair:  
Relevant Director

**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 (including references back)	- 1.30 pm on Tuesday prior to meeting

(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 – 14th JANUARY 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	05/01/2015	06/01/2015

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Submitted by:	Councillor Andrew Carter
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Neighbourhoods, Planning and Personnel)
Relevant Director	Director of Resources

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This Council, while supporting the principle of speedily adopting the Core Strategy, believes that the housing numbers for Leeds up to the year 2028 are too high.

This Council calls for a clear and transparent mechanism through which these numbers can be revised downwards and for the first review of these numbers to take place by no later than the autumn of 2015.

Furthermore this Council is concerned that in 'most wards' there is a reduction in Greenbelt land as a result of the Labour Administration's Core Strategy.

Councillor Andrew Carter

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### Deadlines for submission

White Papers	- 10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday before the meeting
Amendments (including references back)	- 1.30 pm on the day before the meeting

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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## COUNCIL MEETING – 14 January 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	22/12/14	6/1/15

Submitted by: Councillor Alex Sobel  
 Relevant Board/Regulatory Panel: Executive Board  
 Executive Member/Chair: Leader of Council  
 Relevant Director: Director of Resources

This Council notes with concern the enormous North-South divide in this country.

Council further notes with concern that the burden of austerity measures has fallen mainly on the North.

Council therefore calls on the next Government to carry out a fundamental review of the allocation of resources for public services and the allocation of investment in infrastructure in order to promote economic growth and prosperity in the North.

\* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by:

### 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)

(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 (Corporate Strategy and Customer Access), City Solicitor, Director of Resources, Relevant Chair and Director.

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**COUNCIL MEETING – 14th JANUARY 2015**

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3.	5/1/15	6/1/15.

Submitted by: Councillor THOMAS LEADLEY  
 Relevant Board/Regulatory Panel: Executive Board ✓  
 Executive Member/Chair: Executive Member () NEIGHBOURHOODS, PLANNING AND PERSONNEL  
 Relevant Director: Director of ASSISTANT CHIEF EXECUTIVE (CITIZEN & COMMUNITIES)

THIS COUNCIL BELIEVES THAT THE VALUE OF VOLUNTARY YOUTH WORK SHOULD BE TAKEN INTO ACCOUNT DURING THE COMMUNITY CENTRE REVIEWS. THEREFORE IT ASKS EXECUTIVE BOARD TO INSTRUCT OFFICERS TO FIND OUT HOW MUCH VOLUNTARY YOUTH WORK TAKES PLACE AT EACH OF THE AFFECTED CENTRES, HOW MANY YOUNG PEOPLE BENEFIT BY IT, AND HOW MUCH IT WOULD COST IF THAT WORK HAD TO BE PROVIDED PROFESSIONALLY BY CITY COUNCIL YOUTH SERVICES.

*T. Leadley*  
 (THOMAS LEADLEY)

**Deadlines for submission**

- White Papers - 10.00 am on the day before the issue of the Summons
  - Questions - 10.00 am on Monday before the meeting
  - Amendments - 1.30 pm on the day before the meeting
- (including references back)

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