



**A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 11th November, 2015 at 1.00 pm**

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

**1 Minutes 1 - 16**

To approve the minutes of the Council Meeting held on 16<sup>th</sup> September 2015.

**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 - Safer Leeds Strategy 2015/16 17 - 32**

To consider the report of the Director of Environment and Housing setting out recommendations from the Executive Board on 23<sup>rd</sup> September 2015 to Full Council in respect of the Safer Leeds Strategy 2015/16.

**6 Recommendations of the Executive Board - Gambling Act 2005 Statement of Licensing Policy 33 - 94**

To consider the report of the Assistant Chief Executive (Citizens and Communities) setting out recommendations from the Executive Board on 21<sup>st</sup> October 2015 to Full Council in respect of the Gambling Act 2005 Statement of Licensing Policy.



15 **Minutes**

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

Executive Board	247 - 278
Scrutiny Boards	279 - 334
Plans Panels	335 - 378
Licensing Committee and Sub Committees	379 - 398
Advisory and Procedural Committees	399 - 424
Health and Wellbeing Board	425 - 434
Community Committees	435 - 486
Joint Committees	487 – 506

16 **Report on Devolution** 507 - 510

To consider a report of the Chief Executive updating Members on matters in the Leeds City Region LEP and the West Yorkshire Combined Authority and details of the latest public combined authority meeting in September.

17 **White Paper Motion (in the name of Councillor B Anderson) - Public Health and Planning** 511 - 512

This Council notes the recommendations made in the Director of Public Health's Annual Report, approved at Executive Board in September 2015, particularly around planning and engagement with communities.

Council is concerned that the proposal to deliver 70,000 new homes in Leeds, with a possible increase in population of 150,000, could lead to an adverse impact on public health in the city. It could affect the ability of residents to access already stretched GPs and dental surgeries but also impact negatively on communities through increased road congestion, reduced air quality and loss of Greenbelt and open space. Council further notes the existing problems the Council is dealing with in relation to air quality and possible associated financial penalties.

The Public Health Annual Report goes on to set out how the Council aims to engage with communities. This Council is concerned that the consultation on the site allocations process does not meet those aims. Namely it does not:

- make it easy for everyone to take part
- make the engagement meaningful and honest
- involve people at the earliest possible stage
- show everyone the impact the engagement has had

This Council remains concerned about the plan to deliver 70,000 new homes and the process of consultation that underpins it.

18      **White Paper Motion (in the name of Councillor Finnigan) - Welfare Reform**      513 - 514

This Council accepts the necessity of welfare reform but believes any new welfare system must provide fair financial support for both hard working families and the vulnerable people of Leeds. The proposed Tax Credit reforms do not achieve these objectives and in light of this we call on the Chief Executive to write to the Government asking them to abandon them.

19      **White Paper Motion (in the name of Councillor Coupar) - Tax Credits**      515 - 516

This Council remains incredibly concerned about the impact on households in Leeds of Government's plans to remove up to £13billion nationally in support from some of the most vulnerable people by 2020/21. Council is particularly disappointed to learn that the promise to avoid cuts to tax credits has been broken.

This Council has noted analysis by the Institute for Fiscal Studies, the Resolution Foundation and others which demonstrates that tax and wage changes will not offset the shortfall from tax credit cuts in full, particularly with lengthy delays before the minimum wage increase could reach £9 per hour.

Council believes children will suffer the most as a result of this decision given that 77% of in work families claiming tax credits have a household income of less than £20,000 a year, and 83% of those in-work families have at least one child. Locally in Leeds this Council continues to work hard to give children the best start in life but is concerned that Government has decided to withdraw vital support from families working hard for low pay.

Council notes that this Government has failed to achieve its own deficit reduction targets set out in 2010 and the national debt doubled over the last Parliament. In that context, Council does not believe it is the right priority for Government to help the wealthiest 4% of the population to benefit from tax changes, whilst placing the burden of its own failure on hard working families in Leeds. This Council calls on Government to withdraw these damaging cuts and maintain vital support for those who need it in our city. Council asks that the Executive Board member for Communities writes to central government to notify them of this resolution.

This Council congratulates Lizzie Armitstead on her fantastic recent achievement in becoming only the fourth British woman to win the road cycling world championship following in the footsteps of Beryl Burton as the second woman from Leeds to achieve this magnificent feat.

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.

\*An additional White Paper following political discussions.



Proceedings of the Meeting of the Leeds City Council held  
Civic Hall, Leeds on Wednesday, 16th September, 2015

**PRESENT:** The Lord Mayor Councillor Judith Chapman in the Chair.

## **WARD**

### **ADEL & WHARFEDALE**

Caroline Anderson  
Billy Flynn  
Barry John Anderson

### **ALWOODLEY**

Dan Cohen  
Peter Mervyn Harrand  
Neil Alan Buckley

### **ARDSLEY & ROBIN HOOD**

Jack Dunn  
Lisa Mulherin  
Karen Renshaw

### **ARMLEY**

James McKenna  
Alice Smart  
Alison Natalie Kay Lowe

### **BEESTON & HOLBECK**

Adam Ogilvie  
David Congreve  
Angela Gabriel

### **BRAMLEY & STANNINGLEY**

Julie Heselwood  
Kevin Ritchie  
Caroline Gruen

### **BURMANTOFTS & RICHMOND HILL**

Asghar Khan  
Ron Grahame  
Maureen Ingham

## **WARD**

### **CALVERLEY & FARSLEY**

Amanda Carter  
Andrew Carter

### **CHAPEL ALLERTON**

Jane Dowson  
Eileen Taylor

### **CITY & HUNSLET**

Patrick Davey  
Mohammed Iqbal  
Elizabeth Nash

### **CROSS GATES & WHINMOOR**

Pauleen Grahame  
Peter John Gruen  
Debra Coupar

### **FARNLEY & WORTLEY**

Ann Blackburn  
Terry Wilford  
David Blackburn

### **GARFORTH & SWILLINGTON**

Mark Dobson  
Stuart McKenna  
Andrea McKenna

### **GIPTON & HAREHILLS**

Arif Hussain  
Kamila Maqsood  
Roger Harington

**GUISELEY & RAWDON**

Paul John Spencer Wadsworth  
Pat Latty  
Graham Latty

**HAREWOOD**

Rachael Procter  
Matthew Robinson  
Ann Castle

**HEADINGLEY**

Neil Walshaw  
Jonathon Pryor  
Janette Walker

**HORSFORTH**

Dawn Collins  
Brian Cleasby  
Christopher Townsley

**HYDE PARK & WOODHOUSE**

Gerry Harper  
Javaid Akhtar  
Christine Denise Towler

**KILLINGBECK & SEACROFT**

Catherine Dobson  
Brian Michael Selby

**KIPPAX & METHLEY**

James Lewis  
Keith Ivor Wakefield  
Mary Elizabeth Harland

**KIRKSTALL**

John Anthony Illingworth  
Fiona Venner  
Lucinda Joy Yeadon

**MIDDLETON PARK**

Judith Blake  
Kim Groves  
Paul Anthony Truswell

**MOORTOWN**

Rebecca Charlwood  
Sharon Hamilton  
Alex Sobel

**MORLEY NORTH**

Robert Gettings

**MORLEY SOUTH**

Neil Dawson  
Shirley Varley  
Judith Elliott

**OTLEY & YEADON**

Colin Campbell  
Ryk Downes  
Sandy Edward Charles Lay

**PUDSEY**

Richard Alwyn Lewis  
Mick Coulson

**ROTHWELL**

Karen Bruce  
Barry Stewart Golton  
David Nagle

**ROUNDHAY**

Christine Macniven  
Ghulam Hussain  
Bill Urry

**TEMPLE NEWSAM**

Helen Hayden  
Michael Lyons  
Judith Cummins

**WEETWOOD**

Susan Bentley  
Judith Mara Chapman  
Jonathan Bentley

**WETHERBY**

Alan James Lamb  
John Michael Procter  
Gerald Wilkinson



**35 Announcements**

- a) The Lord Mayor reminded those present that the meeting was to be webcast.
- b) The Lord Mayor congratulated Leeds Rhinos on winning the Challenge Cup 2015
- c) The Lord Mayor congratulated Yorkshire County Cricket Club on retaining the County Championship
- d) The Lord Mayor also reported that the Yorkshire womens cricket team were County Champions
- e) The Lord Mayor also reported that the former Yorkshire County Cricket captain Brian Close CBE had recently passed away.

**36 Minutes**

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

**RESOLVED** – That the minutes of the meeting held on 8<sup>th</sup> July 2015 be approved.

**37 Declarations of Interest**

There were no declarations of interest.

**38 Communications**

The Chief Executive provided all members of Council with an update in respect of recent discussions in respect of the Boundary Commission Review.

The Leader of Council provided all members of Council with an update in respect of Leeds' response to the current refugee crisis.

**39 Deputations**

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

- 1) RadhaRaman Society regarding the RadhaRaman Festival
- 2) Meanwood Valley Partnership regarding the Highbury Cricket Club site.
- 3) Young People regarding the National Citizen Service

**RESOLVED** – That the subject matter in respect of deputations 1 and 2 be referred to the Director of City Development for consideration in consultation with the relevant Executive Member and that the subject matter in respect of deputation 3 be referred to the Director of Children's Services for consideration in consultation with the relevant Executive Member.

**40 Report on Appointments**

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

**RESOLVED** – That the report of the City Solicitor on appointments be approved, namely that Councillor Ingham replace Councillor Dawson on the Member Management Committee.

**41 Report - Community Committee Annual Report**

It was moved by Councillor Coupar, seconded by Councillor Charlwood and

**RESOLVED** – That the report of the Assistant Chief Executive (Citizens and Communities) presenting to Council the Community Committees' Annual report for 2014/15 be received and that the work now being progressed to further improve the

effectiveness, profile and community engagement role of Community Committees be agreed.

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

It was moved by Councillor Coulson, seconded by Councillor Charlwood and

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

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

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

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

**44 Report on the Adoption of Policies Minerals 13 and 14 of the Natural Resources & Waste Local Plan**

It was moved by Councillor R Lewis , seconded by Councillor Charlwood and

**RESOLVED** - That Council adopt Policies Minerals 13 and 14 and the supporting text as part of the Natural Resources and Waste Local Plan (the submitted Policies and modifications), with 16th September 2015 as the date of Adoption, pursuant to Section 23 of the Planning and Compulsory Purchase Act 2004.

**45 Questions**

Q1 Councillor Robinson to the Executive Member (Children and Families):-

Does the Executive Board Member for Children and Families believe that changes to the Council's home to school transport funding arrangements have been properly implemented and are fair on parents and students?

The Executive Member (Children and Families) replied.

Q2 Councillor Golton to the Executive Member (Regeneration, Transport and Planning):-

Does the Executive Member for Regeneration, Transport and Planning share my concern over the possible granting of fracking licences in Rothwell and other areas in the south of the city and will he pledge to oppose fracking in these areas by all available means?

The Executive Member (Regeneration, Transport and Planning) replied.

Q3 Councillor Smart to the Executive Member (Children and Families):-

Can the Executive Member for Children and Families please update council on this year's exam results?

The Executive Member (Children and Families) replied.

Q4 Councillor D Blackburn to the Leader of Council:-

Does the Leader of Council share my concerns about the adverse impacts that the introduction of the Transatlantic Trade and Investment Partnership could have on the ability of Leeds City Council to deliver local services?

The Leader of Council replied.

Q5 Councillor Nagle to the Executive Member (Regeneration, Transport and Planning):-

Please can the Executive Member with responsibility for sustainability update council on the possibility of shale gas exploration in Rothwell Ward?

The Executive Member (Regeneration, Transport and Planning) replied.

Q6 Councillor Buckley to the Executive Member (Health, Wellbeing and Adults):- Will the Executive Board Member for Health, Wellbeing and Adults take this opportunity to welcome the NHS Chief Executive's comments about the sale of unhealthy foods in hospitals?

The Executive Member (Health, Wellbeing and Adults) replied.

Q7 Councillor J Bentley to the Executive Member (Regeneration, Transport and Planning):-

Has the Executive Member for Regeneration, Transport and Planning assessed the impact on the council housing growth programme of the government's proposal of an annual 1% reduction to social housing rents?

The Executive Member (Regeneration, Transport and Planning) replied.

Q8 Councillor Sobel to the Executive Member (Regeneration, Transport and Planning):-

Will the Executive Member with responsible for sustainability please update Council on Central Government's cuts to the Green Deal?

The Executive Member (Regeneration, Transport and Planning) replied.

Q9 Councillor D Blackburn to the Leader of Council:-

Will the Leader of Council agree that no firm decision should be made on any proposals of an Elected Mayor without the agreement of the people of Leeds in a referendum.

The Leader of Council replied.

Q10 Councillor Urry to the Executive Member (Communities):-

Can the Executive Member for Communities update Council on the impact of the Chancellor's recent welfare and wage changes on people in Leeds?

The Executive Member (Communities) 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:-

Q11 Councillor Lamb to the Executive Member (Children and Families).

Q12 Councillor J Bentley to the Executive Member (Environmental Protection and Community Safety).

- Q13 Councillor Walshaw to the Executive Member (Environmental Protection and Community Safety).
- Q14 Councillor D Blackburn to the Executive Member (Regeneration, Transport and Planning).
- Q15 Councillor Jarosz to the Executive Member (Health, Wellbeing and Adults).
- Q16 Councillor Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q17 Councillor Cleasby to the Executive Member (Regeneration, Transport and Planning).
- Q18 Councillor Robinson to the Executive Member (Health, Wellbeing and Adults).
- Q19 Councillor S Bentley to the Executive Member (Health, Wellbeing and Adults).
- Q20 Councillor Flynn to the Executive Member (Resources and Strategy).
- Q21 Councillor S Bentley to the Executive Member (Environmental Protection and Community Safety).
- Q22 Councillor Anderson to the Leader of Council.
- Q23 Councillor Lay to the Executive Member (Environmental Protection and Community Safety).
- Q24 Councillor Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q25 Councillor Lay to the Executive Member (Regeneration, Transport and Planning).
- Q26 Councillor Anderson to the Executive Member (Environmental Protection and Community Safety).
- Q27 Councillor Lay to the Leader of Council.
- Q28 Councillor Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q29 Councillor Lay to the Executive Member (Environmental Protection and Community Safety).

**46 Minutes**

It was moved by Councillor Blake, seconded by Councillor Charlwood 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.

At the conclusion of this item Council adjourned from 16.20 to 16.50.

**47 Report on Devolution**

It was moved by Councillor Blake, seconded by Councillor Wakefield and

**RESOLVED** – That the report of the Chief Executive updating Members on matters in respect of devolution be received.

**48 Announcements**

The Lord Mayor informed Council that Councillor Graham Hyde was absent from today's Council as he had recently had a fall and fractured his skull and she would write to Councillor Hyde on behalf of Council wishing him a speedy recovery.

**49 White Paper Motion (in the name of Councillor Andrew Carter) - Devolution**

It was moved by Councillor Andrew Carter, seconded by Councillor J Procter that this Council believes it is in the best interest of the citizens of Leeds to be part of a devolved authority made up of West Yorkshire Councils, North Yorkshire Councils, and the East Riding and Hull.

This would create a Northern Powerhouse able to compete, not only on a local and regional scale, but on a national and international scale and would provide a devolved authority area stretching from the Pennines to the sea.

An amendment was moved by Councillor Blake, seconded by Councillor J Lewis

Delete all after "This Council" and replace with:

"notes the Chancellor set a deadline of 4<sup>th</sup> September for areas to submit bids for devolution to Government and that members of the West Yorkshire Combined Authority, the North Yorkshire District Councils of Craven, Harrogate and Selby, and City of York Council reached agreement to submit proposals based on the Leeds City Region geographic area.

Council believes that the Leeds City Region strongly aligns with the economic and practical realities of the day to day lives of people who live and/or work in Leeds. Council recognises the improved outcomes already delivered through devolution to the Leeds City Region, such as through the Devolved Youth Contract and support to business growth through the Local Enterprise Partnership Investment Panel. Council notes that the Leeds City Region geography matches the area covered by the Local Enterprise Partnership, which was itself initiated by central Government.

Council further notes the Chancellor's insistence that mayoral governance form part of any devolution agreement, despite the people of Leeds rejecting a mayor in the 2012 referendum. This Council is clear that any acceptance of this form of governance will only be considered if significant powers and resources are devolved by Whitehall, rather than taken up from Leeds City Council, as part of any agreement.

This Council believes that regardless of the geography and governance arrangements of any devolution deal, Leeds City Council should itself continue to collaborate with partners across the city, regionally, nationally and internationally in order to produce the conditions to grow the Leeds economy and create much needed jobs for Leeds' residents."

Full motion would then read:

"This Council notes the Chancellor set a deadline of 4<sup>th</sup> September for areas to submit bids for devolution to Government and that members of the West Yorkshire

Combined Authority, the North Yorkshire District Councils of Craven, Harrogate and Selby, and City of York Council reached agreement to submit proposals based on the Leeds City Region geographic area.

Council believes that the Leeds City Region strongly aligns with the economic and practical realities of the day to day lives of people who live and/or work in Leeds. Council recognises the improved outcomes already delivered through devolution to the Leeds City Region, such as through the Devolved Youth Contract and support to business growth through the Local Enterprise Partnership Investment Panel. Council notes that the Leeds City Region geography matches the area covered by the Local Enterprise Partnership, which was itself initiated by central Government.

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This Council believes that regardless of the geography and governance arrangements of any devolution deal, Leeds City Council should itself continue to collaborate with partners across the city, regionally, nationally and internationally in order to produce the conditions to grow the Leeds economy and create much needed jobs for Leeds' residents."

A second amendment was moved by Councillor Anderson, seconded by Councillor G Latty to;

Add to the end of the motion:

'This Council therefore instructs the Leader of Council to convey the Council's view to Her Majesty's Government.'

Motion would read:

This Council believes it is in the best interest of the citizens of Leeds to be part of a devolved authority made up of West Yorkshire Councils, North Yorkshire Councils, and the East Riding and Hull.

This would create a Northern Powerhouse able to compete, not only on a local and regional scale, but on a national and international scale and would provide a devolved authority area stretching from the Pennines to the sea.

This Council therefore instructs the Leader of Council to convey the Council's view to Her Majesty's Government.'

The amendment in the name of Councillor Anderson was declared lost.

The amendment in the name of Councillor Blake was carried and upon being put to the vote, it was

**RESOLVED** - That this Council notes the Chancellor set a deadline of 4<sup>th</sup> September for areas to submit bids for devolution to Government and that members of the West Yorkshire Combined Authority, the North Yorkshire District Councils of Craven, Harrogate and Selby, and City of York Council reached agreement to submit proposals based on the Leeds City Region geographic area.

Council believes that the Leeds City Region strongly aligns with the economic and practical realities of the day to day lives of people who live and/or work in Leeds. Council recognises the improved outcomes already delivered through devolution to the Leeds City Region, such as through the Devolved Youth Contract and support to business growth through the Local Enterprise Partnership Investment Panel. Council notes that the Leeds City Region geography matches the area covered by the Local Enterprise Partnership, which was itself initiated by central Government.

Council further notes the Chancellor's insistence that mayoral governance form part of any devolution agreement, despite the people of Leeds rejecting a mayor in the 2012 referendum. This Council is clear that any acceptance of this form of governance will only be considered if significant powers and resources are devolved by Whitehall, rather than taken up from Leeds City Council, as part of any agreement.

This Council believes that regardless of the geography and governance arrangements of any devolution deal, Leeds City Council should itself continue to collaborate with partners across the city, regionally, nationally and internationally in order to produce the conditions to grow the Leeds economy and create much needed jobs for Leeds' residents."

On the requisition of Councillors G Latty and Lamb, the voting on the amendments were recorded as follows;

Amendment in the name of Councillor Blake

YES – 59

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

ABSTAIN – 6

J Bentley, S Bentley, Campbell, Cleasby, Golton and Lay.

No - 21

B Anderson, C Anderson, A Blackburn, D Blackburn, Buckley, Amanda Carter, Andrew Carter, Castle, Cohen, Collins, Elliott, Flynn, Gettings, Harrand, Lamb, G Latty, J Procter, Robinson, Wadsworth, Wilford and Wilkinson.

Amendment in the name of Councillor Anderson

YES - 29

B Anderson, C Anderson, J Bentley, S Bentley, A Blackburn, D Blackburn, Buckley, Campbell, Amanda Carter, Andrew Carter, Castle, Cleasby, Cohen, Collins, Elliott, Flynn, Gettings, Golton, Harrand, Lamb, G Latty, P Latty, Lay, J Procter, Robinson, Wadsworth, Varley, Wilford and Wilkinson.

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

**50 White Paper Motion (in the name of Councillor Mulherin) - Health Funding**

It was moved by Councillor Mulherin, seconded by Councillor Yeadon that this Council is appalled that the Conservative's General Election 2015 manifesto promise to "support people to stay healthy" has been so quickly disregarded through the announcement of in-year cuts of £200million of Health funding that is being clawed back from local authorities.

Council notes this betrayal is part of a fast growing list of broken promises from this Government that directly affects the lives and wellbeing of the people of Leeds. This includes not progressing with the promised electrification of the transpennine rail route or the promise to cap care costs and the in-year cut to Youth Offending spending.

Council calls on the Government to rethink its approach to funding cuts in preparing its Comprehensive Spending Review, in line with Conservative party promises made to Leeds residents only a matter of months ago.

Council believes the damage that will be done by Government decisions announced to date cannot be overestimated and will work with partners in the city on the effects of the cuts.

Council calls on officers to make representations to ministers on behalf of the people of Leeds to ensure the Government recognises the needs of the city and the impact their approach to funding can have, especially in relation to the protection of vulnerable people.

An amendment was moved by Councillor Lay, seconded by Councillor Campbell to ;

Delete final paragraph and replace with:

Council therefore calls on the Executive Member for Health, Wellbeing and Adult Social Care to show the political leadership necessary to deal with the challenge this presents to the city and bring forward proposals at the earliest opportunity setting out potential means by which the council may absorb these cuts to the public health budget.

A second amendment was moved by Councillor Buckley, seconded by Councillor Robinson;

Delete all after 'This Council' and replace with:

'notes the success of the Conservative Manifesto in May 2015 and the failure of the Labour Party to present credible policies that appealed to the British public.

Council further notes the difficult financial position inherited in 2010 and the long term economic plan that is being delivered to repair the British economy.



However, this Council is concerned that the electrification of the Trans-Pennine route between Leeds and Manchester has been delayed and recognises the challenges in year funding reductions, particularly those in health, could create for services in Leeds. Council is concerned that in year funding reductions could impact on the excellent work done by, for instance, Neighbourhood Networks and Children's Centres and would be concerned if any funding reductions were implemented against these budgets.

Council believes that constructive dialogue with the Government could lead to the Trans-Pennine rail plans being resurrected through the ongoing and ground breaking Government led devolution negotiations, and that those same negotiations have the potential to provide greater control over health budgets in Leeds.

This Council therefore calls on the ruling administration to work constructively with government and partners to minimise the impact of funding reductions on Leeds residents and seek to get the Trans Pennine rail proposals back up and running.'

Motion would read:

'This Council notes the success of the Conservative Manifesto in May 2015 and the failure of the Labour Party to present credible policies that appealed to the British public.

Council further notes the difficult financial position inherited in 2010 and the long term economic plan that is being delivered to repair the British economy.

However, this Council is concerned that the electrification of the Trans-Pennine route between Leeds and Manchester has been delayed and recognises the challenges in year funding reductions, particularly those in health, could create for services in Leeds. Council is concerned that in year funding reductions could impact on the excellent work done by, for instance, Neighbourhood Networks and Children's Centres and would be concerned if any funding reductions were implemented against these budgets.

Council believes that constructive dialogue with the Government could lead to the Trans-Pennine rail plans being resurrected through the ongoing and ground breaking Government led devolution negotiations, and that those same negotiations have the potential to provide greater control over health budgets in Leeds.

This Council therefore calls on the ruling administration to work constructively with government and partners to minimise the impact of funding reductions on Leeds residents and seek to get the Trans Pennine rail proposals back up and running.'

The amendments in the name of Councillors Lay and Buckley were declared lost and upon being put to the vote it was;

**RESOLVED** – That this Council is appalled that the Conservative's General Election 2015 manifesto promise to "support people to stay healthy" has been so quickly disregarded through the announcement of in-year cuts of £200million of Health funding that is being clawed back from local authorities.

Council notes this betrayal is part of a fast growing list of broken promises from this Government that directly affects the lives and wellbeing of the people of Leeds. This includes not progressing with the promised electrification of the transpennine rail route or the promise to cap care costs and the in-year cut to Youth Offending spending.

Council calls on the Government to rethink its approach to funding cuts in preparing its Comprehensive Spending Review, in line with Conservative party promises made to Leeds residents only a matter of months ago.

Council believes the damage that will be done by Government decisions announced to date cannot be overestimated and will work with partners in the city on the effects of the cuts.

Council calls on officers to make representations to ministers on behalf of the people of Leeds to ensure the Government recognises the needs of the city and the impact their approach to funding can have, especially in relation to the protection of vulnerable people.

**51 White Paper Motion (in the name of Councillor A Blackburn) - Passivhaus Standard**

It was moved by Councillor A Blackburn, seconded by Councillor Wilford that this Council notes:

- The Government cancelling the introduction of Zero Carbon Home Standards in 2016.
- The negative impact this will have on householders at risk of fuel poverty in new housing.
- The missed opportunity to reduce carbon emissions in new developments.
- The loss of income to the local economy as a result of these lower energy efficiency standards, as householders' income is spent paying energy bills rather than in local shops and on local services.

This Council believes:

- That under the principle of 'localism' councils can determine their own standards on land that they own if those standards comply with UK Building Regulations.
- That the internationally recognised 'Passivhaus Standard' offers an alternative to the UK's diminished energy efficiency ambitions for new-build housing.
- That the Passivhaus Standard complies with UK Building Regulations and can deliver heating bills of less than £100/year for the average three bedroom terrace house.

This Council, therefore, requests that an early report is brought to the Executive Board to specify Passivhaus Standards on all new buildings on council-owned land and as a condition of sale on any council land.

An amendment was moved by Councillor Sobel, seconded by Councillor C Gruen;

Insert after "local services":

- "From January 2016 the Government have proposed the lowest feed in tariff rate will be just 1.63p per kWh - as opposed to the current 12.47p for the smallest producers, usually single homes. This has the potential to devastate the domestic solar renewable market and cause a drastic drop in solar photovoltaic retrofitting in both private and social housing."

Delete all after "three bedroom terrace house." and replace with:

“This Council also notes that the Leeds Standard for Housing aims to improve the quality of building, with energy efficiency as a central component of these changes. This approach has emphasised the needs for all housing -whether on Council land or not- to meet high quality energy efficiency standards.

Given Central Government’s clear movement away from policies designed to improve energy efficiency, the Council resolves to ensure practical action takes place at a local level to secure a sustainable future.

Council therefore requests that officers investigate the need for even more challenging, locally set building standards, whilst also promoting and supporting self-builders, community-builders and developers who will seek to build to Passivhaus or similar standards. Council requests that Executive Board receive a report on this within the current municipal year.”

The motion would therefore read:

“This Council notes:

- The Government cancelling the introduction of Zero Carbon Home Standards in 2016.
- The negative impact this will have on householders at risk of fuel poverty in new housing.
- The missed opportunity to reduce carbon emissions in new developments.
- The loss of income to the local economy as a result of these lower energy efficiency standards, as householders’ income is spent paying energy bills rather than in local shops and on local services.
- From January 2016 the Government have proposed the lowest feed in tariff rate will be just 1.63p per kWh - as opposed to the current 12.47p for the smallest producers, usually single homes. This has the potential to devastate the domestic solar renewable market and cause a drastic drop in solar photovoltaic retrofitting in both private and social housing.

This Council believes:

- That under the principle of ‘localism’ councils can determine their own standards on land that they own if those standards comply with UK Building Regulations.
- That the internationally recognised ‘Passivhaus Standard’ offers an alternative to the UK’s diminished energy efficiency ambitions for new-build housing.
- That the Passivhaus Standard complies with UK Building Regulations and can deliver heating bills of less than £100/year for the average three bedroom terrace house.

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Given Central Government’s clear movement away from policies designed to improve energy efficiency, the Council resolves to ensure practical action takes place at a local level to secure a sustainable future.

Council therefore requests that officers investigate the need for even more challenging, locally set building standards, whilst also promoting and supporting self-

builders, community-builders and developers who will seek to build to Passivhaus or similar standards. Council requests that Executive Board receive a report on this within the current municipal year.”

The amendment in the name of Councillor Sobel was carried and upon being put to the vote, it was;

**RESOLVED** - That this Council notes:

- The Government cancelling the introduction of Zero Carbon Home Standards in 2016.
- The negative impact this will have on householders at risk of fuel poverty in new housing.
- The missed opportunity to reduce carbon emissions in new developments.
- The loss of income to the local economy as a result of these lower energy efficiency standards, as householders’ income is spent paying energy bills rather than in local shops and on local services.
- From January 2016 the Government have proposed the lowest feed in tariff rate will be just 1.63p per kWh - as opposed to the current 12.47p for the smallest producers, usually single homes. This has the potential to devastate the domestic solar renewable market and cause a drastic drop in solar photovoltaic retrofitting in both private and social housing.

This Council believes:

- That under the principle of ‘localism’ councils can determine their own standards on land that they own if those standards comply with UK Building Regulations.
- That the internationally recognised ‘Passivhaus Standard’ offers an alternative to the UK’s diminished energy efficiency ambitions for new-build housing.
- That the Passivhaus Standard complies with UK Building Regulations and can deliver heating bills of less than £100/year for the average three bedroom terrace house.

This Council also notes that the Leeds Standard for Housing aims to improve the quality of building, with energy efficiency as a central component of these changes. This approach has emphasised the needs for all housing -whether on Council land or not- to meet high quality energy efficiency standards.

Given Central Government’s clear movement away from policies designed to improve energy efficiency, the Council resolves to ensure practical action takes place at a local level to secure a sustainable future.

Council therefore requests that officers investigate the need for even more challenging, locally set building standards, whilst also promoting and supporting self-builders, community-builders and developers who will seek to build to Passivhaus or similar standards. Council requests that Executive Board receive a report on this within the current municipal year.”

## **52 Motion to Suspend Council Procedure Rules**

It was moved by Councillor Charwood, seconded by Councillor G Latty that under the provisions of Council Procedure Rule(CPR) 22.1 (Suspension of CPRs), that CPR 12 (Motions on Notice) (White Paper Motions) be suspended to allow the introduction of a fourth White Paper (not for debate) and in accordance with CPR

14.9(a) seek leave of Council for Councillor Blake to alter the wording of the motion in her name by the inclusion of an additional (the final) paragraph.

Upon being put to the vote, the motion was carried.

**53 \*White Paper Motion (in the name of Councillor Blake) - Leeds Rhinos Challenge Cup Success**

It was moved by Councillor Blake, seconded by Councillor Andrew Carter, and supported by Councillors Campbell, Gettings and D Blackburn and

**RESOLVED UNANIMOUSLY** – That this Council congratulates Leeds Rhinos on their superb victory in the recent Challenge Cup final and recognises the continuing pride that the whole city feels from their achievements.

This victory is just the latest in a long line of phenomenal successes for the current team over more than a decade.

As well as the achievements on the pitch, this Council would like to take the opportunity to thank the club for its continued support to young people and families in the city and its continuing commitment to community engagement at the widest level.

This Council also wishes to take this opportunity to extend its congratulations to Yorkshire County Cricket Club on its wonderful and second consecutive County Championship win.

Council rose at 19.15

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**Report of the Director of Environment and Housing**

**Report to Full Council**

**Date: 11 November 2015**

**Subject: Safer Leeds Strategy 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**

1. As the city's Community Safety Partnership, the Safer Leeds Executive has a statutory requirement to prepare and implement a local Crime and Disorder Reduction Strategy, referred to locally as the 'Safer Leeds Strategy' (appendix 1). The strategy forms part of the council's budget and policy framework, and requires approval by full council, at least every three years.
  
2. The overarching outcome that the Partnership seeks to achieve is that:
 

*People in Leeds are safe and feel safe in their homes, in the streets and the places they go.*
  
3. Following the introduction of Police and Crime Commissioners in November 2012, local Crime and Disorder Reduction Strategies are required to have regard to the objectives set out in the Police and Crime Plan for the wider police area. The first West Yorkshire Police and Crime Plan 2013-2018 was published in March 2013, and was subsequently updated in 2014.
  
4. The Environment and Housing Scrutiny Board, considered the strategy on 21<sup>st</sup> June, and it was then agreed by the Safer Leeds Executive on the 30<sup>th</sup> June 2015. The views of both these groups have been included in the attached version of the strategy where applicable.
  
5. The Plan was presented to the Councils Executive Board on the 23<sup>rd</sup>, who gave the Plan their endorsement.

6. The strategy sets out three shared priorities that the partnership will focus on over the forthcoming year. These are:
  - Promoting Community Tolerance and Respect
  - Keeping People Safe from Harm
  - Protecting the Rights of Citizens

### **Recommendations**

7. Full Council is asked to approve Safer Leeds Strategy, as the city's Crime and Disorder Strategy for 2015-16.



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

- 1.1 For Full Council to approve the Safer Leeds Strategy 2015-2016.

## **2 Background information**

- 2.1 The Police Reform and Social Responsibility Act 2011 replaced Police Authorities with Police and Crime Commissioners (PCCs), and introduced Police and Crime Panels (PCPs) to scrutinise the decisions and actions of the PCCs and assist them in carrying out their functions.
- 2.2 In November 2012, Mark Burns-Williamson was elected as the first West Yorkshire Police and Crime Commissioner and will hold office to May 2016. He published his first five year Police and Crime Plan in March 2013.
- 2.3 Community Safety Partnerships have a statutory requirement to prepare and implement a local Crime and Disorder Reduction Strategy every 3 years. In doing so, these local strategies are expected to have regard to the objectives set out in the Commissioner's Police and Crime Plan.
- 2.4 Safer Leeds is a long standing partnership body with statutory representation from Council, Police, the National Probation Service, Community Rehabilitation Company, Health, Fire and the Clinical Commissioning Groups. The partnership is augmented by the representatives from the voluntary sector, prison service and a wide range of Council Services.
- 2.5 Since 2011 the partnership has focused much of its efforts on reducing domestic burglary, which was significantly higher in Leeds than in other comparable cities, and on combating anti-social behaviour, which was of great public concern.
- 2.6 The partnership has successfully delivered against both of these ambitions to date. In 2011 there were almost 9000 burglary dwellings recorded in Leeds. In both 2014 and 2015 there were less than 5000 offences recorded per year, a sustained reduction of over 45%. In addition, user satisfaction rates for the Leeds Anti-Social Behaviour Team (LASBT) are currently running at 94%.
- 2.7 Whilst these issues continue to be priorities for the partnership, over the past 18 months there has been a shift towards the Safeguarding agenda, with a particular emphasis on reducing repeat domestic violence/abuse incidents for victims and offenders, protecting vulnerable children and adults from exploitation and improving support for victims and offenders with mental health needs. The strategy seeks to provide a high level outline of how the partnership will work together to address these important issue, amongst others, over the next 12 months.

## **3 Main issues**

- 3.1 Local Crime and Disorder Reduction Strategies are expected to have regard to the objectives set out in the wider Police and Crime Plan produced by the PCC.
- 3.2 The West Yorkshire Police and Crime Plan 2013-2018 was published on 27<sup>th</sup> March 2013, the plan was later updated in March 2014. An annual report was published in

2<sup>nd</sup> September 2015 2015, outlining how the PCC and his District partners have delivered against the Police and Crime Plan.

- 3.3 The local Crime and Disorder Reduction Strategy, also forms part of the council's budget and policy framework and requires Full Council approval.
- 3.4 The plan has been developed using intelligence provided in the Leeds Joint Strategic Assessment (JSA) 2015/16, and in consultation with the Safer Leeds Executive, the city's statutory Community Safety Partnership.
- 3.5 The Environment and Housing Scrutiny Board discussed the draft plan at their meeting on the 21<sup>st</sup> June. The Board are supportive of the Strategy and further discussions have since taken place to agree the forward work programme for Board around the Community Safety agenda.
- 3.6 The strategy has been developed in conjunction with representatives of both the Adults and Children's Safeguarding Boards and the Health and Wellbeing Board, who sit on the Safer Leeds Executive. There are particularly strong connections with regard to tackling domestic abuse, child sexual exploitation and the drug and alcohol agendas. Cross representation will ensure that the city develops a coherent and complementary package of measures across all three boards.

### **3.7 Safer Leeds Priorities – 2015/16**

- 3.7.1 During 2015/16, the Safer Leeds Executive has agreed to focus activity on the following priorities. Details of the issues and key actions are set out in the accompanying plan.

### **3.8 Promoting Community Tolerance and Respect**

- 3.8.1 **Prevent nuisance and anti-social behaviour** - ASB and Noise Nuisance continues to be a significant concern to local communities. Utilising the multi-agency approach that has been developed through the Leeds Anti-Social behaviour Team (LASBT), Safer Leeds continues to work in partnership to promote the benefits of good citizenship and positive relationships through its work with local communities. LASBT will continue to use a full range of preventative, supportive and enforcement measures under the new anti-social behaviour legislation to protect and safeguard the vulnerable and bring positive changes to the lives of those engaging in anti-social activities.
- 3.8.2 **Reduce the aggravating effects of alcohol and drugs on crime and anti-social behaviour** - A comprehensive review of drug and alcohol interventions, which involved Safer Leeds partners, resulted in the launch of the Forward Leeds service on 1 July 2015. This integrated drug and alcohol service for adults, children and young people, with an increased emphasis on recovery and prevention, aims to increase the number of people who choose not to misuse drugs and/or alcohol thereby reducing the number of people, in particular families and children, who are affected by substance misuse or experience crime and disorder related to it. Non-dependent alcohol, prescription/OTC and NPS misuse will be tackled through interventions targeting schools, the night time economy and other relevant settings.
- 3.8.3 **Reduce the occurrence and impact of Hate Crime** - LASBT has continued to raise awareness of the reporting arrangements in operation across the city

developing new reporting routes for schools to raise concerns and request support. A wide range of partners across Leeds continue to work together to reduce repeat victimisation and improve community relations.

### **3.9 Keeping People Safe from Harm**

**3.9.1 Prevent domestic violence & abuse for those at risk – This is the top priority for the Safer Leeds Executive for 2015/16.** The Domestic Violence Breakthrough project has galvanised significant activity to provide more effective responses to victims and perpetrators of domestic violence. The development of the multi-agency Front Door Safeguarding Hub has significantly improved the timeliness and co-ordination of interventions to high risk victims and perpetrators. The next stages of this work will concentrate on consolidating and building on this initiative to improve responses to all victims of domestic violence and increase our capacity to deliver effective interventions to perpetrators / instigators of domestic violence.

**3.9.2 Protect children and adults from sexual exploitation** - There has been an increase in the number of young people identified as at risk of, or experiencing Child Sexual Exploitation (CSE), which highlights the commitment of all agencies to safeguard children and young people in Leeds from being sexually exploited, and whilst progress has been achieved, it is vital that this is maintained and built upon. Understanding and responding to the complexities of this type of child sexual abuse requires all partner agencies to regularly review and adapt strategic and operational multi-agency responses further assist the safeguard children and young people from the risk of sexual exploitation, whilst also improving the partnership understanding of the problem profiles in relation to areas of concern, ('hotspots') perpetrators, and children at risk of, or experiencing sexual exploitation.

**3.9.3 Provide appropriate support for victims and offenders with mental health needs** – Public Health currently commission services with Foundation and Home Group that provide housing related support for offenders with mental health problems, as well as some other housing related support provision for this client group. Offenders may access these services, depending on their need and requirements. In respect of non-housing related support for offenders with mental health problems, this may be accessed through primary care or wider community services. The Drug Intervention Programme (DIP) /Integrated Offender Management (IOM) service based at Mabgate Mills will refer offenders into these services where needed or requested. There has been ongoing work to improve pathways into these services.

**3.9.3.1** The strategy will also support the Council's commitment to deliver against the Crisis Care Concordat, a national agreement between services and agencies involved in the care and support of people in crisis, which sets out how organisations will work together better to make sure that people get the help they need when they are having a mental health crisis. Initiatives include; Mental Health Outreach Nurses who work with the Police to provide the assessment and care for people who might have otherwise been sent to police custody, targeted training and awareness around suicide risks and the development of a crisis assessment centre.

### **3.10 Protect Property and the Rights of Citizens**

**3.10.1 Break cycles of reoffending** - Tackling drug related crime remains a priority for the Police and Crime Commissioner (PCC) and the City, however, significant changes in patterns of offending and substance misuse make it difficult for the DIP/IOM services to respond effectively – for example, around the increase in alcohol related crime, domestic violence and nuisance/ anti-social behaviour. Therefore, a review of the DIP/IOM service now provides an opportunity to refocus and improve DIP/IOM arrangements to ensure a more integrated and flexible approach. This contributes towards city priorities around reducing offending and anti-social behaviour linked to drug and alcohol misuse. By ensuring early intervention and access to treatment and recovery support for people coming through the criminal justice system, wider health and social care outcomes will also be improved, including reoffending rates.

**3.10.2 Early identification of those at risk of becoming involved in criminality** – This priority aims to ensure the early identification of those children and young people and families most at risk of becoming involved in criminality so that they can be provided with multi-agency support, to positively influence their lives and divert them from an offending lifestyle. The Youth Offending Service will refresh the city wide youth crime prevention strategy over the course of the next year to ensure that there is a whole partnership approach to this agenda.

**3.10.3 Prevent victimisation from acquisitive crime** - Continue to prioritise acquisitive crime prevention and detection through effective use of intelligence and properly coordinated resource deployment to mitigate threats posed. Tactical and investigative activity will maintain focus on key offenders and localities of concern, managed through regular tasking meetings to ensure the most appropriate resources are utilised.

## **4. Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Key partners such as West Yorkshire Police, Probation, Youth Offending Service and Criminal Justice Service partners have contributed to the development of the plan through the Safer Leeds Executive. The Executive approved the draft plan at its meeting in June 2015.

4.1.2 The Environment and Housing Scrutiny Board have commented on the strategy at the meeting on 21<sup>st</sup> June 2015. A further discussion on Community Safety priorities took place in October 2015 and a forward work programme for the Board related to key Community Safety business is now being developed.

4.1.3 Intelligence collated from residents accessing services delivered by Community Safety, such as the Leeds Anti-Social Behaviour Team, has been used to inform the contents of the plan.

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

4.2.1 The draft Safer Leeds Strategy 2015-2016 makes reference to the Safer Leeds Partnership's commitment to serve all members of its communities effectively and

acknowledges that all of its actions and plans should give due regard to implications for different groups and sections of the community.

4.2.2 A key aim of the strategy is to work closely with harder to reach groups, and in particular to improve hate crime reporting and domestic violence and abuse related incidents both of which are under reported.

4.2.3 The Equality, Diversity, Cohesion and Integration Screening document is attached to this report.

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

4.3.1 The draft Safer Leeds Strategy 2015-2016 sets out the city's approach to reduce crime and disorder and deliver the partnerships ambition to be "the best city in the UK with the best community safety partnership and services." Linked to this, particular consideration is also given to the relevant priorities set out in the plans of other priority Boards, such as the Children & Families Board and the Health and Wellbeing Board.

4.3.2 The report also supports the delivery of Objective 1: 'Supporting communities and tackling poverty', from the Best Council Plan by helping to prevent residents from entering the Criminal Justice System and helping those that have, be rehabilitated and become members of mainstream society. The strategy also seeks to provide support to the victims of crime by providing a range of support and advice services.

4.3.3 The Safer Leeds Executive also has a statutory requirement to produce an annual Joint Strategic Assessment (JSA) to assess the scale and nature of crime and disorder in the city and to identify medium to long term issues affecting community safety. Such intelligence has therefore been used to inform the delivery plans that underpin the overarching Safer Leeds Strategy.

4.3.4 Representatives of both the Adults and Childrens Safeguard Boards and the Health and Wellbeing Board, sit on the Safer Leeds Executive, and as the strategy has been developed work as taken place to ensure that the Safer Leeds Strategy links in to key priorities for each Board.

4.3.5 The work of the Safer Leeds Executive links in to the city wide priority; for Leeds to be the best city in the UK with the best community safety partnership and services. The desired outcome of the Executive is that; People in Leeds are safe and feel safe in their homes in the streets, and the places they go.

### **4.4 Resources and Value for Money**

4.4.1 In total, £2.5m has been allocated to the West Yorkshire Police and Crime Commissioner Community Safety Fund for 2015/16. Accountability for the delivery of PPC funds, sits with the Safer Leeds Executive who seek to ensure value for money and excellence in service delivery.

4.4.2 PCC funding has been allocated against the following Safer Leeds priorities:

- Reducing Domestic Burglary
- Reducing Domestic Violence and Abuse – work with Victims and Perpetrators

- Drug and Alcohol Rehabilitation programmes and Integrated Offender Management
- Support to Young People already in the Criminal Justice System (CJS), or at risk of entering the CJS
- Providing extra capacity to support intelligence products to inform the deployment of resources
- Contribution to Police Community support Officers

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

4.5.1 This report does not contain any exempt or confidential information. The report is ineligible for Call In, as the Executive and Decision Making Procedure Rules state: 'The power to call in decisions does not extend to decisions made in accordance with the Budget and Policy Framework Procedure Rules'. This is one such decision.

#### **4.6 Risk Management**

4.6.1 National changes to government legislation, governing the way in which offenders are managed on their release from prison, will bring challenges and opportunities for the city. Safer Leeds Partners will continue to discuss potential risks and identify ways of working together to mitigate these.

4.6.2 There are significant risks associated with budget reductions beyond the current financial year. Work is taking place with partners to better understand what the implications and risks associated with budget reductions on the partnerships endeavours to deliver against it shared priorities.

### **5. Conclusions**

5.1 As the city's Community Safety Partnership, the Safer Leeds Executive has a statutory requirement to prepare and implement a local Crime and Disorder Reduction Strategy, referred to locally as the 'Safer Leeds Strategy'.

5.2 Following the introduction of Police and Crime Commissioners in November 2012, local Crime and Disorder Reduction Strategies are expected to have regard to the objectives set out in the Police and Crime Plan for the wider police area. In March 2013, the West Yorkshire Police and Crime Commissioner published the West Yorkshire Police and Crime Plan 2013-2018.

5.3 The Safer Leeds Executive agreed the draft Safer Leeds Strategy at its meeting on 30<sup>th</sup> June 2015. Furthermore, the Environment and Housing Scrutiny Board were offered the opportunity to comment on the strategy at their June meeting.

5.4 Executive Board recommended that the Plan be approved by Full Council at its meeting on the 23<sup>rd</sup> September 2015.

## **6. Recommendations**

**6.1** Full Council is asked to approve Safer Leeds Strategy, as the city's Crime and Disorder Strategy for 2015-16.

## **7.0 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.

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# Safer Leeds

*Working in partnership to  
keep communities safe*

## Plan (2015/16)

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## Foreword

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Welcome to the Safer Leeds Plan, our statement of intent for 2015/16.

The impact of crime and disorder remains a significant issue for those who live, work and visit this vibrant city and as such we want to be very clear about what we are trying to achieve.

The **Outcome** we are seeking to achieve:

**People in Leeds are safe and feel safe in their homes, in the streets, and the places they go**

Our **Shared Priorities** will be:

**Promoting community tolerance and respect**

**Keeping people safe from harm**

**Protecting property and the rights of citizens**

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In the last 12 months much has been realised and YES, we have achieved many things that we set out to do. I want to thank all staff and volunteers, for their dedication in serving the people and communities of Leeds. The passion you have shown, day in day out, has resulted in some fantastic community safety outcomes.

However, we know as a partnership we cannot stand still; we need to continue to evolve and make further improvements. Yes, we face a range of challenges, but we are determined to tackle these ~ we should never be complacent, any victim is one too many and I strongly believe that we are better when we work together.

Everyone has the right to live in a safe and tolerant society and everyone has a responsibility to behave in a way that respects this right.

Our challenge to all who read this plan is to consider your contribution and put into action changes that will have a positive impact on the lives of individuals, families and communities.

Kind regards

**Mark Dobson**  
Lead member for  
community safety

**Sam Millar**  
Superintendent  
(Safer Leeds)

## Introduction

Safer Leeds is the city's statutory Community Safety Partnership, responsible for tackling crime, disorder and substance misuse. Leeds is proud of its strong record of partnership working, which was embedded as part of the Crime and Disorder Act (1998) and subsequent legal enhancements.

### Our Ambition

- ❖ To be the best city in the UK with the best community safety partnership and services.

### Our Outcome

- ❖ People in Leeds are safe and feel safe in their homes, in the streets, and the places they go.

### Governance & Accountability

The following are committed to working collectively through Safer Leeds Executive:

#### Responsible Authorities

- ➔ Leeds City Council; West Yorkshire Police; Leeds Clinical Commissioning Groups; West Yorkshire Community Rehabilitation Company; West Yorkshire Fire & Rescue Service; National Probation Trust

#### Co-operating Bodies

- ➔ Leeds Children's Trust Board; Leeds Safeguarding Children Board; Leeds Safeguarding Adults Board; HM Prison Service; Office of the Police & Crime Commissioner; Third Sector Partnerships

The Safer Leeds Executive has statutory requirements to:

- ➔ Produce an annual Joint Strategic Assessment
- ➔ Prepare and implement a Plan
- ➔ Establish information sharing arrangements
- ➔ Be responsible for establishing Domestic Homicide Reviews

The partnership aims to serve all members of its communities, giving due regard to implications for different groups to ensure people are not excluded or disadvantaged because of Age, Disability, Gender, Race, Religion and Belief, or Sexual Orientation.

## Critical Issues

The Joint Strategic Assessment (JSA) seeks to:

- Identify medium to long-term issues affecting community safety
- Highlight existing or emerging risk, threats and harms
- Assist in defining priorities

This year's JSA (Feb 2015) identified a number of reoccurring themes, risks, threats, and harms; which are summarised below:

- Criminal and anti-social behaviours interlinked
- Dangerous or prolific offenders linked to various crimes and safeguarding issues
- Intolerance and aggression leading to abuse or violence, including individuals, families and communities deliberately targeted through harassment, ASB and crime
- Different patterns of offending and issues affecting different communities
- Opportunistic stealing and disposal of stolen goods
- Risks of vulnerable, especially younger, individuals being coerced or forced into criminal activity
- Substance misuse (drugs and alcohol) as drivers and contributors to other crime/ ASB
- Intrinsic health and social needs, especially mental health and financial pressures, linked to criminal behaviours (offender and victim vulnerabilities)
- Changing offending patterns and behaviours, especially around cyber-enabled crime
- Lack of intelligence concerning high profile crimes or social risks (Extremism; CSE; Trafficking; Stolen Goods Markets; new and emerging Drug Markets)

Dealing with these themes will not only address concerns around crime and disorder, but also improve levels of satisfaction and confidence.

## Shared Priorities

Safer Leeds has agreed the following shared priorities for 2015/16:

Promoting community tolerance and respect

Keeping people safe from harm

Protecting property and the rights of citizens

Knowing what success looks like is critical. Leadership and accountability at every level of delivery will be worked through and must be clear and visible.

Due to the cross cutting nature of the work; Safer Leeds Executive will take primacy for Domestic Violence & Abuse and Leeds Safeguarding Children Board primacy for Child Sexual Exploitation.

Road Safety/ Safer Travel is consistently raised by local people as an issue of concern that requires improvement, as it links directly to our shared priorities we will work closely as a city with the Highways Service and the wider partnership to support existing work and future responses.

There is a commitment from partners to place greater emphasis on delivery of partnership services to meet the needs and demands of communities, regardless of responsibility for the resource.

### Funding

The Office of Police & Crime Commissioner (OPCC) has agreed to protect and extend the current funding arrangements, to March 2016 and we will assist the OPCC in delivering the Police and Crime Plan.

### Tasking and Co-ordination

We will deliver results through city wide, area and locality based plans. These will be managed, monitored and revised on a regular basis to:

- ➔ Enhance information exchange and improve shared understanding.
- ➔ Utilise intelligence to facilitate problem solving.
- ➔ Support partnership response and activity.
- ➔ Strengthen community engagement and involvement.
- ➔ Improve access to services and reporting procedures.

## Approaches

We will utilise a number of approaches to support delivery against this plan at a strategic, operational and tactical level. Pivotal to this change will be adoption and application of the following:

### Joint Delivery

- Joint Delivery is based on an agreed set of principles, standards, policies and constraints used to guide the design, development, deployment, and operational activity of partnership service providers.
- Joint Delivery is more than co-location as it brings together and maximises all available 'resources' across organisations to provide a consistent and efficient service experience to a specific service users.
- It ensures commissioned services are 'joined up' allowing more efficient working, cost effectiveness, and accountability.

### Restorative Practice (RP)

- RP is about developing better relationships between individuals, families and communities.
- RP provides a focus on developing positive relationships and people taking responsibility for their behaviours.
- People are happier, more co-operative and productive, and therefore more likely to make positive changes, when those in authority (service providers) do things with them, rather than to them or for them.

### Integrated Offender Management (IOM)

- IOM is a cross-agency response to crime and reoffending threats by managing the most persistent and problematic offenders.
- Partners jointly discuss and agree offenders to be targeted ("catch & convict"), how available resources will be utilised to manage offenders, reduce the risk of further crime and reoffending ("prevent & deter"), and support lifestyle changes ("rehabilitate & resettle").

### Outcome Based Accountability (OBA)

- OBA is a way of thinking and taking action to improve outcomes for populations, organisations, communities, and clients. It uses common language and methods to get partners moving from 'talk to action' quickly. It starts with the desired outcome and works backwards; using performance trends to agree improvements and define actions that will 'turn the curve' and result in the desired outcome.

## Plan on Page (2015/16)

Safer Leeds will continue to improve current core services to achieve our outcome. To achieve our ambition, we will look to be transformational by **'shifting our thinking'** (focus on outcomes), by **'making a stand'** (focus on performance) and **'making a leap'** (focus on innovation).

Focus	Indicators	Innovation Programmes
<b>Shared Priority ~ Promoting community tolerance and respect</b>		
<ul style="list-style-type: none"> <li>❖ Prevent nuisance and anti-social behaviours</li> <li>❖ Reduce the aggravating effects of alcohol and drugs on crime and ASB</li> <li>❖ Reduce the occurrence and impact of Hate Crime</li> </ul>	<ul style="list-style-type: none"> <li>➔ Reduction in the number of recorded nuisance and damage related incidents</li> <li>➔ Reduction in violence (non-domestic)</li> <li>➔ Reduction in alcohol related assault admissions to A&amp;E</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working in partnership to promote the benefits of "good citizenship" and positive relationships through local programmes</li> <li>▪ Guide and support community groups to take appropriate local action to deal with neighbourhood disputes / issues</li> </ul>
<b>Shared Priority ~ Keeping people safe from harm</b>		
<ul style="list-style-type: none"> <li>❖ Prevent domestic violence &amp; abuse for those at risk</li> <li>❖ Protect children and adults from sexual exploitation</li> <li>❖ Provide appropriate support for victims and offenders with mental health needs</li> </ul>	<ul style="list-style-type: none"> <li>➔ Reduction in DV&amp;A incidents with repeat victims</li> <li>➔ Reduction in DV&amp;A incidents with repeat offenders</li> <li>➔ Reduction in number of repeat Missing Persons</li> <li>➔ Reduction in number of individuals held in custody under section 136 of the Mental Health Act</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement partnership referral pathways and approaches to support risk victims of DV&amp;A</li> <li>▪ Integrate sexual exploitation awareness and referral processes with other community engagement and campaign work</li> <li>▪ Raise awareness/ capacity to protect vulnerable people through multi-agency activity</li> <li>▪ Embed mental health street triage programmes across the city</li> </ul>
<b>Shared Priority ~ Protecting property and the rights of citizens</b>		
<ul style="list-style-type: none"> <li>❖ Break cycles of offending</li> <li>❖ Early identification and interventions for those at risk of becoming involved in criminality</li> <li>❖ Prevent victimisation from acquisitive crime</li> </ul>	<ul style="list-style-type: none"> <li>➔ Reduction in acquisitive crime (with a focus on burglary)</li> <li>➔ Reduction in first time entrants into the youth justice system</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community based prevention and restorative practice embedded at a locality level</li> <li>▪ Implement crime prevention code of best practice for landlords and agents</li> <li>▪ Raise awareness of associated risks of cyber enabled crime</li> </ul>

# Safer Leeds

*Working in partnership to  
keep communities safe*

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LS2 8BA

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[www.leeds.gov.uk/saferleeds](http://www.leeds.gov.uk/saferleeds)

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Report author: Susan Holden  
Tel: 51863

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

**Report to Council**

**Date: 11 November 2015**

**Subject: Gambling Act 2005 Statement of Licensing Policy**

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. Every three years the Council is required by the Gambling Act 2005 to review the Gambling Act 2005 Statement of Licensing Policy (Licensing Policy), and to consult upon any changes.
2. The three year review is taking place this year and officers have reviewed the current policy and made suggestions in line with changes to Gambling Commission's Licence Conditions and Codes of Practice. The public consultation took place April to June.
3. The Budgetary and Policy Framework has been followed and the policy has been considered by Licensing Committee, Executive Board and Scrutiny Board (Citizens and Communities). Executive Board, at their meeting on 21st October 2015, recommended that the matter be referred to Council for approval.

**Recommendations**

4. That Council approve the Gambling Act 2005 Statement of Licensing Policy 2016 – 2018 as the new policy to have effect from 31<sup>st</sup> January 2016.

## **1 Purpose of this report**

- 1.1 To present for consideration of Council recommendations of the Executive Board regarding the Gambling Act 2005 Statement of Licensing Policy.

## **2 Background information**

- 2.1 Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31<sup>st</sup> January 2007.
- 2.2 The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

## **3 Main issues**

- 3.1 This will be the fourth time that the council has reviewed and amended the Gambling Act 2005 Statement of Licensing Policy (the policy).
- 3.2 The approval of the policy follows the Budgetary and Policy Framework. The policy has been considered and approved by Licensing Committee in April this year, prior to public consultation. The results of the public consultation were considered and approved by Licensing Committee in July. Executive Board also considered the draft report and Licensing Committee comments in July. Scrutiny Board (Citizens and Communities) considered the matter in September and made a number of comments which are as follows:
  - The health impacts of gambling – whilst acknowledging that health-related issues linked to gambling were being addressed under the current objective linked to protecting children and other vulnerable persons, Members questioned what work was being undertaken nationally to make public health a specific licensing objective under the Gambling Act? It was noted that the LGA continues to call for the introduction of a public health objective but also acknowledges that other new initiatives linked to local risk assessments are being progressed to help explore area-based vulnerability and gambling related harm.
  - Local Area Profiles – the Board welcomed the introduction of Local Area Profiles aimed at informing local risk assessments. However, the Board identified the need for such profiles to be compiled in conjunction with local Community Committees as well as Community Hubs.
  - Identifying the impacts of gambling on communities – Members agreed that further research is needed in this regard which would also help inform Local Area Profiling.



- Social Inclusion Fund – it was noted that Community Committees could apply for Social Inclusion Funding to help address any social impacts relating to gambling within their localities.
- Enforcement of the Policy – Members raised concerns regarding children accessing gaming machines and noted that applicants and existing licensees must satisfy the Council that there will be/are sufficient measures to ensure under 18 year olds do not have access to their premises. Reports of any breaches should therefore be reported to the Council.
- Members welcomed the ongoing partnership working with the LGA, the Gambling Commission and other local authorities in this regard.

3.3 The matter was referred back to Executive Board who considered the response from Scrutiny Board and recommended that Council approve the policy.

3.4 The final draft of the policy is attached at Appendix A.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The licensing policy is subject to a statutory consultation which was undertaken between April and June. The council received four responses to the consultation which were discussed by Licensing Committee at their July meeting and by Scrutiny Board in September. The responses were included in the Consultation Report which was attached to the July Executive Report and are available on request.

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

4.2.1 The Gambling Act 2005 has three licensing objectives:

- a) preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
- b) ensuring that gambling is conducted in a fair and open way, and
- c) protecting children and other vulnerable persons from being harmed or exploited by gambling.

4.2.2 The licensing authority, in exercising their functions under the Act, shall aim to permit the use of premises for gambling in so far as it thinks it is reasonably consistent with the licensing objectives.

4.2.3 Therefore the council has produced a Statement of Licensing Policy with this in mind and has taken special consideration of the protection of children and vulnerable people.

4.2.4 The Licensing Policy review process is subject to a EDCI Assessment, and a screening form has been completed. It is attached at Appendix B.

### **4.3 Council Priorities and Best Council Plan**

4.3.1 The Statement of Licensing Policy sets out the principles the council will use to exercise its functions under the Gambling Act 2005. Applicants for licences and permits for gambling are expected to read the Policy before making their application and the council will refer to the Policy when making its decisions.

4.3.2 The licensing regime contributes to the following Best Council Plan 2015-20 outcomes:

- Improve the quality of life for our residents, particularly for those who are vulnerable or in poverty;
- Make it easier for people to do business with us.

4.3.3 The licensing regime is linked to the Best Council Plan objectives:

- Supporting communities and tackling poverty, and
- Becoming a more efficient and enterprising council

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

4.4.1 A review of the effectiveness of specific consultation methods has been instrumental in reducing costs. The public consultation of the policy is now mostly undertaken by email, which has helped reduce the cost further.

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

4.5.1 The development of a policy under the Gambling Act 2005 is a matter for full Council and follows the Budgetary and Policy Framework which provides a formal process for approval. This report is not available for call in as it has already been considered by Scrutiny.

### **4.6 Risk Management**

4.6.1 Council has the option of not approving the Policy, for example if further work was required. This would impact on the policy approval timescales. A revised policy must be in place by January 2016 in order for the council to continue determining gambling licences and authorisations under the Gambling Act 2005.

## **5 Conclusions**

5.1 The Statement of Licensing Policy is under statutory review. A public consultation has been undertaken and the policy reviewed based on the comments received. The final draft policy and the consultation report were endorsed by Licensing Committee and Executive sought comments from Scrutiny Board (Citizens and Communities). The matter is now for Council to consider this report and approve the Policy should it consider it appropriate to do so.

## **6 Recommendations**

- 6.1 That Council approve the Gambling Act 2005 Statement of Licensing Policy 2016 – 2018 as the new policy to have effect from 31<sup>st</sup> January 2016.

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

- 7.1 There are no unpublished background documents that relate to this matter.

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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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# Statement of Licensing Policy 2016 – 2018

## Gambling Act 2005



**Further copies of this document can be obtained from:**

Entertainment Licensing  
Leeds City Council  
Civic Hall  
Leeds  
LS1 1UR

Tel: 0113 247 4095

Fax: 0113 224 3885

Email: [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)

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

**Please note:**

The information contained within this document can be made available in different languages and formats including Braille, large print and audio cassette.

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## Executive Summary

The Gambling Act 2005 obtained Royal Assent in 2005 and came into effect in 2007.

Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31<sup>st</sup> January 2007.

The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

The purpose of the Statement of Licensing Policy is to set out the principles that the Council propose to apply when determining licences, permits and registrations under the Gambling Act 2005.

Any decision taken by the Council in regard to determination of licences, permits and registrations should aim to permit the use of premises for gambling in so far as it is reasonably consistent with the licensing objectives which are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

The principles to be applied specifically to the determination of premises licence applications include definition of premises, location, duplication with other regulatory regimes, conditions, door supervision, layout of the premises and supervision of gaming facilities. The policy also specifically mentions adult gaming centres, family entertainment centres, casinos, bingo premises, betting premises, tracks and travelling fairs.

The council has the ability to issue permits for prize gaming and unlicensed family entertainment centres. The council is able to specify the information it requires as part of the application process which will aid determination and this information is described in this Policy.

Club gaming and club machine permits are also issued by the council. The process for this is described, along with other processes specified in the legislation for example temporary use notices, occasional use notices and small society lotteries.

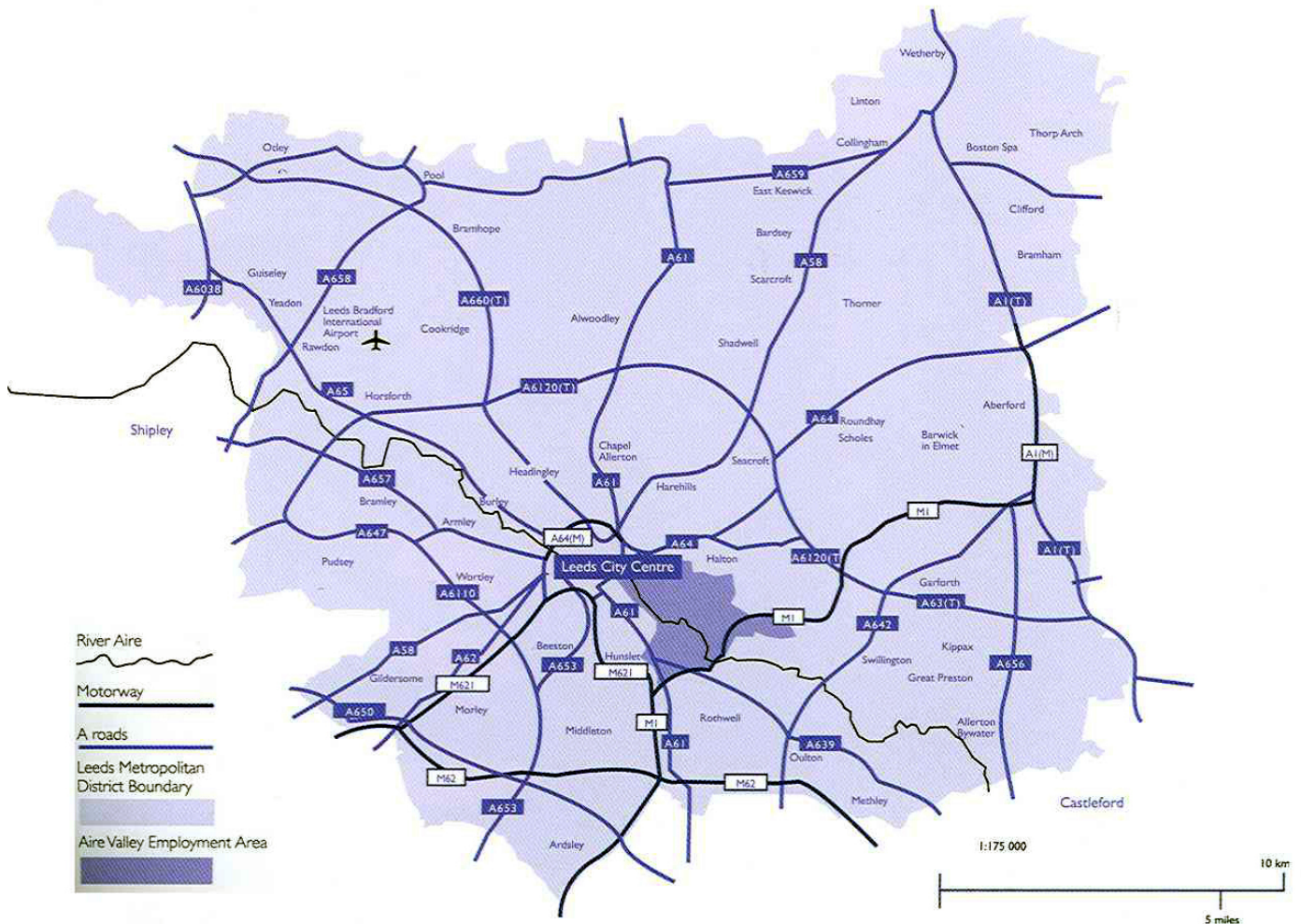
Enforcement of the legislation is a requirement of the Act that is undertaken by the council in conjunction with the Gambling Commission. The policy describes the council's enforcement principles and the principles underpinning the right of review.

The policy has three appendices, describing the stakes and prizes which determine the category of a gaming machine, a glossary of terms and exempt gaming in pubs and clubs.

### 1. The licensing objectives

- 1.1 Under the Gambling Act 2005 (the Act) Leeds City Council is the licensing authority for the Leeds district and licences premises for gambling activities as well as granting various other gambling permits. In this document, unless otherwise stated, any references to the council are to the Leeds Licensing Authority.
- 1.2 The council will carry out its functions under the Act with a view to aiming to permit the use of premises for gambling in so far as it is reasonably consistent with the three licensing objectives set out at Section 1 of the Act. The licensing objectives are:
  - preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
  - ensuring that gambling is conducted in a fair and open way
  - protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.3 More information can be found about how the council will achieve this in Part B and C of this document.
- 1.4 The council will follow any regulations and statutory guidance issued in accordance with the Act and will have regard to any codes of practice issued by the national gambling regulator, the Gambling Commission.
- 1.5 The council is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:
  - in accordance with any relevant code of practice issued by the Gambling Commission
  - in accordance with any relevant guidance issued by the Gambling Commission
  - reasonably consistent with the licensing objectives and
  - in accordance with this document.
- 1.6 The Gambling Commission's Licence Conditions and Code of Practice (LCCP) require gambling premises to undertake a risk assessment taking into consideration their local information. Specific information about localities is provided in this policy at Section xxx.

## 2. The Leeds district



- 2.1 Leeds City Council has sought to establish Leeds as a major European city and cultural and social centre. It is the second largest metropolitan district in England and has a population of 2.2 million people living within a 30 minute drive of the city centre.
- 2.2 The Leeds metropolitan district extends over 562 square kilometres (217 square miles) and has a population of 761,481 (ONS, Population Estimates for UK as at 30 June 2013). It includes the city centre and the urban areas that surround it, the more rural outer suburbs and several towns, all with their very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.
- 2.3 Over recent years Leeds has experienced significant levels of growth in entertainment use within the City coupled with a significant increase in residential development. The close proximity of a range of land uses and the creation of mixed-use schemes has many benefits including the creation of a vibrant 24-hour city. Leeds City Council has a policy promoting mixed use development including residential and evening uses throughout the city centre.

- 2.4 Leeds has strong artistic traditions and top performing artistes can be seen at the Leeds first direct Arena, Leeds Town Hall and at other indoor and outdoor venues across the city. The success of arts and heritage organisations including the Grand Theatre, West Yorkshire Playhouse, Opera North, Northern Ballet Theatre, Phoenix Dance Theatre, Harewood House and the Henry Moore Institute, has helped to attract other major arts and heritage investments such as the award winning Royal Armouries and the Thackray Medical Museum. The city also boasts a wealth of community based sports, entertainment, heritage and recreational facilities. There is a vibrant voluntary sector including thousands of groups and societies.
- 2.5 Sport is a passion for people in Leeds and Yorkshire. Leeds United Football Club has a loyal and passionate following and Elland Road is one of England’s great traditional grounds. Cricket is followed with enthusiasm with Yorkshire Cricket Club’s home in Headingley. Leeds has a world’s first dual code rugby partnership – Leeds Rhino Rugby League and Leeds Carnegie Rugby Union. The Leeds Rhinos in particular have enjoyed great success in recent years. Wetherby racecourse was established in 1891 and is considered one of the best jump courses in the country.
- 2.6 Leeds is a city with many cultures, languages, races and faiths. A wide range of minority groups including Black Caribbean, Indian, Pakistani, Irish and Chinese as well as many other smaller communities make up almost 11% of the city population.
- 2.7 The Vision for Leeds 2011-2030 is published by the Leeds Initiative, as the city’s strategic partnership group. It sets the overall aim that “by 2030, Leeds will be locally and internationally recognised as the best city in the UK” By 2030:
- Leeds will be fair, open and welcoming
  - Leeds’ economy will be prosperous and sustainable
  - All Leeds’ communities will be successful
- 2.8 This statement of licensing policy seeks to promote the licensing objectives within the overall context of the three aims set out in the Vision for Leeds 2011-2030.

### Child Friendly

- 2.9 The council has announced its intention for the city to become ‘Child Friendly’. This links back to the council’s vision which states:

‘Best city... for children

Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action.’



- 2.10 There are over 180,000 children and young people in Leeds. To become a child friendly city, and the best city for children and young people, their voices and views need to be heard and responded to, and that they are active participants in their local community and citywide.

- 2.11 The UN convention on the rights of the child sets out the basic rights for children worldwide. The UN developed the model for child friendly city model – a place where children rights are known and understood by children and adults alike, and where these rights are reflected in policies and budgets.
- 2.12 As part of the aim for Leeds to become a child friendly city, the council declared 12 wishes:
- 2.13 This policy is particularly affected by wish 2 – “Children and young people find the city centre welcoming and safe, with friendly places to go, have fun and play” and wish 3 – “There are places and spaces to play and things to do, in all areas and open to all”.

### **3. The purpose of the Gambling Act 2005 – Statement of Licensing Policy**

- 3.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions under the Act. This document fulfils this requirement. Such statement must be published at least every three years. The statement can also be reviewed from “time to time” and any amendments must be consulted upon. The statement must then be re-published.
- 3.2 Leeds City Council consulted widely upon this policy statement before finalising and publishing it. A list of the persons we consulted is provided below:
- West Yorkshire Police
  - the Local Safeguarding Children Board
  - Public Health
  - Her Majesty’s Revenue and Customs
  - West Yorkshire Fire and Rescue Service
  - Department of Neighbourhoods & Housing, Environmental Health Services
  - Development Department
  - Gambling Commission
  - national bodies representing the gambling trade
  - representatives of existing licence holders
  - local Members of Parliament
  - town/parish councils in the district
  - Ward Members
  - representatives of local businesses
  - members of the public
  - community representatives
  - Faith groups within the Leeds district
  - national charities concerned with the social impact of gambling
  - other charities offering support to alcohol and drugs users
- 3.3 The consultation took place between 13<sup>th</sup> April and 28<sup>th</sup> June 2015 and followed the Cabinet Office’s Code of Practice on Consultation. The consultation elicited four responses which are available on request. The policy was approved at a meeting of the Full Council on xxxx

## **4. The licensing framework**

- 4.1 The Gambling Act 2005 brought about changes to the way that gambling is administered in the United Kingdom. The Gambling Commission is the national gambling regulator and has a lead role in working with central government and local authorities to regulate gambling activity.
- 4.2 The Gambling Commission issues operators licences and personal licences. Any operator wishing to provide gambling at a certain premises must have applied for the requisite personal licence and operator licence before they can approach the council for a premises licence. In this way the Gambling Commission is able to screen applicants and organisations to ensure they have the correct credentials to operate gambling premises. The council's role is to ensure premises are suitable for providing gambling in line with the three licensing objectives and any codes of practice issued by the Gambling Commission. The council also issues various permits and notices to regulate smaller scale and or ad hoc gambling in various other locations such as pubs, clubs and hotels.
- 4.3 The council does not licence large society lotteries or remote gambling through websites. These areas fall to the Gambling Commission. The National Lottery is not licensed by the Gambling Act 2005 and is regulated by the Gambling Commission under the National Lottery Act 1993.

## **5. Declaration**

- 5.1 This statement of licensing policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.
- 5.2 In producing this document, the council declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the policy statement.

## **6. Responsible authorities**

- 6.1 The Act empowers certain agencies to act as responsible authorities so that they can employ their particular area of expertise to help promote the licensing objectives. Responsible authorities are able to make representations about licence applications, or apply for a review of an existing licence. Responsible authorities will also offer advice and guidance to applicants.
- 6.2 The council is required by regulations to state the principles it will apply to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- the need for the body to be responsible for an area covering the whole of the licensing authority's area
  - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc.

- 6.3 In accordance with the regulations the council designates the Local Safeguarding Children Board for this purpose. Leeds Safeguarding Children Board has produced a “West Yorkshire Consortium Procedures Manual which can be found at <http://westyorkscb.proceduresonline.com>. Applicants may find this manual useful as a point of reference, a guide for good practice and the mechanism by which to make a referral to Social Care, when producing their own policies and procedures in relation to the objective of protection of children and vulnerable people.
- 6.4 The contact details of all the responsible authorities under the Gambling Act 2005 are available on the council’s website within the guidance documents at <http://www.leeds.gov.uk/Business/Pages/Gambling-Premises-Licences.aspx>.

## **7. Interested parties**

- 7.1 Interested parties are certain types of people or organisations that have the right to make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)”

- 7.2 The council is required by regulations to state the principles it will apply to determine whether a person is an interested party. The principles are:

- Each case will be decided upon its merits. The council will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission’s Guidance to local authorities.
- Within this framework the council will accept representations made on behalf of residents and tenants associations.
- In order to determine if an interested party lives or has business interests, sufficiently close to the premises to be likely to be affected by the gambling activities, the council will consider factors such as the size of the premises and the nature of the activities taking place.

- 7.3 The council will provide more detailed information on the making of representations in a separate guidance note. The guidance note has been prepared in accordance with relevant Statutory Instruments and Gambling Commission guidance.

## **8. Exchange of information**

- 8.1 Licensing authorities are required to include in their policy statement the principles to be applied by the authority with regards to the exchange of information between it and the Gambling Commission, as well as other persons listed in Schedule 6 to the Act.
- 8.2 The principle that the council applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The council will also have regard to any guidance issued by the Gambling Commission to local authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

## **9. Licensing authority functions**

- 9.1 Licensing authorities are responsible under the Act for:
- licensing premises where gambling activities are to take place by issuing premises licences
  - issuing provisional statements
  - regulating members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
  - issuing Club Machine Permits to commercial clubs
  - granting permits for the use of certain lower stake gaming machines at Unlicensed Family Entertainment Centres
  - receiving notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or less gaming machines
  - granting Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
  - registering small society lotteries below prescribed thresholds
  - issuing Prize Gaming Permits
  - receiving and endorsing Temporary Use Notices
  - receiving Occasional Use Notices (for tracks)
  - providing information to the Gambling Commission regarding details of licences issued (see section above on 'Exchange of information')
  - maintaining registers of the permits and licences that are issued under these functions.
- 9.2 The council will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via operator licences.



## Part B Promotion of the licensing objectives

### **10. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**

- 10.1 The Gambling Commission will take a lead role in keeping gambling crime free by vetting all applicants for personal and operator licences. The council's main role is to try and promote this area with regard actual premises. Thus, where an area has known high levels of organised crime the council will consider carefully whether gambling premises are suitable to be located there (see paragraph 13.8 and 13.9) and whether conditions may be required such as the provision of door supervision (see paragraph 13.15).
- 10.2 There is a distinction between disorder and nuisance. In order to make the distinction, when incidents of this nature occur, the council will consider factors such as whether police assistance was required and how threatening the behaviour was.
- 10.3 Issues of nuisance cannot be addressed by the Gambling Act provisions however problems of this nature can be addressed through other legislation as appropriate.
- 10.4 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

### **11. Ensuring that gambling is conducted in a fair and open way**

- 11.1 The council is aware that except in the case of tracks (see section 18) generally the Gambling Commission does not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.
- 11.2 However the council will familiarise itself with operator licence conditions and will communicate any concerns to the Gambling Commission about misleading advertising or any absence of required game rules or other matters as set out in the Gambling Commission's Licence Conditions and Code of Practice.
- 11.3 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

### **12. Protecting children and other vulnerable persons from being harmed or exploited by gambling**

#### Protection of children

- 12.1 This licensing objective means preventing children from taking part in most types of gambling. The council will therefore consider whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

12.2 The Act provides the following definition for child and young adult in Section 45:

Meaning of “child” and “young person”

- (1) In this Act “child” means an individual who is less than 16 years old.
- (2) In this Act “young person” means an individual who is not a child but who is less than 18 years old.

For the purpose of this section protection of children will encompass both child and young person as defined by the Act.

12.3 The council will pay particular attention to any codes of practice which the Gambling Commission issues as regards this licensing objective in relation to specific premises such as casinos.

12.4 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

#### Protection of vulnerable people

12.5 The council is aware of the difficulty in defining the term “vulnerable person”.

12.6 The Gambling Commission, in its Guidance to Local Authorities, does not seek to offer a definition for the term “vulnerable people” but will, for regulatory purposes assume that this group includes people:

“who gamble more than they want to, people who gamble beyond their means, elderly persons, and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or because of the influence of alcohol or drugs.”

12.7 The Department of Health document “No Secrets” offers a definition of a vulnerable adult as a person:

“who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”

12.8 In the case of premises licences the council is aware of the extensive requirements set out for operators in the Gambling Commissions Code of Practice. In this document the Gambling Commission clearly describe the policies and procedures that operators should put in place regarding:

- Combating problem gambling
- Access to gambling by children and young persons
- Information on how to gambling responsibly and help for problem gamblers
- Customer interaction
- Self exclusion
- Employment of children and young persons

- 12.9 All applicants should familiarise themselves with the operator licence conditions and codes of practice relating to this objective and determine if these policies and procedures are appropriate in their circumstances. The council will communicate any concerns to the Gambling Commission about any absence of this required information.
- 12.10 Applicants may also like to make reference to Leeds Safeguarding Adults Partnership document entitled “Leeds Multi Agency Safeguarding Adults Policies and Procedures” which provides extensive guidance on identifying vulnerable people and what can be done to reduce risk for this group. This document can be accessed via <http://www.leedssafeguardingadults.org.uk>
- 12.11 Applicants should consider the following proposed measures for protecting and supporting vulnerable persons, for example:
- leaflets offering assistance to problem gamblers should be available on gambling premises in a location that is both prominent and discreet, such as toilets
  - training for staff members which focuses on building an employee’s ability to maintain a sense of awareness of how much (e.g. how long) customers are gambling, as part of measures to detect persons who may be vulnerable (see 12.4.1).
  - trained personnel for the purpose of identifying and providing support to vulnerable persons
  - self exclusion schemes
  - operators should demonstrate their understanding of best practice issued by organisations that represent the interests of vulnerable people
  - posters with GamCare Helpline and website in prominent locations
  - windows, entrances and advertisements to be positioned or designed not to entice passers-by.
- 12.12 It should be noted that some of these measures form part of the mandatory conditions placed on premises licences.
- 12.13 The council may consider any of the above or similar measures as licence conditions should these not be adequately addressed by any mandatory conditions, default conditions or proposed by the applicant.

## Part C Premises licences

- 13.1 The council will issue premises licences to allow those premises to be used for certain types of gambling. For example premises licences will be issued to amusement arcades, bingo halls, bookmakers and casinos.
- 13.2 Premises licences are subject to the permissions/restrictions set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach other conditions, where it is believed to be necessary and proportionate.
- 13.3 Applicants should also be aware that the Gambling Commission has issued Codes of Practice for each interest area for which they must have regard. The council will also have regard to these Codes of Practice.

### Definition of “premises”

- 13.4 Premises is defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances.
- 13.5 The council will take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular the council will assess entrances and exits from parts of a building covered by one or more licences to satisfy itself that they are separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area.
- 13.6 The council will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Issues that the council will consider before granting such applications include whether children can gain access, compatibility of the two establishments; and the ability to comply with the requirements of the Act. In addition an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.
- 13.7 An applicant cannot obtain a full premises licence until they have the right to occupy the premises to which the application relates.

## Location

- 13.8 The council is aware that demand issues (e.g. the likely demand or need for gambling facilities in an area) cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The council will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 13.9 With regards to these objectives it is the council's policy, upon receipt of any relevant representations to look at specific location issues including:
- the possible impact a gambling premises may have on any premises that provide services to children or young people, i.e. a school, or vulnerable adult centres in the area
  - the possible impact a gambling premises may have on residential areas where there may be a high concentration of families with children
  - the size of the premises and the nature of the activities taking place
  - any levels of organised crime in the area.
- 13.10 In order for location to be considered, the council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. From 6 April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.
- 13.11 The LCCP goes on to say licensees must review (and update as necessary) their local risk assessments:
- a. to take account of significant changes in local circumstance, including those identified in this policy;
  - b. when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
  - c. when applying for a variation of a premises licence; and
  - d. in any case, undertake a local risk assessment when applying for a new premises licence.
- 13.12 The council will expect the local risk assessment to consider as a minimum:
- whether the premises is in an area of deprivation
  - whether the premises is in an area subject to high levels of crime and/or disorder
  - the ethnic profile of residents in the area
  - the demographics of the area in relation to vulnerable groups
  - the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather

- 13.13 In any case the local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.
- 13.14 Other matters that the assessment may include:
- The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.
  - Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
  - The layout of the premises so that staff have an unobstructed view of persons using the premises.
  - The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.
  - Arrangements for monitoring and dealing with under age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by etc.
  - The provision of signage and documents relating to games rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.
  - Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.
- 13.15 Such information may be used to inform the decision the council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.
- 13.16 This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

#### Local Area Profile

- 13.17 Each locality has its own character and challenges. In order to assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the council may publish a local area profile. This profile, compiled in conjunction with the Community Hubs and approved by the Licensing Committee, can be obtained from Entertainment Licensing.
- 13.18 The local area profiles should be given careful consideration when making an application. Applicants may be asked to attend a meeting with licensing officers to discuss the profiles, appropriate measures to mitigate risk in the area and how they might be relevant to their application. The local area profiles will be presented to any subsequent licensing subcommittee when they determine an application that has received representations.

- 13.19 The council recognises that it cannot insist on applicants using the local area profiles when completing their risk assessments. However an applicant who decides to disregard the profiles may face additional representations and the expense of a hearing as a result.

#### Duplication with other regulatory regimes

- 13.20 The council will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. The council will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about proposed conditions which are not able to be met by the applicant due to planning restrictions, should such a situation arise.

#### Conditions

- 13.21 The council is aware that the Secretary of State has set mandatory conditions and default conditions and the Gambling Commission has set Licence Conditions and Codes of Practice which are necessary for the general good conduct of gambling premises, therefore it is unlikely that the council will need to impose individual conditions imposing a more restricted regime in relation to matters that have already been dealt with.
- 13.22 Where there are specific risks or problems associated with a particular locality, or specific premises, or class of premises, the council will attach individual conditions to address this.
- 13.23 Any conditions attached to a licence issued by the council will be proportionate and will be:
- relevant to the need to make the proposed building suitable as a gambling facility
  - directly related to the premises and the type of licence applied for, and/or related to the area where the premises is based
  - fairly and reasonably related to the scale, type and location of premises
  - consistent with the licensing objectives, and
  - reasonable in all other respects.
- 13.24 Decisions about individual conditions will be made on a case by case basis, although there will be a number of control measures the council will consider using, such as supervision of entrances, supervision of adult gaming machines, appropriate signage for adult only areas etc. There are specific comments made in this regard under each of the licence types in this policy. The council will also expect the applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively
- 13.25 Where certain measures are not already addressed by the mandatory/default conditions or by the applicant, the council may consider licence conditions to cover issues such as:
- proof of age schemes
  - CCTV
  - supervision of entrances
  - supervision of machine areas
  - a reduction in the number of betting machines (betting premises)

- the manning of premises
- physical separation of areas
- location of entrance points
- notices / signage
- specific opening hours
- a requirement that children must be accompanied by an adult
- enhanced CRB checks of the applicant and/or staff
- support to persons with gambling addiction
- policies to address seasonal periods where children may more frequently attempt to gain access to premises and gamble such as pre and post school hours, half terms and summer holidays
- policies to address the problems associated with truant children who may attempt to gain access to premises and gamble
- any one or a combination of the measures as set out in this policy.

13.26 This list is not mandatory or exhaustive and is merely indicative of examples of certain measures which may satisfy the requirements of the licensing authority and the responsible authorities, depending on the nature and location of the premises and the gambling facilities to be provided.

13.27 There are conditions which the council cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible for the applicant to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
- conditions in relation to stakes, fees, winnings or prizes.

#### Door supervision

13.28 The council will consider whether there is a need for door supervision in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime. It is noted though that the Gambling Act 2005 has amended the Private Security Industry Act 2001 and that door supervisors at casinos or bingo premises are not required to be licensed by the Security Industry Authority. Where door supervisors are provided at these premises the operator should ensure that any persons employed in this capacity are fit and proper to carry out such duties. Possible ways to achieve this could be to carry out a criminal records (CRB) check on potential staff and for such personnel to have attended industry recognised training.

## 14. Adult gaming centres

14.1 Adult gaming centres are a new category of premises introduced by the Act that are most closely related to what are commonly known as adult only amusement arcades seen in many city centres.



- 14.2 Under the Act a premises holding an adult gaming centre licence will be able to make category B, C and D gaming machines available and no one under 18 will be permitted to enter such premises (see Appendix 1).
- 14.3 The council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling in these premises. The council will expect applicants to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the premises.
- 14.4 Where certain measures are not already addressed by the mandatory and default conditions and the Gambling Commission Codes of Practice or by the applicant, the council may consider licence conditions to address such issues.

## **15. Licensed family entertainment centres (FECs)**

- 15.1 Licensed family entertainment centres are those premises which usually provide a range of amusements such as computer games, penny pushers and may have a separate section set aside for adult only gaming machines with higher stakes and prizes. Licensed family entertainment centres will be able to make available unlimited category C and D machines where there is clear segregation in place so children do not access the areas where the category C machines are located (see Appendix 1).
- 15.2 Where category C or above machines are available in premises to which children are admitted then the council will ensure that:
- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance. For this purpose a rope, floor markings or similar provision will not suffice and the council may insist on a permanent barrier of at least 1 meter high
  - only adults are admitted to the area where the machines (category C) are located
  - access to the area where the machines are located is supervised at all times
  - the area where the machines are located is arranged so that it can be observed by staff; and
  - at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 15.3 The council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling in these premises. The council will expect applicants to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.
- 15.4 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

- 15.5 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
- appropriate measures and training for staff as regards suspected truant children on the premises
  - measures and training covering how staff would deal with unsupervised very young children being on the premises
  - measures and training covering how staff would deal with children causing perceived problems on or around the premises.
  - the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the latest Home Office and ACPO standards and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.
- 15.6 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.
- 15.7 The council will refer to the Commission's website to familiarise itself with any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. The council will also make itself aware of the mandatory or default conditions and any Gambling Commission Codes of Practice on these premises licences.

## **16. Casinos**

- 16.1 Leeds has a number of casinos which were licensed under the Gaming Act 1968, which have been subsequently converted into Gambling Act 2005 Converted Casino Premises Licences.
- 16.2 The Gambling Act states that a casino is an arrangement whereby people are given the opportunity to participate in one or more casino games whereby casino games are defined as a game of chance which is not equal chance gaming. This means that casino games offer the chance for multiple participants to take part in a game competing against the house or bank at different odds to their fellow players. Casinos can also provide equal chance gaming and gaming machines. Large and small casinos can also provide betting machines.

### **Licence considerations / conditions**

- 16.3 The Gambling Commission has provided Guidance for Licensing Authorities and Licence Conditions and Code of Practice which are applied to Operator's Licences. The council will take this into consideration when determining licence applications for converted casino licences.

16.4 Where certain measures are not already addressed by the mandatory/default conditions, Gambling Commission Licence Conditions and Codes of Practice or by the applicant, the council may consider licence conditions to cover certain issues.

16.5 Detailed information on the Large Casino Application Process can be found in Appendix 4.

## **17. Bingo premises**

17.1 There is no official definition for bingo in the Gambling Act 2005 however from a licensing point of view there is a category of premises licence specifically for bingo premises which is used by traditional commercial bingo halls for both cash and prize bingo. In addition this premises licence will authorise the provision of a limited number of gaming machines in line with the provisions of the Act (see Appendix 1).

17.2 The council is aware that it is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted then the council will ensure that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance. For this purpose a rope, floor markings or similar provision will not suffice and the council may insist on a permanent barrier of at least one meter high
- only adults are admitted to the area where the machines are located
- access to the area where the machines are located is supervised at all times
- the area where the machines are located is arranged so that it can be observed by staff
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18
- children will not be admitted to bingo premises unless accompanied by an adult.

17.3 The Gambling Commission has provided Guidance for Licensing Authorities and Licence Conditions and Code of Practice which are applied to Operator's Licences. The council will take this into consideration when determining licence applications for bingo premises.

17.4 Where certain measures are not already addressed by the mandatory/default conditions, the Gambling Commission Code of Practice or the applicant, the council may consider licence conditions to address such issues.

## **18. Betting premises**

18.1 Betting premises are premises such as bookmakers where various types of gambling are authorised to take place. The Act contains a single class of licence for betting premises however within this single class there are different types of premises which require licensing such as high street bookmakers, bookmakers located in self-contained facilities at race courses as well as the general betting premises licences that track operators will require.

## Betting machines

- 18.2 The council is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the council, amongst other things, will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines.
- 18.3 Where an applicant for a betting premises licence intends to offer higher stake category B gaming machines (categories B2-B4) including any Fixed Odds Betting Terminals (FOBTs), then applicants should consider the control measures related to the protection of vulnerable persons, highlighted in section 12.
- 18.4 Where certain measures are not already addressed by the mandatory/default conditions, Gambling Commission Code of Practice or the applicant, the council may consider licence conditions to address such issues.

## 19. Tracks

- 19.1 Tracks are sites (including racecourses and dog tracks) where races or other sporting events take place. Betting is a major gambling activity on tracks, both in the form of pool betting (often known as the “totaliser” or “tote”), and also general betting, often known as “fixed-odds” betting. Multiple betting outlets are usually located on tracks such as ‘on-course’ betting operators who come onto the track just on race days to provide betting for the races taking place on that track. There can also be ‘off-course’ betting operators who may operate self-contained facilities at the tracks which offer customers the chance to bet on other events, not just those taking place on the track.
- 19.2 All tracks will require a primary ‘general betting premises licence’ that the track operator will hold. It should be noted that track operators do not require an operating licence from the Gambling Commission although they may apply for one. This is because the various other gambling operators offering betting at the track will each hold an operating licence.
- 19.3 Tracks may also be subject to one or more premises licences, provided each licence relates to a specified area of the track. This may be preferable for any self-contained premises providing off-course betting facilities at the track. The council will however assess each individual case on its merits before deciding if this is necessary. Where possible the council will be happy for the track operator to decide if any particular off-course operators should apply for a separate premises licence.
- 19.4 If any off-course operators are permitted to provide betting facilities under the authorisation of the track operator’s premises licence, then it will be the responsibility of the premises licence holder to ensure the proper conduct of such betting within the premises boundary.

- 19.5 Gambling Commission guidance also indicates that it would be possible for other types of gambling premises to be located at a track under the authorisation of separate premises licences, e.g. a casino premises licence or adult gaming centre premises licence. If you require further guidance on this provision please contact the Entertainment Licensing Section.
- 19.6 Children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, although they are still prevented from entering areas where gaming machines and betting machines (other than category D machines) are provided.
- 19.7 The council will consider the impact upon the protection of children licensing objective and the need to ensure that entrances to each type of betting premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

### Betting machines

- 19.8 The council is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the council, amongst other things, will take into account the size of the premises, the number of counter positions available for person-to-person transactions and the location of the machines, in order to ensure they are in a properly segregated area where children are not permitted.
- 19.9 Where certain measures are not already addressed by the mandatory/default conditions, the Gambling Commission's Licence Conditions and Code of Practice or the applicant, the council may consider licence conditions to address such issues.

## 20. Travelling fairs

- 20.1 Travelling fairs have traditionally been able to provide various types of low stake gambling without the need for a licence or permit provided that certain conditions are met and this provision continues in similar fashion under the new Act.
- 20.2 Travelling fairs have the right to provide an unlimited number of category D gaming machines and/or equal chance prize gaming (without the need for a permit) as long as the gambling amounts to no more than an ancillary amusement at the fair (see Appendix 1).
- 20.3 The council will consider whether any fairs which take up the above entitlement fall within the statutory definition of a travelling fair.
- 20.4 The council is aware that the 27 day statutory maximum for the land being used as a fair is per calendar year and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The council will work with its neighbouring authorities to ensure that land which crosses the council boundary is monitored so that the statutory limits are not exceeded.

## **21. Provisional statements**

- 21.1 A provisional statement application is a process which allows a developer to examine the likelihood of whether a building which he expects to be constructed, to be altered or to acquire a right to occupy would be granted a premises licence. A provisional statement is not a licence and merely gives the holder some form of guarantee that a premises licence would be granted so the developer can judge whether a development is worth taking forward in light of the need to obtain a premises licence. An applicant may also apply for a provisional statement for premises which already hold a premises licence (either for a different type of gambling or the same type).
- 21.2 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the council may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- a) which could not have been raised by objectors at the provisional licence stage; or
  - b) which in the authority's opinion reflect a change in the operator's circumstances.
- 21.3 When determining a provisional statement application the council will operate in accordance with the Act and will not have regard to any issues related to planning consent or building regulations, e.g. the likelihood that planning consent will be granted.

**22. Unlicensed family entertainment centre gaming machine permits (UFECs)**

- 22.1 The term ‘unlicensed family entertainment centre’ is one defined in the Act and refers to a premises which provides category D gaming machines along with various other amusements such as computer games and penny pushers. The premises is ‘unlicensed’ in that it does not require a premises licence but does require a permit to be able to provide category D machines. It should not be confused with a ‘licensed family entertainment centre’ which requires a premises licence because it contains both category C and D gaming machines.
- 22.2 The Gambling Act 2005 contains provision for local authorities to prepare a “Statement of Principles” that they propose to consider in determining the suitability of an applicant for a permit. Schedule 10, Para 7 of the Act states “In preparing this statement, and/or considering applications, it [the council] need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission.
- 22.3 In line with the above provision the council has prepared a ‘Statement of Principles’ in relation to unlicensed family entertainment centre gaming machines as follows:

**Statement of Principles**

- 22.4 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.
- 22.5 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
- appropriate measures and training for staff as regards suspected truant children on the premises
  - measures and training covering how staff would deal with unsupervised very young children being on the premises
  - measures and training covering how staff would deal with children causing perceived problems on or around the premises.
  - the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the latest Home Office and ACPO standards and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.
- 22.6 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.

- 22.7 The council will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:
- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
  - That the applicant has no relevant conviction (those that are set out in Schedule 7 of the Act), and
  - That staff are trained to have a full understanding of the maximum stakes and prizes.
- 22.8 In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the “Statement of Principles” have been addressed through the application.
- 22.9 Applicants only need to address the “Statement of Principles” when making their initial applications and not at renewal time.

### **23 Gaming machine permits in premises licensed for the sale of alcohol**

- 23.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have two gaming machines, of categories C and/or D. The premises merely need to notify the council. The council can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
  - gaming has taken place on the premises that breaches a condition of Section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
  - the premises are mainly used for gaming; or
  - an offence under the Gambling Act has been committed on the premises.
- 23.2 If a premises wishes to have more than two machines, then it needs to apply for a permit and the council must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*” The council considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. The council will also expect the applicant to satisfy the authority that there will be sufficient measures to ensure that children and young people under the age of 18 do not have access to the adult only gaming machines.
- 23.3 All alcohol licensed premises with gaming machines must have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and provide sufficient measures to ensure that under 18 year olds do not use the adult only gaming machines.



- 23.4 Measures which may satisfy the council that persons under 18 years will be prevented from using the machines may include the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised. Notices and signage may also help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets and or helpline numbers for organisations such as GamCare.
- 23.5 The council can decide to grant the permit with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 23.6 The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine(s).
- 23.7 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be dealt with under the relevant provisions of the Act.
- 23.8 Alcohol licensed premises are able to provide some limited equal chance gaming. Licensees are referred to the advice provided by the Gambling Commission and Appendix 3 of this document.

## **24. Prize gaming permits**

- 24.1 Section 288 defines gaming as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before play commences. Prize gaming can often be seen at seaside resorts in amusement arcades where a form of bingo is offered and the prizes are displayed on the walls.
- 24.2 A prize gaming permit is a permit issued by the licensing authority to authorise the provision of facilities for gaming with prizes on specified premises.
- 24.3 The Gambling Act 2005 contains provision for local authorities to prepare a “Statement of Principles” that they propose to consider in determining the suitability of an applicant for a permit. Schedule 14, Para 8 of the Act states, “in preparing this statement, and/or considering applications, it [the council] need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25.
- 24.4 In line with the above provision the council has prepared a Statement of Principles in relation to prize gaming permits as follows:

### **Statement of Principles**

- 24.5 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

- 24.6 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
- appropriate measures and training for staff as regards suspected truant children on the premises
  - measures and training covering how staff would deal with unsupervised very young children being on the premises
  - measures and training covering how staff would deal with children causing perceived problems on or around the premises.
  - the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the Home Office and ACPO standards as described PSDB leaflet 09/05 and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.
- 24.7 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.
- 24.8 The council will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:
- A full understanding of the maximum stakes and prizes of the gambling that is permissible
  - That the gaming offered is within the law.
- 24.9 In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the “Statement of Principles” have been addressed through the application.
- 24.10 Applicants only need to address the “Statement of Principles” when making their initial applications and not at renewal time.
- 24.11 There are conditions in the Gambling Act 2005 by which the permit holder must comply. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;
  - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
  - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
  - participation in the gaming must not entitle the player to take part in any other gambling.

## 25. Club gaming and club machine permits

- 25.1 Members clubs and miners' welfare institutes may apply for a 'club gaming permit' or a 'club machine permit'. The 'club gaming permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D), equal chance gaming. i.e. poker, bingo etc. A 'club machine permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D). Commercial clubs may apply for a 'club machine permit' only.
- 25.2 To qualify for these special club permits a members club must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.
- 25.3 Clubs must have regard to the protection of children and vulnerable persons from harm or being exploited by gambling. They must provide sufficient measures to ensure that under 18 year olds do not use the adult only gaming machines. These measures may include:
- the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised
  - notices and signage
  - the provision of information leaflets / helpline numbers for organisations such as GamCare.
- 25.4 Before granting the permit the council will need to satisfy itself that the premises meets the requirements of a members' club and that the majority of members are over 18.
- 25.5 The council may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which they have applied;
  - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
  - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
  - (d) a permit held by the applicant has been cancelled in the previous ten years; or
  - (e) an objection has been lodged by the Commission or the police.
- 25.6 There is also a 'fast-track' procedure available for premises which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which the council can refuse a permit is reduced. The grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming,
  - (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or

- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

## **26. Temporary use notices**

- 26.1 Temporary use notices allow the use of premises on not more than 21 days in any 12 month period for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be useful for a temporary use notice would include hotels, conference centres and sporting venues.
- 26.2 Temporary Use Notices allow the use of premises for any form of equal chance gambling where those participating in the gaming are taking part in a competition which is intended to produce a single, overall winner.
- 26.3 Only persons or companies holding a relevant operating licence can apply for a temporary use notice to authorise the particular class of gambling permitted by their operating licence.
- 26.4 A temporary use notice must be lodged with the licensing authority not less than three months and one day before the day on which the gambling is due to take place. Detailed information about how to serve a temporary use notice will be available in a separate guidance note.
- 26.5 The Act makes a special reference, in the context of temporary use notices, to a “set of premises” to try and ensure that large premises which cannot reasonably be viewed as separate are not used for more temporary use notices than permitted under the Act. The council considers that the determination of what constitutes “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of a “set of premises”, the council will look at, amongst other things, the ownership/occupation and control of the premises. The council will be ready to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

## **27. Occasional use notices (for tracks)**

- 27.1 There is a special provision in the Act which provides that where there is betting on a track on eight days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a full premises licence. Track operators and occupiers need to be aware that the procedure for applying for an occasional use notice is different to that for a temporary use notice. The application may be made in writing, to the council by the person responsible for the administration of the events on a track or by an occupier of the track.
- 27.2 The council has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The council will however consider the definition of a ‘track’ and whether the applicant is entitled to benefit from such notice.

## **28. Small society lottery registrations**

- 28.1 A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part.
- 28.2 The Act creates two principal classes of lotteries: Licensed lotteries and exempt lotteries. Licensed lotteries are large society lotteries and lotteries run for the benefit of local authorities. These will be regulated by the Gambling Commission. Within the class of exempt lotteries there are four sub classes, one of which is small society lotteries.
- 28.3 A small society lottery is a lottery promoted on behalf of a non-commercial society as defined in the Act which also meets specific financial requirements set out in the Act. These will be administered by the council for small societies who have a principal office in Leeds and want to run such lottery.
- 28.4 A lottery is small if the total value of tickets put on sale in a single lottery is £20,000 or less and the aggregate value of the tickets put on sale in a calendar year is £250,000 or less.
- 28.5 To be 'non-commercial' a society must be established and conducted:
- for charitable purposes,
  - for the purpose of enabling participation in, or supporting, sport, athletics or a cultural activity; or
  - for any other non-commercial purpose other than that of private gain.
- 28.6 The other types of exempt lotteries are 'incidental non-commercial lotteries', 'private lotteries' and 'customer lotteries'. If you require guidance on the different categories of lotteries please contact the council.
- 28.7 The National lottery is not licensed by the Gambling Act 2005 and continues to be regulated by the National Lottery Commission under the National Lottery Act 1993.

### 29. Enforcement principles

29.1 The council will work closely with the responsible authorities in accordance with a locally established joint enforcement protocol and will aim to promote the licensing objectives by targeting known high risk premises following government guidance around better regulation.

29.2 In carrying out its enforcement duties with regards to the inspection of premises; and the powers to institute criminal proceedings in respect of certain offences under the Act the council will endeavour to be:

- proportionate:** regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
- consistent:** rules and standards must be joined up and implemented fairly;
- transparent:** regulators should be open, and keep regulations simple and user friendly; and
- targeted:** regulation should be focused on the problem, and minimise side effects.

29.3 The council will endeavour to avoid duplication with other regulatory regimes so far as possible.

29.4 Where there is a Primary Authority scheme in place, the council will seek guidance from the Primary Authority before taking any enforcement action. At the time of the publication of this policy there were four Primary Authority arrangements with host local authorities:

Coral	London Borough of Newham
William Hill	City of Westminster
Ladbrokes	Milton Keynes
Paddy Power	Reading

29.5 Further information, including an index of all Primary Authority arrangements can be found at <https://primaryauthorityregister.info/par/index.php/home>

29.4 The council will also adopt a risk-based inspection programme in line with government recommendations around better regulation and the principles of the Hampton Review.

- 29.5 The main enforcement and compliance role for the council in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the operator and personal licences. Concerns about the manufacture, supply or repair of gaming machines will not be dealt with by the council but will be notified to the Gambling Commission. In circumstances where the council believes a premises requires a premises licence for gambling activities and no such licence is in force, the council will alert the Gambling Commission.
- 29.6 The council will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 29.7 The council's enforcement/compliance protocols/written agreements will be available upon request.

### **30. Reviews**

- 30.1 A review is a process defined in the legislation which ultimately leads to a licence being reassessed by the Licensing Committee with the possibility that the licence may be revoked, suspended or that conditions may amended or new conditions added.
- 30.2 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the council to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is:
- i) in accordance with any relevant code of practice issued by the Gambling Commission
  - ii) in accordance with any relevant guidance issued by the Gambling Commission
  - iii) reasonably consistent with the licensing objectives and
  - iv) in accordance with this authority's Gambling Act 2005 – Statement of Licensing Policy.

In addition the council may also reject the application on the grounds that the request is frivolous, vexatious, will certainly not cause this authority to wish to alter, revoke or suspend the licence, or is substantially the same as previous representations or requests for review.

- 30.3 The council can also initiate a review of a licence on the basis of any reason which it thinks is appropriate.

## Appendix 1 Gaming machines

This appendix describes the categories of gaming machine as set out in the Act (and in regulations) and the number of such machines that may be permitted in each type of gambling premises.

- Table 1 below sets out the current proposals for the different categories with the maximum stakes and prizes that will apply. This table will be updated as soon as the proposals are confirmed.
- Table 2 overleaf shows the maximum number of machines permitted and in the case of casinos the ratios between tables and machines.

Table 1

Category of machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£5	£10,000 (with the option of a max £20,000 linked progressive jackpot on a premises basis only)
<sup>1</sup> B2	£100	£500
B3	£2	£500
B3A	£2	£500
B4	£2	£400
C	£1	£100
D – money prize	10p	£5
D – non-money prize (other than a crane grab machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D – combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machine)	20p	£15 (of which no more than £8 may be a money prize)

<sup>1</sup> The category B2 is not actually a traditional slot machine. It refers to a type of gaming machine known as a fixed odds betting terminal (FOBTs). These are a new type of gaming machine which generally appear in licensed bookmakers. FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular.



Table 2

Premises Type	Machine category						
	A	B1	B2	B3	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)					
Pre-2005 Act Casinos (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead					
Betting premises and tracks operated by pool betting		Maximum of 4 machines categories B2 to D (except B3A machines)					
Bingo Premises <sup>1</sup>					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*	No limit C or D machines	
Adult gaming centre <sup>2</sup>					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*	No limit C or D machines	
Licensed family entertainment centre <sup>3</sup>						No limit C or D machines	
Family entertainment centre (with permit)							No limit on category D machines
Clubs or miners' welfare institutes with permits <sup>4</sup>					Maximum of 3 machines in categories B3A or B4 to D*		
Qualifying alcohol licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises with licensed premises gaming machine permit						Number of category C-D machines as specified on permit	
Travelling fair						No limit on category D machines	
	A	B1	B2	B3	B4	C	D

1. Bingo premises licence are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines on the premises. Where a premises licence was granted before 13 July 2011, they are entitled to make available eight category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Category B machines at bingo premises are restricted to sub-category B3 and B4 machines, but not B3A machines.

2 Adult gaming centres are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises and any number of category C or D machines. Where a premises licence was granted before 13 July 2011, they are entitled to make available four category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Category B machines at adult gaming centres are restricted to sub-category B3 and B4 machines, but not B3A machines.

3. Only premises that are wholly or mainly used for making gaming machines available may hold an unlicensed FEC gaming machine permit or an FEC premises licence. Category C machines may only be sited within licensed FECs and where an FEC permit is in force. They must be in a separate area to ensure the segregation and supervision of machines that may only be played by adults. There is no power for the licensing authority to set a limit on the number of machines under the FEC permit.

4. Members' clubs and miners' welfare institutes with a club gaming permit or with a club machine permit, are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement.

5. Commercial clubs with club machine or gaming permits are entitled to a total of three machines in categories B4 to D.

## Appendix 2 Glossary of terms

Term	Description
ATM	Auto teller machine or cash machine.
Betting	Betting is defined as making or accepting a bet on the outcome of a race, competition or other event or process or on the outcome of anything occurring or not occurring or on whether anything is or is not true. It is irrelevant if the event has already happened or not and likewise whether one person knows the outcome or not. (Spread betting is not included within this definition).
Betting Machines / Bet Receipt Terminal	Betting machines can be described as automated betting terminals where people can place bets on sporting events removing the need to queue up and place a bet over the counter.
Bingo	There are essentially two types of bingo: cash bingo, where the stakes paid make up the cash prizes that can be won and prize bingo, where various forms of prizes can be won, not directly related to the stakes paid.
Book	Running a 'book' is the act of quoting odds and accepting bets on an event. Hence the term 'Bookmaker'.
Casino games	A game of chance, which is not equal chance gaming. Casino games includes Roulette and black jack etc.
Chip	Casinos in the U.K require you to use chips to denote money. They are usually purchased and exchanged at a cashier's booth.
Coin pusher or penny falls machine	A machine of the kind which is neither a money prize machine nor a non-money prize machine
Crane grab machine	A non-money prize machine in respect of which every prize which can be won consists of an individual physical object (such as a stuffed toy) won by a person's success in manipulating a device forming part of the machine so as to separate, and keep separate, one or more physical objects from a group of such objects.
Default condition	These are prescribed in regulations and will be attached to all classes of premises licence, unless excluded by the council.
Equal Chance Gaming	Gaming which does not involve playing or staking against a bank.
Fixed odds betting	If a gambler is able to establish what the return on a bet will be when it is placed, (and the activity is not 'gaming' see below), then it is likely to be betting at fixed odds.
Fixed Odds betting terminals (FOBTs)	FOBTs are a type of gaming machine which generally appear in licensed bookmakers. FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular.
Gaming	Gaming can be defined as 'the playing of a game of chance for winnings in money or monies worth, whether any person playing the game is at risk of losing any money or monies worth or not'.

Term	Description
Gaming Machine	Any type of machine allowing any sort of gambling activity including betting on virtual events but not including home computers even though users can access online gaming websites.
Licensing Objectives	<p>The licensing objectives are three principal goals which form the basis of the Act. Stakeholders who have an interest in the Act need to try and promote these objectives: The licensing objectives are:</p> <ul style="list-style-type: none"> <li>• preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime</li> <li>• ensuring that gambling is conducted in a fair and open way</li> <li>• protecting children and other vulnerable persons from being harmed or exploited by gambling.</li> </ul>
Lottery	<p>A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part. A lottery is defined as either a simple lottery or a complex lottery. A simple lottery is one where persons are required to pay to participate and one or more prizes are allocated to one or more members of a class and the prizes are allocated by a process which relies wholly on chance. A complex lottery is where persons are required to pay to participate and one or more members of a class and the prizes are allocated by a series of processes where the first of those processes relies wholly on chance. Prize means money, articles or services provided by the members of the class among whom the prize is allocated. (It should be noted that the National Lottery is not included in this definition of lottery and is regulated by the National Lottery Commission).</p>
Mandatory condition	<p>A condition which will be set by the Secretary of State (some set out in the Act and some to be prescribed by regulations) which will be automatically attached to a specific type of premises licence. The council will have no discretion to alter or remove these conditions.</p>
Money prize machine	<p>A machine in respect of which every prize which can be won as a result of using the machine is a money prize.</p>
Non-money prize machine	<p>A machine in respect of which every prize which can be won as a result of using the machine is a non-money prize. The winner of the prize is determined by:</p> <p>(i) the position in which the coin or token comes to rest after it has been inserted into the machine, together with the position of other coins or tokens which have previously been inserted into the machine to pay a charge for use, or</p> <p>(ii) if the insertion of a single coin to pay the charge for use enables the person using the machine to release one or more tokens within the machine, the position in which such tokens come to rest after being released, together with the position of other tokens which have previously been so released.</p>

Term	Description
Odds	The ratio to which a bet will be paid if the bet wins. e.g. 3-1 means for every £1 bet, a person would receive £3 of winnings.
Off-course betting operator	Off-course betting operators may, in addition to premises away from the track, operate self contained betting premises within a track premises. Such self contained premises will provide facilities for betting on both events taking place at the track (on-course betting), as well as other sporting events taking place away from the track (off-course betting). In essence such premises operate like a traditional high street bookmakers. They will however only normally operate on race days.
On-course betting operator	The on-course betting operator is one who comes onto on a track, temporarily, while races are taking place, and operates at the track side. On-course betting operators tend to offer betting only on the events taking place on the track that day (on-course betting).
Pool Betting	For the purposes of the Gambling Act, pool betting is made on terms that all or part of the winnings: 1) Shall be determined by reference to the aggregate of the stakes paid or agreed to be paid by the persons betting 2) Shall be divided among the winners or 3) Shall or may be something other than money. For the purposes of the Gambling Act, pool betting is horse-race pool betting if it relates to horse-racing in Britain.
Regulations or Statutory instruments	Regulations are a form of law, often referred to as delegated or secondary legislation. They have the same binding legal effect as Acts and usually state rules that apply generally, rather than to specific persons or things. However, regulations are not made by Parliament. Rather, they are made by persons or bodies to whom Parliament has delegated the authority to make them, such as a minister or an administrative agency.
Representations	In the context of the Gambling Act representations are either positive statements of support or negative objections which are made in relation to a licensing application. Representations must be made in time, e.g. during a designated notice period.
Responsible authority (authorities)	Responsible authorities (RAs) are agencies which have been appointed by the Gambling Act or regulations to fulfil a designated role during the licensing process. RAs must be sent copies of all licensing applications and have the power to make representations about such applications. RAs also have the power to ask for licences to be reviewed. For Leeds the RAs include West Yorkshire Police, The local Safeguarding Children Board, Leeds City Council's Development Department as well as several others.

Term	Description
Skill machine / Skill with prizes machine	The Act does not cover machines that give prizes as a result of the application of pure skill by players. A skill with prizes machine is one on which the winning of a prize is determined only by the player's skill – any element of chance imparted by the action of the machine would cause it to be a gaming machine. An example of a skill game would be trivia game machines, popular in pubs and clubs, which require the player to answer general knowledge questions to win cash prizes.
Spread betting	A form of investing which is more akin to betting, and can be applied either to sporting events or to the financial markets. Spread betting is regulated by the Financial Services Authority.
Stake	The amount pledged when taking part in gambling activity as either a bet, or deposit to the bank or house where the house could be a gaming machine.
Statement of principles document	A document prepared by the council which outlines the areas that applicants need to consider before applying for gaming permits.
Table gaming	Card games played in casinos.
Tote	"Tote" is short for Totaliser, a system introduced to Britain in 1929 to offer pool betting on racecourses.
Track	Tracks are sites (including horse tracks and dog tracks) where races or other sporting events take place. Examples of tracks within the Leeds district would be Elland Road Football ground and Headingley Stadium.

## Appendix 3 Summary of gaming entitlements for clubs and pubs

	Members' club or MW institute with club gaming permit	Bridge or whist club	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit	Pubs and other alcohol-licensed premises
<b>Equal chance gaming</b>	Yes	Bridge and/or whist only	Yes	Yes	Yes
<b>Limits on stakes</b>	No limit	No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game  <u>Other gaming</u> No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game  <u>Other gaming</u> No limit	<u>Cribbage &amp; dominoes</u> No limit  <u>Poker</u> £100 per premises per day  <u>Other gaming</u> £5 per person per game
<b>Limits on prizes</b>	No limit	No limit	<u>Poker</u> £250 per game  <u>Other gaming</u> No limit	<u>Poker</u> £250 per game  <u>Other gaming</u> No limit	<u>Poker</u> £100 per game  <u>Other gaming</u> No limit
<b>Maximum participation fees – per person per day</b>	<u>Bridge and/or whist*</u> £20  <u>Other gaming</u> £3	£18 (without club gaming permit)  £20 (with club gaming permit)	<u>Bridge and/or whist*</u> £18  <u>Other gaming</u> £3 (commercial club) £1 (members club)	<u>Bridge and/or whist*</u> £18  <u>Other gaming</u> £1	None permitted
<b>Bankers or unequal chance gaming</b>	Pontoon Chemin de Fer	None permitted	None permitted	None permitted	None permitted
<b>Limits on bingo</b>	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	No bingo permitted	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.

\* On a day when no other facilities for gaming are provided

## Appendix 4 Large Casino

The current status of the Large Casino is that a premises licence has been granted. The following process will apply should the current licence cease to exist because it has either been surrendered or revoked.

### 1. Background

- 1.1 The Act introduces three new categories of casino; one regional casino, eight large casinos and eight small casinos. In 2006 the council submitted a proposal for a regional and large casino to the Casino Advisory Panel.
- 1.2 On 15<sup>th</sup> May 2008 the Categories of Casino Regulation 2008 and the Gambling (Geographical Distribution of Large and Small Casino Premises Licences) Order 2008 was approved. This specified which licensing authorities could issue premises licences for large and small casinos. Leeds City Council was authorised to issue a large casino premises licence.
- 1.3 On 26<sup>th</sup> February 2008 the Secretary of State for Culture, Media and Sport issued the Code of Practice on Determinations Relating to Large and Small Casinos (Code of Practice). The council will comply with this Code which sets out:
  - a. the procedure to be followed in making any determinations required under Paragraphs 4 and 5 of Schedule 9 to the Gambling Act 2005 and
  - b. matters to which the Licensing Authority should have regard in making these determinations.
- 1.4 The council recognises that applicants may either apply for a casino premises licence or a provisional statement. As for all premises licences, applicants for a casino premises licence must fulfil certain criteria in that they must:
  - a. hold or have applied for an operating licence from the Gambling Commission; and
  - b. have the right to occupy the premises in question.
- 1.5 Should an applicant be unable to meet these two criteria they should apply for a provisional statement.
- 1.6 Unless otherwise specified, any reference to the application and procedures for a premises licence for a casino in the following parts of this section will also include the application and procedures for a provisional statement for a casino.
- 1.7 Where a provisional statement application is successful, the council may limit the period of time for which the statement will have effect. This period may be extended if the applicant so applies.



- 1.8 The council will ensure that any pre-existing contract, arrangement or other relationship with a company or individual does not affect the procedure for assessing applications so as to make it unfair or perceived to be unfair to any applicant.
- 1.9 In making a decision on both stages the council will take heed of any current Codes of Practice, current Regulations and guidance issued by the Secretary of State for the Department of Culture, Media and Sport and the Gambling Commission.
- 1.10 The council has not passed a “no casino” resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. It may choose to exercise this option should there be only one application for a large casino premises licence or should, where there is more than one application, those applications fail to meet the council’s aspirations for benefit for the Leeds metropolitan area. Should the council decide in the future to pass such a resolution, it will update this policy with details of that resolution and any such decision will be made by full Council.
- 1.11 As per Part 8, Section 210 of the Gambling Act 2005 the council will not have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with the law relating to planning or building and any licensing decision will not constrain any later decision by the council under the law relating to planning or building.
- 1.12 The council does not have a preferred location for the new large casino. Applicants can submit proposals for any site or location within the Leeds metropolitan area and each will be judged on its own individual merits.

## **2. Application Process**

### *Stage 1*

- 2.1 The council will publish an invitation calling for applications. This invitation will be published in a trade newspaper, journal or similar publication. It will state the latest date the application must be made and the place from which a person may obtain an application pack.
- 2.2 The part of the application pack which relates to stage 1 will include, as a minimum, the following:
- Guidance for applicants
  - Application form for Stage 1
  - Example notices
- 2.3 With regard to stage 1 of the application process, the general principles as stated in Part C of this gambling policy will apply to all applications.
- 2.4 At stage 1 the Licensing Committee or sub-committee, will determine, if there are valid representations, which applications would be granted if they were able to grant more than one application.
- 2.5 At stage 1, the council will not consider whether any of the applications is more deserving of being granted.

## *Stage 2*

- 2.6 Should more than one applicant pass through stage 1, the process will proceed to the second stage with each successful applicant being invited to submit information about how their application would, if granted, benefit the area.
- 2.7 The part of the application pack which relates to stage 2 will include, as a minimum, the following:
- Stage 2 evaluation methodology, including scoring matrix
  - Details of current Licensing Committee
  - Details of the Advisory Panel
  - Terms of reference for Advisory Panel
  - Example Schedule 9 agreement
  - Glossary
  - Vision for Leeds 2011 to 2030
- 2.8 At stage 2, the procedure will follow the DCMS Code of Practice. However, the Code leaves individual councils to determine the detail of their own procedure.
- 2.9 The council will not bear any abortive costs of the unsuccessful applicants and their participation in all phases of the licence process is conducted entirely at the applicants risk.

## *Advisory Panel*

- 2.10 It is recognised that the Licensing Committee does not necessarily have specialised expertise required to fully evaluate each application. It will seek professional expertise from officers of the council. Where this expertise is not available, it may seek independent expertise from outside the council.
- 2.11 For this purpose, the Licensing Committee will appoint a non-statutory panel to assist it in the evaluation of the stage 2 application process. This panel will be called the “Advisory Panel”. The Advisory Panel will evaluate each application using the evaluation methodology and scoring provided in the application pack.
- 2.12 To ensure there are no conflicts of interest, applicants will be provided with a list of Advisory Panel members. Where objections are made, it will be necessary to give details of the substance of such objection. These objections will be considered by the Licensing Committee before the evaluation of stage 2 applications commence.
- 2.13 The Advisory Panel will engage in discussions with each second stage applicant with a view to the particulars of an application being refined, supplemented or otherwise altered so as to maximise the benefits to the Leeds metropolitan area that would result from it (were it granted).
- 2.14 The Advisory Panel will report its findings to the Licensing Committee. The report will be made available to the applicant before being submitted to ensure that the information provided within it is accurate. Should the applicant disagree with the evaluation, this will be noted and reported to the Licensing Committee, together with any necessary changes to the Advisory Panel’s report.

- 2.15 The Licensing Committee will consider all the applications at Stage 2, and the report of the Advisory Panel. They will evaluate the proposals, in line with the principles below and determine which application, if granted, is likely to result in the greatest benefit to the area. This will involve an evaluation both of the benefits and the likelihood of their delivery.
- 2.16 The Licensing Committee will instruct officers to complete negotiations on any written agreements made under Paragraph 5(3)(b) of Schedule 9 of the Act. Once the negotiations have been completed officers will report to Licensing Committee who will then grant the licence to the successful applicant and reject the remaining applications.
- 2.17 In line with paragraph 5.7.4 of the Code of Practice, in determining the principles the council intends to apply in making any determination for a casino premises licence, the council has had specific regard to the following:
- a. The financial and other contribution a second stage applicant proposes to make to the Leeds metropolitan area,
  - b. The likely effects of an application on employment, the local economy and regeneration within the authority's area,
  - c. Whether, and the extent to which, the benefits offered are pursuant to an agreement under paragraph 5(3)(b) of Schedule 9 or otherwise.
- 2.18 In line with paragraph 3.3 of the Code of Practice, in determining the principles the council intend to apply at Stage 2, it disregarded the existence of any contract, arrangement or other relationship already in place; and will
- put in place arrangements to ensure that any such contract, arrangement or other relationship does not, actually or apparently, prejudice its ability to conduct the procedure fairly; and will
  - prepare a register of interests disclosing their interest in any contract, arrangement or other relationship with an applicant or a person connected or associated with an applicant.

### 3. Principles

- 3.1 At stage 2 the applicant will be required to state and demonstrate the benefit that they can bring to Leeds metropolitan area.
- 3.2 The council will seek to determine the greatest benefit through the following principles:

<b>Financial</b>	To seek to maximise the financial return to the council.
<b>Social</b>	To use any financial return accrued to facilitate the delivery of programmes and projects that support the Council's social and economic inclusion agenda, for the benefit of the Leeds metropolitan area.
<b>Economic</b>	To secure a positive and significant economic impact for the local economy through the provision of a Large Casino in Leeds.

## 4. Evaluation Criteria

- 4.1 The council will publish a detailed evaluation methodology, which includes the information applicants are required to supply in order to support their application, and the weight that will be placed on each criterion. This evaluation methodology will be included in the application pack.
- 4.2 Applicants should carefully examine the evaluation methodology and tailor their application accordingly to ensure that they maximise benefits in accordance with this methodology.
- 4.3 In line with paragraph 5.7.4 of the Code of Practice, and the principles stated at 16.37 of this policy, the council has selected the following criteria which they will use to evaluate and score applications:

<b>Financial Contribution</b>	This criterion relates to 16.33a and the first and second principles
<b>Socio-economic</b>	This criterion relates to 16.33b and the second and third principles
<b>Risk and deliverability</b>	This criterion relates to 16.33c and all three principles

### *Financial Contribution*

- 4.4 The council is seeking to identify and quantify the level of financial contribution that could be secured for the Leeds metropolitan area. It is expected that the contribution will comprise a mixture of annual payments received from the applicant and a lump sum payable upon signing of any agreements and on specified dates and/or events thereafter.
- 4.5 The financial contribution will be used by the council to establish and maintain the council administered Social Inclusion Fund (SIF) which will facilitate the delivery of programmes and projects that support the council's social and economic inclusion agenda, for the benefit of the Leeds metropolitan area.
- 4.6 The financial contribution will be evaluated in terms of its ability to fund a credible and sustainable SIF. As such a mixture of upfront and annual payments is required.
- 4.7 The scoring of financial contributions will be weighted as follows:

1.0	1.0 Financial Contribution	33%
1.1	Net Present Value of total financial offer	
1.2	Upfront capital payment paid to the council on completion of the Schedule 9 Agreement	
1.3	Net Present Value of annual cash sum offer	
1.4	Credibility of financial assumptions and offer	

4.8 Further detail including the information required, its format and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack.

*Socio-economic*

4.9 The council is seeking to identify and quantify the level of expected net socio-economic benefits that could be secured for the Leeds metropolitan area based on the projected gross levels applicants believe their proposals will generate.

4.10 The council will expect to see that the applicant has tailored its proposals specifically to the requirements of Leeds through research and detailed assessment of the physical, social and economic position as outlined in its vision documents. These documents will be made available in the stage 2 application pack.

4.11 Applicants should have regard to the proposed location of the premises, with regard to meeting the licensing objective which seeks to protect children and vulnerable persons from being harmed or exploited by gambling. Applicants will be asked to provide information related to the area in which their proposed developed is situated in their strategy and vision documents.

4.12 Applicants will be asked to provide information on how their development will impact on employment and training, including amongst others, graduate training, NEETs and vocational qualifications as well as opportunities for Leeds businesses and the local supply chain.

4.13 Applicants must demonstrate a firm commitment to mitigation of negative impacts and ensuring residents’ safety and health is not put at risk by the large casino. In particular, attention should be focussed on mitigation for the most vulnerable in society and for those living closest to the proposed casino and applicants must ensure that problem gambling issues do not increase in the Leeds area. Applicants must provide an assessment of the social, equality and health impacts of their proposed casino developments and provide mitigation plans to minimise and eliminate negative impacts. Applicants should also commit to supporting the ongoing monitoring of negative social, equality and health impacts of the large casino and make contractual commitments in the schedule 9 agreement on all mitigation measures proposed.

4.14 The scoring of the socio-economic benefits will be weighted as follows:

<b>2.0 Socio-economic</b>	<b>34%</b>
2.1 Strategy and vision for proposed development	
2.2 Economic Benefits (Gross):	
- Net contribution to local economy (including direct employment and GVA)	
- Credibility of economic assumptions	
2.3 Net social impacts	

4.15 Further detail including the information required, its format, data requirements and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack.

*Risk and deliverability*

4.16 At stage 2 the council will assess the risk and deliverability of the proposed scheme. In particular the council will wish to consider what legal and financial assurances there are that the proposed development will be delivered within 5 years, and that the promised benefits will both materialise and be maintained. Firm evidence is required that all benefits and development proposed can be funded and a contractual obligation with penalties for non-delivery is required.

4.17 The application pack will include a template agreement under paragraph 5(3)(b) of Schedule 9 to the 2005 Act ('a schedule 9 agreement'). Such an agreement will be negotiated with the applicants during the stage 2 evaluation process. This agreement will include a list of the benefits proposed, along with delivery targets and details of the penalties for non-delivery. Applications where the benefits, including delivery of the development itself, are made subject of contractual obligation and where the applicant provides damages for non-delivery are likely to receive greater weight in the evaluation process.

4.18 The council is aware that the casino application may form part of a wider development proposal or be a new development. A casino development with firm contractual commitment to be fully operational within a 5 year timescale with proof of funding and with meaningful payment proposed for late or non-delivery will score more highly than a casino development that is not supported by a contractual commitment and/or meaningful payments for late or non-delivery and/or proof of funding. Any part of a wider development proposal which is not directly required for the delivery of the casino will score more highly if the applicant commits to completing the wider development within a 5 year timescale, proposes meaningful payment for late or non-delivery and provides proof of funding. These commitments will be contained within the schedule 9 agreement and the five year timescale will start from the signing of the schedule 9 agreement. Applicants must demonstrate that all development proposals are credible.

4.19 The scoring of risk and deliverability will be weighted as follows:

<b>3.0 Risk and deliverability</b>	<b>33%</b>
3.1 Contents of the Schedule 9 Agreement	
3.2 Deliverability:	
- Financing	
- Financial Standing	
- Right to occupy the site/premises	
- Credibility of approach to implementation	

4.20 Further detail including the information required, its format and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack along with a template schedule 9 agreement.

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## 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> Citizens and Communities	<b>Service area:</b> Entertainment Licensing
<b>Lead person:</b> Susan Holden	<b>Contact number:</b> 0113 395 1863

### 1. Title:

Is this a:

**Strategy / Policy**
                 
  **Service / Function**
                 
  **Other**

**If other, please specify**

### 2. Please provide a brief description of what you are screening

Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31<sup>st</sup> January 2007.

The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

### 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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?	X	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
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>		X

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)

The concerns relate to gambling and vulnerable people. Vulnerable is defined in the policy as:

*The Gambling Commission, in its Guidance to Local Authorities, does not seek to offer a definition for the term “vulnerable people” but will, for regulatory purposes assume that this group includes people:*

*“who gamble more than they want to, people who gamble beyond their means, elderly persons, and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or because of the influence of alcohol or drugs.”*

*The Department of Health document “No Secrets” offers a definition of a vulnerable adult as a person:*

*“who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”*

Vulnerable people, especially the elderly, people with disabilities, people who are ill can be considered at protected characteristics and have been forefront when reviewing the policy.

**• 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)

The impact on vulnerable people specifically relates to gambling premises which are embedded within the community such as betting shops and adult gaming centres. Betting shops in particular are plentiful and on every high street. They also have fixed odds betting terminals which are considered to be highly addictive gaming machines, offering casino style games. The increase in the availability of these machines is of concern nationally. Additional requirements under the Gambling Commission’s Licence Conditions and Codes of Practice (LCCP) seek to address risks to vulnerable people.

**• Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

This is the fourth review of the Gambling Act 2005 Statement of Licensing Policy. At this review the council does not seek to remove any of the protections included in other versions of the policy. It does seek to include additional requirements on licence applicants to consider their local area when making their application and for all existing gambling premises to undertake a similar review. These measures are included in paragraph 13.10, on page 17 of the policy, onwards.

**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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Nicola Raper	Section Head Entertainment Licensing	16 <sup>th</sup> March 2015
<b>Date screening completed</b>		16 <sup>th</sup> March 2015

**7. Publishing**

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent: 16 <sup>th</sup> March 2015
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:



Report author: Steven Courtney  
Tel: 0113 247 4707

**Report of Head of Scrutiny and Member Development**

**Report to Full Council**

**Date: 11 November 2015**

**Subject: Recommendations from General Purposes Committee and nominations from Scrutiny Board (Adult Social Services, Public Health, NHS) – West Yorkshire Joint Health Overview and Scrutiny Committee**

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 This report puts forward recommendations of General Purposes Committee from its meeting on 19 October 2015 regarding the appointment of a West Yorkshire Joint Health Overview and Scrutiny Committee, delegating relevant functions and associated membership nominations, as identified by Scrutiny Board (Adult Social Services, Public Health, NHS) at its meeting on 20 October 2015.
  
- 2 Attached is the report considered by General Purposes Committee.

**Recommendations**

- 3 General Purposes Committee recommends to full Council that:
  - (a) Council resolves to appoint a West Yorkshire Joint Health Overview and Scrutiny Committee together with the authorities listed at paragraph 6.1 of the submitted report.
  
  - (b) Council approves the terms of reference for the West Yorkshire Joint Health Overview and Scrutiny Committee set out at Appendix 1 of the submitted report.

- (c) Council delegates relevant functions, as set out in Appendix 1 of the submitted report, that shall be exercisable by the West Yorkshire Joint Health Overview and Scrutiny Committee, subject to the terms and conditions specified.
- (d) Council agrees to appoint such members to the West Yorkshire Joint Health Overview and Scrutiny Committee, as nominated by the Scrutiny Board (Adult Social Services, Public Health, NHS), namely:
- The Chair – Councillor Peter Gruen; and,
  - Councillor Billy Flynn.

## **1 Purpose of this report**

- 1.1 To put forward recommendations of General Purposes Committee in relation to a West Yorkshire Joint Health Overview and Scrutiny Committee and associated membership nominations, as identified by Scrutiny Board (Adult Social Services, Public Health, NHS) at its meeting on 20 October 2015.

## **2 Background information**

- 2.1 General Purposes Committee is authorised to make recommendations to full Council about proposals to amend the constitution, and in connection with the discharge of any of its functions.

## **3 Main issues**

- 3.1 On the 19 October 2015, the Head of Scrutiny and Member Development submitted a report asking the General Purposes Committee to consider and make recommendations to full Council regarding the appointment of a West Yorkshire Joint Health Overview and Scrutiny Committee, delegating relevant functions and associated membership nominations, as identified by Scrutiny Board (Adult Social Services, Public Health, NHS).
- 3.2 A copy of the report to General Purposes Committee is appended to this report.
- 3.3 General Purposes Committee resolved to make recommendations to full Council.
- 3.4 At its meeting on 20 October 2015, Scrutiny Board (Adult Social Services, Public Health, NHS) nominated members to represent the Council on the proposed West Yorkshire Joint Health Overview and Scrutiny Committee.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 As set out in the attached report.

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

- 4.2.1 As set out in the attached report.

### **4.3 Council policies and Best Council Plan**

- 4.3.1 As set out in the attached report.

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

- 4.4.1 As set out in the attached report.

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

- 4.5.1 As set out in the attached report.

4.5.2 In addition, this decision is not subject to call-in, nor does it contain any exempt information.

## **4.6 Risk Management**

4.6.1 As set out in the attached report.

## **5 Conclusions**

5.1 As set out in the attached report.

## **6 Recommendations**

6.1 General Purposes Committee recommends to full Council that:

- (a) Council resolves to appoint a West Yorkshire Joint Health Overview and Scrutiny Committee together with the authorities listed at paragraph 6.1 of the submitted report.
- (b) Council approves the terms of reference for the West Yorkshire Joint Health Overview and Scrutiny Committee set out at Appendix 1 of the submitted report.
- (c) Council delegates relevant functions, as set out in Appendix 1 of the submitted, that shall be exercisable by the West Yorkshire Joint Health Overview and Scrutiny Committee, subject to the terms and conditions specified.
- (d) Council agrees to appoint such members to the West Yorkshire Joint Health Overview and Scrutiny Committee, as nominated by the Scrutiny Board (Adult Social Services, Public Health, NHS), namely:
  - The Chair – Councillor Peter Gruen; and,
  - Councillor Billy Flynn..

## **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 Head of Scrutiny and Member Development**

**Report to General Purposes Committee**

**Date: 19<sup>th</sup> October 2015**

**Subject: West Yorkshire Joint Health Overview and Scrutiny Committee**

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 A number of West Yorkshire authorities have appointed a Joint Health Overview and Scrutiny Committee to consider arrangements for commissioning and configuration of health services where those arrangements are made across the West Yorkshire area.
- 2 It is now proposed that Leeds City Council joins those authorities in making joint arrangements; approving the terms of reference; delegating the relevant functions to the West Yorkshire Joint Health Overview and Scrutiny Committee; and asking the Scrutiny Board (Adult Social Services, Public Health, NHS) to nominate Members to the Joint Committee.

**Recommendations**

- 3 General Purposes Committee is asked to:
  - 3.1 Note the content and details presented in this report.
  - 3.2 Make the following recommendations to full Council:
    - That Council resolves to appoint a West Yorkshire Joint Health Overview and Scrutiny Committee together with the authorities listed at paragraph 6.1
    - That Council approves the terms of reference for the West Yorkshire Joint Health Overview and Scrutiny Committee set out at Appendix 1

- That Council delegates relevant functions, as set out in Appendix 1, that shall be exercisable by the West Yorkshire Joint Health Overview and Scrutiny Committee, subject to the terms and conditions specified.
- That Council agrees to appoint such members to the West Yorkshire Joint Health Overview and Scrutiny Committee, as nominated by the Scrutiny Board (Adult Social Services, Public Health, NHS).

## **4 Purpose of this report**

- 4.1 To ask the General Purposes Committee to consider and make recommendations to Full Council to appoint a Joint Health Overview and Scrutiny Committee, to delegate relevant functions (in accordance with the Committee's terms of reference), and to appoint members to the new committee following nomination by the Scrutiny Board (Adult Social Care, Public Health, NHS).

## **5 Background information**

- 5.1 The Local Authority (Public health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 provide for local NHS bodies to consult with the appropriate health scrutiny committee where there are any proposed substantial developments or variations in the provisions of the health service in the area(s) of a local authority. Local authorities can form joint health overview and scrutiny committees where deemed appropriate and where proposals to change health services cross local authority boundaries, local authorities may be required to establish a joint health committee by direction of the Secretary of State for Health.
- 5.2 In Yorkshire and the Humber, a protocol has been established between the 15 upper tier local authorities for establishing joint health overview and scrutiny committees, where required. Members will be aware that a Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) – the JHOSC – was previously established in March 2011, and reconfirmed in March 2014: The purpose of the JHOSC being to consider and respond to proposals associated with the Safe and Sustainable Review of Children's Congenital Cardiac Services in England and the subsequent new review of Congenital Heart Disease services across England. This work included considering the potential impact of proposals on children and families across Yorkshire and the Humber. The JHOSC also acted as the appropriate scrutiny body across Yorkshire and the Humber, providing a formal response to the proposals and reconfiguration options presented for public consultation.
- 5.3 The work of the JHOSC (formed to consider issues associated with the review of Congenital Heart Disease services across England) continues and will operate separately to the proposed Joint Health Overview and Scrutiny Committee (West Yorkshire) set out in this report.

## **6 Main issues**

- 6.1 The changing landscape of health service delivery within West Yorkshire, particularly in the way in which services are commissioned, has identified the need for a West Yorkshire Joint Health Overview and Scrutiny Committee. This would consist of Leeds, Bradford, Calderdale, Kirklees and Wakefield Councils.
- 6.2 The purpose of the proposed West Yorkshire Joint Health Overview and Scrutiny Committee would be to:
- Maintain an overview of health service developments likely to have implications across West Yorkshire;

- Consider any proposals from the NHS for substantial variation or development of services that have West Yorkshire wide implications;
- To meet with appropriate NHS bodies to discuss any health service related matters likely to have implications across West Yorkshire..

6.3 The terms of reference for the proposed West Yorkshire Joint Health Overview and Scrutiny Committee is shown in Appendix 1. It should be noted that a number of West Yorkshire authorities (Calderdale, Kirklees and Wakefield) have already appointed to the proposed joint committee in line with the terms of reference presented at Appendix 1.

6.4 It is now proposed that Leeds City Council joins those authorities in making such joint arrangements, approving the terms of reference and delegating the relevant functions to the West Yorkshire Joint Health Overview and Scrutiny Committee.

#### Appointment of members to the West Yorkshire Joint Health Overview and Scrutiny Committee

6.5 The proposed terms of reference presented at Appendix 1 stipulate the nomination / appointment of two members per authority.

6.6 The terms of reference of the Scrutiny Board (Adult Social Services, Public Health, NHS) outline that Board should make nominations for membership of any joint health overview and scrutiny committee appointed by the authority. As such, and subject to the outcome of General Purposes Committee, nominations will be sought from the Scrutiny Board (Adult Social Services, Public Health, NHS), with the intention that appointments can be confirmed at full Council in November 2015.

## **7 Corporate Considerations**

### **7.1 Consultation and Engagement**

7.1.1 This matter has been discussed by the chairs of the five West Yorkshire Council health overview and scrutiny committees, all of whom support the establishment of the joint committee. The Leader of Council has also been consulted, along with the Executive Member (Health Wellbeing and Adults) and the Director of Public Health.

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

7.2.1 There are no specific equality and diversity or cohesion and integration specifically associated with this report. However, although not a decision-making body, as a local authority joint committee the JHOSC will have to have a general regard of public sector equality duties.

7.2.2 In particular, the JHOSC will consider the impact of any future reconfiguration and future service model proposals on specific populations and communities across West Yorkshire. This will be alongside the general health and equality impacts arising from any proposals.

### **7.3 Council policies and Best Council Plan**

7.3.1 The establishment of a West Yorkshire Joint Health Overview and Scrutiny Committee will support the Council's role in improving health and reducing health inequalities as set out in the Leeds Joint Health & Well Being Strategy and the Best Council Plan.

### **7.4 Resources and value for money**

7.4.1 It is proposed that the administration of the Joint Committee be shared equally amongst the five West Yorkshire authorities and this will be met within existing resources.

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

7.5.1 Regulation 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013/218 provides for two or more local authorities to appoint a joint committee to discharge relevant functions in relation to health scrutiny.

7.5.2 Regulation 30(5) provides that where two or more authorities are included in any consultation carried out by a relevant NHS body or health service provider those local authorities must appoint a joint overview and scrutiny committee to act in relation to that consultation.

7.5.3 In appointing a joint overview and scrutiny committee the participating authorities may apply such terms and conditions as they agree are appropriate to the exercise of functions delegated.

### **7.6 Risk Management**

7.6.1 Not to appoint to the West Yorkshire Joint Health Overview and Scrutiny Committee would leave the authority at risk of delay in being able to comment on and influence NHS service reconfiguration proposals.

## **8 Conclusions**

8.1 The changing landscape of health service delivery within West Yorkshire, particularly in the way in which services are commissioned has identified the need for a West Yorkshire Joint Health Overview and Scrutiny Committee. This would consist of Leeds, Bradford, Calderdale, Kirklees and Wakefield Councils.

8.2 The purpose of the proposed West Yorkshire Joint Health Overview and Scrutiny Committee would be to:

- Maintain an overview of health service developments likely to have implications across West Yorkshire;
- Consider any proposals from the NHS for substantial variation or development of services that have West Yorkshire wide implications;

- To meet with appropriate NHS bodies to discuss any health service related matters likely to have implications across West Yorkshire..

8.3 It is now proposed that Leeds City Council joins those authorities in making such joint arrangements, approving the terms of reference and delegating the relevant functions to the West Yorkshire Joint Health Overview and Scrutiny Committee.

## **9 Recommendations**

9.1 General Purposes Committee is asked to:

9.1.1 Note the content and detail presented in this report.

9.1.2 Make the following recommendations to full Council:

- (a) That Council resolves to appoint a West Yorkshire joint health overview and scrutiny committee together with the authorities listed at paragraph 6.1.
- (b) That Council approves the terms of reference for the West Yorkshire joint health overview and scrutiny committee set out at Appendix 1.
- (c) That Council delegates relevant functions, as set out in Appendix 1, that shall be exercisable by the West Yorkshire West Yorkshire joint health overview and scrutiny committee, subject to the terms and conditions specified.
- (d) That Council agrees to appoint such members to the West Yorkshire Joint Health Overview and Scrutiny Committee, as nominated by the Scrutiny Board (Adult Social Services, Public Health, NHS).

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

10.1 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.

**WEST YORKSHIRE JOINT HEALTH SCRUTINY COMMITTEE**

**TERMS OF REFERENCE AND WORKING ARRANGEMENTS**

The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 provide for local NHS bodies to consult with the appropriate health scrutiny committee where there are any proposed substantial developments or variations in the provisions of the health service in the area(s) of a local authority.

Under the legislation health officers from NHS bodies are required to attend committee meetings; provide information about the planning, provisions and operation of health services; and must consult with the health scrutiny committee on any proposed substantial developments or variations in the provision of the health service.

Where proposals to change health services cross local authority boundaries there is a requirement to establish a joint health committee. In Yorkshire and the Humber, a protocol has been established between the 15 upper tier local authorities for establishing a joint health scrutiny committee where proposed changes affect more than one local authority area. Joint health scrutiny committees may also be established to consider other issues of mutual interest.

The chairs of the five West Yorkshire Councils health overview and scrutiny committees met on 21 November 2014 and agreed to pursue establishing a West Yorkshire Health Scrutiny Committee. The purpose of the West Yorkshire Health Scrutiny Committee is to; consider any proposals from the NHS for substantial variation in service that have West Yorkshire wide implications; to meet NHS England to discuss any matters with West Yorkshire wide implications; and to be the first place for dialogue between West Yorkshire Council's Scrutiny Panels and West Yorkshire Commissioning Collaborative (known as 10CC).

The West Yorkshire Health Scrutiny Committee has the following roles and functions:

- To scrutinise any proposed service configuration with West Yorkshire-wide implications and its impact on patients and the public when constituent Councils have delegated these powers to the West Yorkshire Health Scrutiny Committee.
- To meet regularly with NHS England to:
  - Receive updates on national developments and other matters from NHS England
  - To inform NHS England of common issues arising at the five West Yorkshire health scrutiny committees.
- To receive information on service proposals and other matters from West Yorkshire Commissioning Collaborative (known as 10CC)

- To share information on health issues from each of the local authority areas that may have an impact on the other local authority areas within West Yorkshire.
- To undertake shared development activities from time to time.

#### Working Arrangements

- The West Yorkshire Health Scrutiny Committee will meet at least four times a year as a formal body meeting in public.
- Each local authority will host one meeting a year and provide the administrative support to that meeting.
- Each local authority will nominate two members to sit on the West Yorkshire Health Scrutiny Committee
- The quorum for the West Yorkshire Health Scrutiny Committee will be five Members, with Members from at least three of the five local authorities present.
- Agenda, minutes and committee papers will be published on the websites of all the five local authorities.



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

**Report to Full Council**

**Date:** 11 November 2015

**Subject:** Recommendations from General Purposes Committee following the Community Governance Review of Guiseley

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Guiseley & Rawdon	<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. At its meeting on 19 October 2015, General Purposes Committee considered whether to recommend the creation of a new town council for Guiseley following a Community Governance Review.
2. This report provides details of the information considered by General Purposes Committee and the committee's recommendations to full council.

**Recommendations**

3. Full Council is asked to approve General Purposes Committee's recommendation that a new town council for Guiseley is not created on the basis that the current community governance arrangements in the area under review adequately reflect the identities and interests of the community in that area, and are effective and convenient, as reflected by the number of representations received against the proposal for a new town council from electors in the area.

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

- 1.1 This report presents recommendations to full Council from General Purposes Committee regarding the Community Governance Review of Guiseley.

## **2 Background information**

- 2.1 General Purposes Committee is authorised to make recommendations for the final proposals for any Community Governance Review to Full Council.
- 2.2 At its meeting on 19 October 2015, General Purposes Committee considered the outcome of the Community Governance Review of Guiseley.
- 2.3 This report sets out the recommendations from General Purposes Committee relating to that review.

## **3 Main issues**

- 3.1 Appendix A is a copy of the full report that went to General Purposes Committee for their consideration. This report contains details of the process followed to conduct the Community Governance Review, all the required background information and representations received following the public consultation.
- 3.2 Members are asked to agree the recommendation that a new town council for Guiseley is not created on the basis that the current community governance arrangements in the area under review adequately reflect the identities and interests of the community in that area, and are effective and convenient, as reflected by the number of representations against the proposal for a new town council from electors in the area.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 All local government electors for the area under review and any other person or body who appears to have an interest in the review has been consulted on the proposal, and full Council is required to take into account all representations received in connection with the review. The majority of representations received from electors are against the proposal to create a new town council. A copy of the representations received is included in the appendix.
- 4.1.2 Full Council is also required to have regard to the need to secure that the community governance arrangements for the area reflect the identities and interests of the community in the area and are effective and convenient.
- 4.1.3 Full Council is also required to take into account any other arrangements (apart from those relating to parishes and their institutions), that have already been made, or that could be made, for the purposes of community representation or community engagement in respect of the area.
- 4.1.4 This information is contained in the appendix.

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

- 4.2.1 An equality screening document has been completed for each review and has concluded that the consultation arrangements have helped ensure all people

affected by the review were given an opportunity to comment which includes an opportunity to raise any equality, diversity, cohesion or integration issues.

### **4.3 Council policies and the Best Council Plan**

4.3.1 These reviews do not affect the council's budget and policy framework, although reviewing local electors' needs does support the council's aims to be the best city for communities, and in particular the priority to increase a sense of belonging that builds cohesive and harmonious communities.

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

4.4.1 There is no budget to carry out Community Governance Reviews so the cost of the review was met from within existing budget. The cost of carrying out the review was estimated at £2,000. This is mainly costs from printing and publishing Notices in local press.

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

4.5.1 Under the Council's Constitution, General Purposes Committee alone has the delegated authority to make recommendations for the final proposals for any Community Governance Review to Full Council.

### **4.6 Risk Management**

4.6.1 There is always a risk of challenge to the decision. There is no right to appeal as such, although if local electors disagreed with the final recommendations they could lobby the full Council not to give effect to them, or a decision by full Council could be challenged by way of judicial review on the usual principles.

## **5 Conclusions**

5.1 That General Purposes Committee has properly considered any representations received and the additional information contained in the appendix to this report, and the relevant statutory duties mentioned above to determine their recommendations regarding the Community Governance Review of Guiseley.

## **6 Recommendations**

6.1 Full Council is asked to approve General Purposes Committee's recommendation that a new town council for Guiseley is not created on the basis that the current community governance arrangements in the area under review adequately reflect the identities and interests of the community in that area, and are effective and convenient, as reflected by the number of representations received against the proposal for a new town council from electors in the area.

## **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.

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**Report of: Assistant Chief Executive (Citizens and Communities) and City Solicitor**

**Report to: General Purposes Committee**

**Date: 19 October 2015**

**Subject: Community Governance Review recommendations on the creation of a new Town Council for Guiseley**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): <b>Guiseley and Rawdon</b>	<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. General Purposes Committee, at its meeting on 12 February 2015, received a report in connection with the creation of a new Town Council for Guiseley. At that meeting Members proposed an amendment to the boundary of the proposed Town Council and agreed to make a recommendation to Full Council to establish a new Town Council comprising of polling districts GRC, GRD, GRI, GRJ and GRK.
2. At the General Purposes Committee meeting officers were unable to advise on the recommended implementation date as further work was required, particularly in regard to timing issues of introducing a precept for an amended Town Council boundary.
3. The decision whether or not to form a new Parish or Town Council is for Full Council only.
4. Since the last meeting of General Purposes Committee further work has been undertaken to consider the community governance reasons for proceeding on the basis previously proposed and since that time further representations have been received that should appropriately be reported to Members prior to a final decision being taken.
5. General Purposes Committee are requested to consider this additional information and determine whether or not a recommendation should proceed to Full Council to establish a Town Council for Guiseley.

## **Recommendations**

6. That General Purposes Committee confirms whether or not a new Guiseley Town Council should be established.
7. If Members propose to recommend to Full Council that a Town Council should be established Members are also asked to confirm: -
  - which polling districts should be included within the new Town Council; and
  - the community governance reasons for recommending the new Town Council on the basis proposed.

## **1 Purpose of this report**

- 1.1 To consider further information in regard to the creation of a new Town Council for Guiseley.

## **2 Background information**

- 2.1 At its meeting on 12 February 2015, General Purposes Committee considered a report, which included Electoral Working Group's recommendations following the petition from electors in polling districts from the Guiseley and Rawdon Ward, to establish a new Town Council for Guiseley.
- 2.2 An amendment to the recommendations made by the Electoral Working Group was considered detailing an alternative boundary for the creation of a Guiseley Town Council based on polling districts GRC, GRD, GRI, GRJ and GRK (thereby omitting polling districts GRA and GRB from the original petition proposal).
- 2.3 Officers confirmed that the local authority is not bound by the defined area of a new Parish which is recommended in a petition and it is for the Community Governance Review process to make recommendations as to what new Parish or Parishes (if any) should be constituted in the area under review, including what their geographic boundaries should be.
- 2.4 The proposed amendment was put to the vote and General Purposes Committee resolved that Full Council be recommended to approve the creation of a Guiseley Town Council, at the earliest opportunity, to be comprised of polling districts GRC, GRD, GRI, GRJ and GRK. At the General Purposes Committee meeting officers were unable to advise on the recommended implementation date as further work was required, particularly in regard to timing issues of introducing a precept for an amended Town Council boundary.
- 2.5 Further information is now available to help General Purposes Committee make a recommendation as regards whether a new Guiseley Town Council should be created or not.

## **3 Main issues**

### **3.1 The Petition**

- 3.1.1 The petition was submitted on 29 August 2014 in accordance with the Local Government and Public Involvement in Health Act 2007 (the Act) and verified by officers. Terms of Reference for the Community Governance Review were agreed by General Purposes Committee at its meeting on 23 October 2014. The principal authority, in this case Leeds City Council, has a period of 12 months to consider and respond to the petition from the date the Terms of Reference are agreed.
- 3.1.2 The area covered by the review had 11,039 local government electors and as such required any petition to be signed by at least 1,104 of those electors in accordance with the Act. The petition was signed by 1,179 local government electors in the area affected by the review.

- 3.1.3 An analysis of the 1,179 electors who signed the petition in favour of the proposal to establish a new Town Council gives the following breakdown by polling district:

<b>Polling District</b>	<b>No. of electors</b>	<b>August 2014 electorate</b>	<b>% of electorate who signed the petition</b>
GRA	7	360	1.94%
GRB	29	1,081	2.68%
GRC	330	2,114	15.60%
GRD	512	2,618	19.59%
GRI	14	973	1.44%
GRJ	62	1,694	3.66%
GRK	225	2,199	10.24%
<b>TOTALS</b>	<b>1,179</b>	<b>11,039</b>	<b>100.00%</b>

### 3.2 The Consultation

- 3.2.1 The public consultation was carried out during the period 24 October 2014 to 28 November 2014.

- 3.2.2 An analysis of the 378 electors who responded to the consultation shows the following breakdown of those electors that supported the proposal for a new Town Council, and those against the proposal: -

<b>Resident in Polling District</b>	<b>For the proposal</b>	<b>Against the Proposal</b>
GRA	1	13
GRB	5	58
GRC	19	25
GRD	17	35
GRI	1	4
GRJ	7	41
GRK	22	33
Address not provided	36	61

- 3.2.3 It is clear that the majority of electors who responded are not in favour of establishing a new Town Council for Guiseley.

- 3.2.4 A summary of all responses received to the consultation is included at Appendix A, which includes all the relevant information General Purposes Committee considered at its meeting on 12 February 2015.



- 3.2.5 Also attached are further representations received on 16 February 2015 and 15 April 2015 for the committee’s consideration at Appendices B, C, D and E respectively.
- 3.2.6 Appendix B is a representation from a Ward councillor asking for reconsideration of the decision to include polling district GRI in the new Town Council.
- 3.2.7 Appendix C is a representation asking for reconsideration of the earlier recommendation to form the new Town Council. Since this letter was received, further email correspondence has also been received and this is also included in the appendix.
- 3.2.8 Appendix D is representation we have received from the Aireborough Neighbourhood Forum.
- 3.2.9 Appendix E is a representation from a resident who has requested that his comments be brought to the attention of General Purposes Committee.
- 3.2.10 The Council has also received 41 further representations from residents in the area since the public consultation ended. A breakdown of those additional representations is included in the table below:

<b>Resident in Polling District</b>	<b>For the proposal</b>	<b>Against the Proposal</b>
GRA		
GRB		
GRC		12
GRD		7
GRI		
GRJ		14
GRK		8

- 3.2.11 A summary of those additional responses is included at Appendix F.
- 3.2.12 Although these representations have been received after the formal consultation period ended, the Act states that the council must take into account any representations received in connection with the review.
- 3.3 Community Governance Reasons for the Decision
- 3.3.1 It is important that the recommendations of General Purposes Committee provide the community governance reasons for recommending a new Town Council by reference to the statutory criteria mentioned below and take account of representations made to the Council as part of the public consultation. This is particularly important if the results of the consultation suggest that electors are not in favour of establishing a new Town Council. Under the Act the principal council must both publish its recommendations and ensure that those who may have an interest are informed of them. In making recommendations and in taking a

decision as to whether or not to give effect to a recommendation, the principal council must have regard to the statutory criteria.

3.3.2 The statutory criteria are given in Section 93 of the Act. The Act requires principal councils to have regard to the need to secure that community governance within the area under review will:

- reflect the identities and interests of the community in that area; and
- is effective and convenient.

3.3.3 In deciding what recommendations to make, the principal council must take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement in respect of the area under review.

3.3.4 The principal council must also take into account any representations received in connection with the review.

3.3.5 After taking a decision on the extent to which the council will give effect to the recommendations made in a community governance review, the council must publish its decision and its reasons for taking that decision.

3.3.6 In recognition that Members of General Purposes Committee at its meeting on 12 February 2015 resolved to amend the recommendations before it, Members are asked to specify the community governance reasons for recommending the new Town Council for Guiseley on the basis of the amended boundary, and by reference to the statutory criteria detailed above, so that the report to Full Council can incorporate the full reasoning and rationale.

#### 3.4 Electoral Arrangements

3.4.1 If members are minded to recommend approval of the new Town Council, the electoral arrangements for suggested wards, ward names and number of Councillors for the new Town Council are proposed as follows: -

<b>Polling Districts</b>	<b>Electorate</b>	<b>Name</b>	<b>Number of Councillors</b>
GRC	2,080	St Oswald's Ward	2
GRD	2,628	Oxford Road Ward	2
GRI	972	Queensway Ward	1
GRJ	1,705	Tranmere Ward	2
GRK	2,183	Green Meadows Ward	2
<b>TOTALS</b>	<b>9,568</b>		<b>9</b>

3.4.2 The term of office of sitting Parish and Town Councillors would ordinarily be four years. However, this may differ if the first Election falls outside of the normal cycle. This is because ordinary Parish and Town Council elections are held once every four years with all Councillors being elected at the same time. The standard Parish and Town council electoral cycle was for elections in 2015 and every four years after 2015. New or revised parish electoral arrangements come into force at ordinary Parish or Town council elections, rather than Parish or Town council

by-elections, so they usually have to wait until the next scheduled Parish and Town council elections. However, they can come into force sooner only if the terms of office of sitting Parish Councillors are cut so that earlier Parish and Town council elections can be held to fit with the normal cycle.

3.4.3 Therefore, should the Town Council be established, the first elections would be in May 2016, with the initial terms of office of sitting Town Councillors being cut to three years to coincide with the next Parish and Town Council elections in 2019, at which time the terms would revert back to four years.

### 3.5 Appointment of Town Council Officials

3.5.1 Following the election of Town Councillors, officers from the council's Governance Services team would make the necessary arrangements to host and clerk the initial Town Council meeting, whilst the appointment of a new Parish Clerk is arranged by the new Town Council.

3.5.2 At the first meeting of the Town Council councillors would also need to make arrangements to appoint a Section 151 Officer. This officer could also act as the Town Clerk should that be considered appropriate.

3.5.3 Should any of the official appointments be remunerated, the Town Council would need funds to make such appointments. Ordinarily such funds would come from the Town Council precept.

### 3.6 The Precept

3.6.1 Should the proposal to establish the Town Council proceed, further work will be needed to determine an anticipated council tax precept for the Council's first year of operation. The anticipated precept would need to be agreed by Full Council and included in the order establishing the Town Council.

3.6.2 Following the 2014 petition, a precept of £15.00 per band D property was put forward, but that was for the area originally proposed and was based on 2014/15 data and information. If members agree to recommend the establishment of the Town Council, officers will work with the petitioners and other interested parties to determine a suitable anticipated precept to be considered by Full Council at a meeting to be held in February 2016.

3.6.3 It should also be noted that the Local Government Finance (New Parishes)(England) Regulations 2008 (SI 628/2008) requires that if a billing authority makes an order in accordance with 83(2) of the Local Government and Public Involvement in Health Act 2007 to establish a new parish, that order needs to include an anticipated precept for the relevant year.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Details are attached in appendices A, B, C, D, E and F

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

- 4.2.1 An equality screening document has been completed for this review and has concluded that the consultation arrangements have helped ensure all people affected by the review were given an opportunity to comment which includes an opportunity to raise any equality, diversity, cohesion or integration issues.

### **4.3 Council policies and City Priorities**

- 4.3.1 This review does not affect the Council's budget and policy framework, although reviewing local electors' needs does support the Council's aims to be the best city for communities, and in particular the four year priority to increase a sense of belonging that builds cohesive and harmonious communities.

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

- 4.4.1 No additional human resources are required to carry out the review.
- 4.4.2 There is no budget to carry out Community Governance Reviews so the cost of this review will have to be met from within existing budget. The cost of carrying out this review was estimated at £2,000. This is mainly costs from printing and publishing Notices in local press.

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

- 4.5.1 Under the Council's Constitution, General Purposes Committee alone has the delegated authority to receive final recommendations for any Community Governance Review. General Purposes Committee is then authorised to make appropriate recommendations to Full Council if necessary to give effect to the final recommendations of the review by the making of an Order under S86 of the Act. Neither power is delegated to the Chief Executive.
- 4.5.2 The report prepared for Full Council will contain details from the Local Government Boundary Commission for England's Guidance on Community Governance Reviews which states that, "where a principal council has conducted a review following the receipt of a petition, it will remain open to the council to make a recommendation which is different to the recommendation the petitioners wished the review to make."
- 4.5.3 The guidance goes on to say, "In making its recommendations, the review should consider the information it has received in the form of expressions of local opinion on the matters considered by the review, representations made by local people and other interested persons, and also use its own knowledge of the local area."

### **4.6 Risk Management**

- 4.6.1 There is always a risk of challenge to the decision. There is no right to appeal as such, although if local electors disagreed with the final recommendations they could lobby the Full Council not to give effect to them, or a decision by Full Council could be challenged by way of judicial review on the usual principles.

## **5 Conclusions**

- 5.1 On the basis of all of the issues covered in this report, not least the need for General Purposes Committee to specify the community governance reasons for

recommending the new Town Council for Guiseley on the basis of an amended boundary, as well as the fact that further representations have now been received, Members are asked to reconsider this issue and determine their recommendation to Full Council on whether or not to establish Guiseley Town Council.

## **6 Recommendations**

- 6.1 That General Purposes Committee confirms whether or not a new Guiseley Town Council should be established.
- 6.2 If Members propose to recommend to Full Council that a Town Council should be established Members are also asked to confirm:
- which polling districts should be included within the new Town Council; and
  - the community governance reasons for recommending the new Town Council on the basis proposed.

## **7 Background documents**

- 7.1 None

## **Appendices**

- A. Information Pack from Officer's Report to General Purposes Committee on 12 February 2015
- B. Cllr Campbell's emails dated 16 February 2015 and 1 March 2015
- C. Resident's letter received 15 April 2015 and subsequent email received 11 May 2015
- D. Email from Aireborough Neighbourhood Forum
- E. Resident's letter received 30 July
- F. Additional representations received after the official consultation period

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# Community Governance Review Establishment of a Town Council for Guiseley

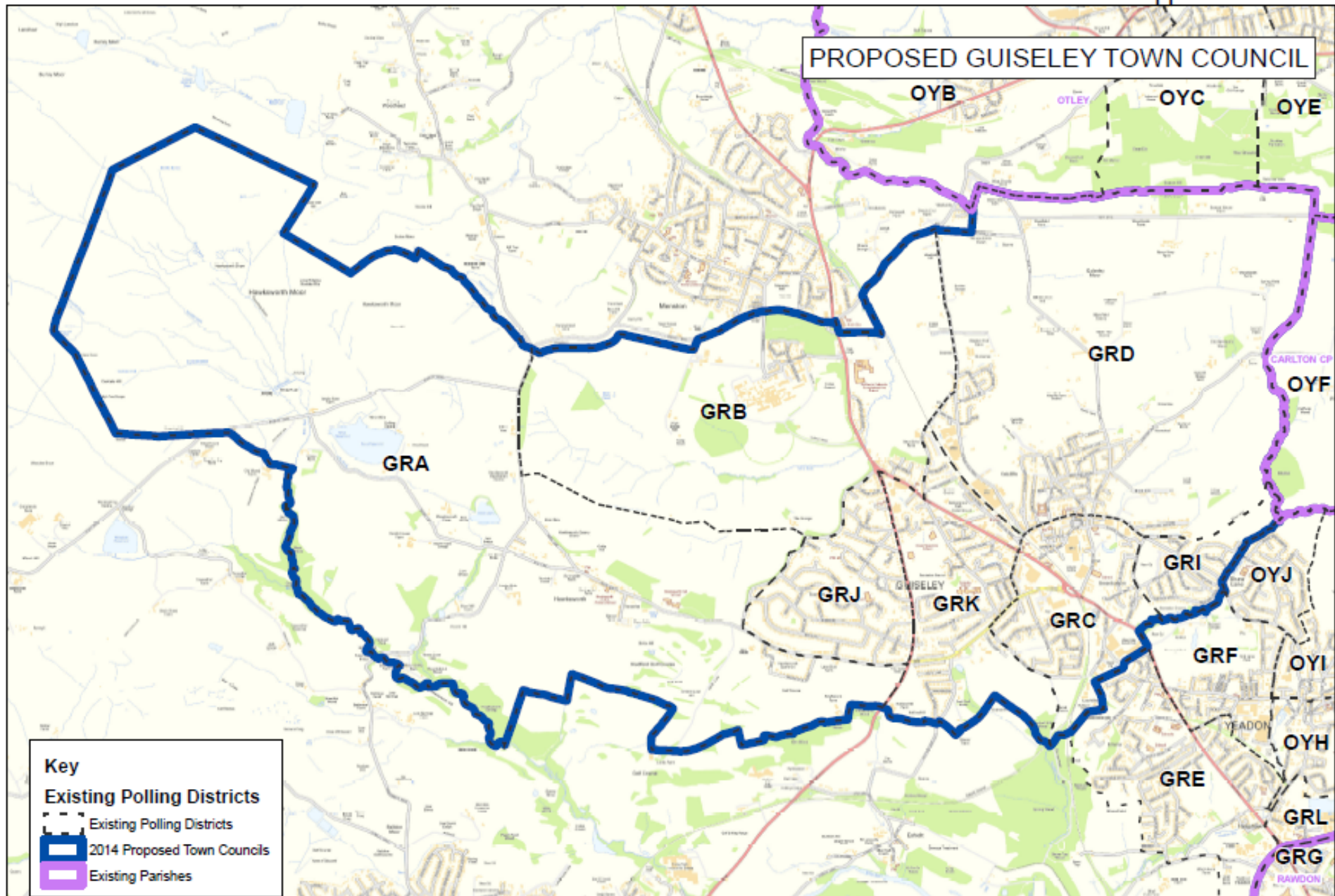
Information pack for Electoral Working Group

Electoral Services  
Level 2  
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The Headrow  
Leeds LS1 3AD

0113 3952858  
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# Map of the proposed Guiseley Town Council area





## Current arrangements relating to community engagement / representation

Organisation	Purpose
<p><b>Aireborough Neighbourhood Forum</b></p> <p>Jennifer Kirkby Chairlady and Programme Manager</p> <p><a href="mailto:aireboroughnp@gmail.com">aireboroughnp@gmail.com</a></p>	<p>The purpose of the Aireborough Forum is to support the regeneration and sustainable development of the Aireborough Neighbourhood Area. The aim is to facilitate collaboration between the Area's stakeholders in order to evaluate, plan and implement initiatives to improve the economic, social, cultural and environmental well-being of the people who live, work or do substantial business in the Aireborough Neighbourhood Area.</p>
<p><b>Leeds North West (Outer) Area Committee</b></p> <p>Jane Maxwell West North West Area Leader 0113 336 7858 <a href="mailto:jane.maxwell@leeds.gov.uk">jane.maxwell@leeds.gov.uk</a></p>	<p>Area Committees aim to improve the delivery and co-ordination of local council services and improve the quality of local decision making.</p> <p>Area Committees have a lot of influence. They make sure local concerns are taken into account in the development of major policies and strategies.</p> <p>Area Committees also make sure priorities are addressed through local partnership working arrangements, with senior officer groups from Leeds City Council collaborating with organisations such as the Primary Care Trust and the Police which sit under the umbrella organisation, the Leeds Initiative: <a href="http://www.leedsinitiative.org/">http://www.leedsinitiative.org/</a></p> <p>The council has given specific responsibilities to the Area Committees known as Area Functions. These include:</p> <ul style="list-style-type: none"> <li>• Area Well Being budgets – a budget to be spent on local priorities</li> <li>• Community centres</li> <li>• Neighbourhood wardens</li> </ul>

	<ul style="list-style-type: none"><li>• CCTV</li><li>• Neighbourhood management co-ordination</li><li>• Community engagement</li><li>• Other areas where the Committees powers can exert influence but do not directly manage are:<ul style="list-style-type: none"><li>• Community greenspace</li><li>• PCSOs, neighbourhood policing teams and multi agency Crime &amp; Grime operations</li><li>• Environmental action teams</li><li>• Street cleansing</li><li>• Highways maintenance</li><li>• Local children and young people plans</li><li>• Health and wellbeing (including adult social care)</li><li>• Conservation area reviews</li><li>• Grounds maintenance</li><li>• Area based regeneration schemes and Town &amp; District Centre projects</li><li>• Advertising on lampposts</li></ul></li></ul>
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## Developments

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Planning Services have advised of the following known developments within the next 5 years:

- 1) Springhead Mills, Springfield Road – development by Shepherd Homes of 54 dwellings of 3, 4 and 5 bedrooms – currently under construction.
- 2) Queensway – Development by Stonebridge Homes of 14 dwellings – 4 and 5 bed – currently under construction.

They have advised that it is possible that new housing sites will be brought forward within this area through the Local Development Framework process but this is perhaps 2 years away from a conclusion so it is too early to say but it is conceivable that this could bring more homes into the area.

## Demographic information

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The proposed Guiseley Town Council area has an approximate population of 12,500.

There is no anticipated major increase in the above figures within the next five years.

## Electorate

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Figures provided as of current register of electors, published on 1 December 2014

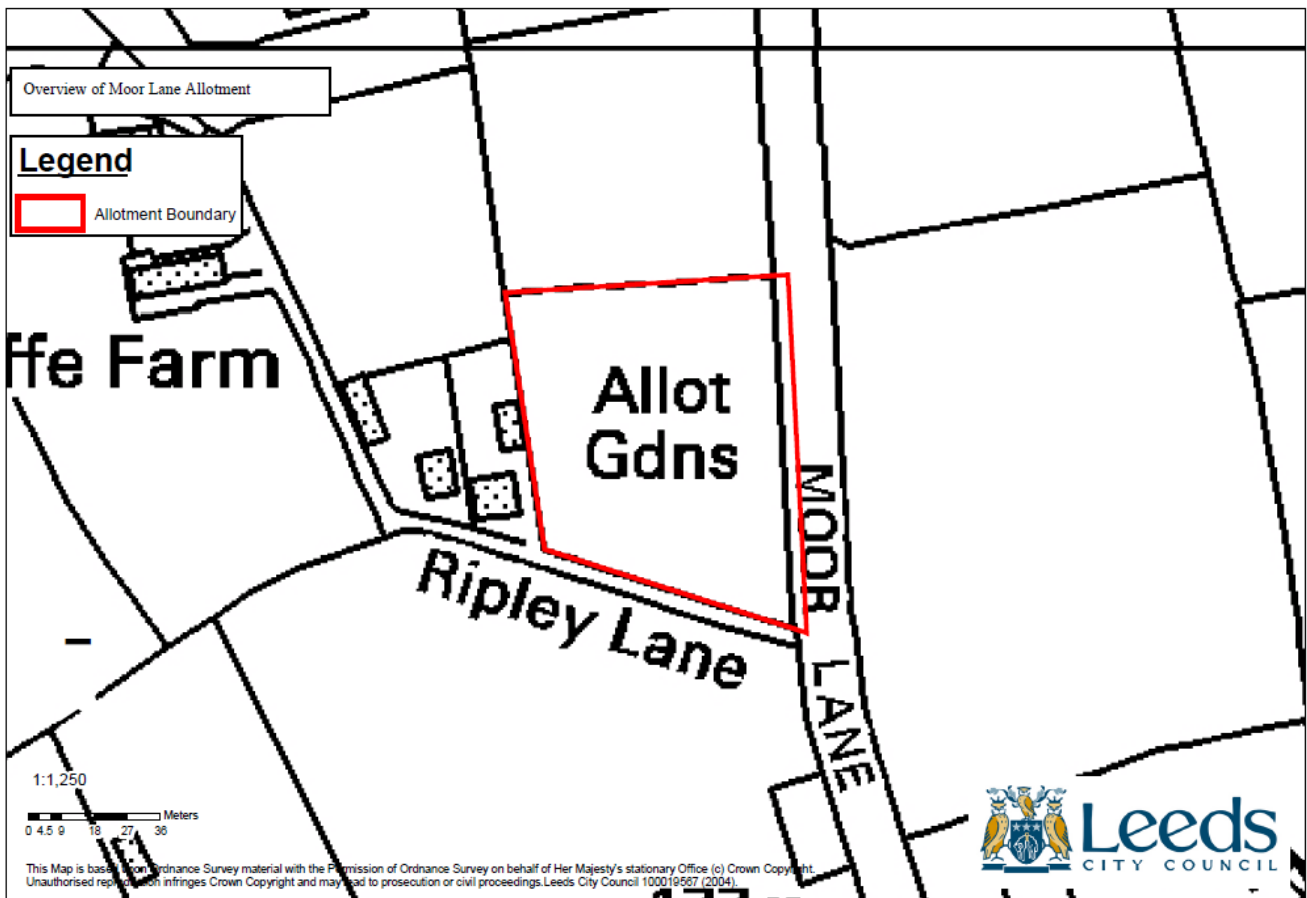
<b>Polling Districts</b>	<b>Electorate</b>
GRA	356
GRB	1057
GRC	2080
GRD	2628
GRI	972
GRJ	1705
GRK	2183
<b>Total</b>	<b>10,981</b>

There is no anticipated major increase in the above figures within the next five years.

# Transfer of land and property

There is one allotment site in the Guiseley area, which is Moor Lane (see map below). This would transfer to the Town Council should it be established.

Moor Lane is a self managed sites in that it is run by an association. There are currently 40 plot holders on the allotments on plot on sizes varying from quarter to full plots.



## Precept

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An estimate of £15 per Band D equivalent has been provided by the Principal Financial Manager.

### Comparative information for nearby Parishes

<b>Parish</b>	<b>Parish Band D Council Tax £</b>
Horsforth	14.84
Otley	55.59
Bramhope & Carlton	30.47

### Comparative information for other new parishes when set up:

<b>Parish (and year established)</b>	<b>Parish Band D Council Tax £</b>
Drighlington (2004/05)	10.00
Gildersome (2004/05)	10.00
Kippax (2004/05)	12.00
Alwoodley (2008/09)	10.00

## Summary of representations

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See Appendix A.



# Electoral arrangements

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## Representations made

During the consultation period, no representations were made in respect of the electoral arrangements of the proposed Town Council.

The petition organiser submitted his recommendations with the petition on 21 August. These are as follows:

Polling Districts	Electorate	Name	Number of Councillors
GRA & GRJ	2,061	Hawksworth & Tranmere Ward	2
GRK	2,183	Green Meadows Ward	2
GRC	2,080	St Oswalds Ward	2
GRI	972	Queensway Ward	1
GRD	2,628	Oxford Road Ward	2
GRB	1,057	St Mary's Ward	1
<b>Totals</b>	<b>10,981</b>		<b>10</b>

## Officer recommendations

### *The ordinary year in which elections are held*

Ordinary Parish elections are held once every four years with all Councillors being elected at the same time. The standard parish electoral cycle is for elections in 2015 and every four years after 2015, but Parish elections may be in held in other years so that they can coincide with other elections and share costs.

New or revised parish electoral arrangements come into force at ordinary Parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled Parish elections. They can come into force sooner only if the terms of office of sitting Parish Councillors are cut so that earlier Parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.

It is therefore recommended that the ordinary year for elections to Guiseley Town Council be every fourth year, in line with the existing cycle for Parish and Town Council elections.

The next scheduled elections will take place on 7 May 2015.

### ***The number of Councillors to be elected to the Council***

Please find attached for reference at Appendix B, a schedule which shows the number of Councillors per existing Parish/Town Council, and their respective wards (if any).

The Local Government Boundary Commission for England's guidance on community governance reviews states that typical Parish Council representing between 2,501 and 10,000 electors have between 9 and 16 Councillors and representing between 10,001 and 20,000 between 13 and 27 Councillors.

Officer recommendations for the number of Councillors can be found under the warding information below.

### ***Boundaries***

Officers recommend that Members consider redrawing the boundary of the proposed Town Council to exclude polling districts GRA and GRB, given the lack of support from electors in those polling districts.

### ***The division of the Parish into wards for the purpose of electing Councillors***

Parish warding is the division of a parish into wards for the purpose of electing Councillors. This includes the number and any boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.

In considering whether or not a Parish should be divided into wards, the 2007 Act requires that consideration be given to whether:

- a) the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and
- b) it is desirable that any area or areas of the parish should be separately represented

Officers agree that warding is the preferable option for a Parish of this size.

Officers have no objections to the suggested wards, ward names or number of Councillors proposed in the recommendations of the petition organiser.

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
1	30/10/2014	Elector	N	As a resident of polling district GRJ I oppose the formation of a Guiseley Council. This is an unnecessary cost and additional layer of administration and bureaucracy. Government should slimming down, not burdening tax payers with further costs and bureaucracy. I see this as purely a vehicle for a vocal minority to impose their view of how Guiseley should be developed and how services run, I feel that Leeds City Council is far from perfect, but a more impartial forum for decision making.
2	31/10/2014	Electors	N	I think that the Neighbourhood forum are quite capable of meeting our needs another forum would be just another cost and talking shop
3	31/10/2014	Elector	N	I should like to put on record, that to my disgust a letter dated 29th of October is the first notice I have had about this proposal. The origins to me seem to be questionable in terms of how only a relatively small number of people can trigger a consultation and begs the question why wasn't every resident approached. Perhaps you could consider and comment on these questions:-. Is there some group of people trying to manipulate this process to suit their own ends. 2. Was everyone who took part in the petition aware that a town council will require an increase in council tax. 3. What political motivation exists behind this exercise, so far the only comments I have seen have come from the Conservative party. Given these concerns perhaps you can say how we discover the pros and cons about the proposal in an open and honest manner
4	01/11/2014	Elector	Y	Re: Proposals for Guiseley Town Council. As a Guiseley resident I would like to register my support for a Guiseley Town Council. The Neighbourhood Forum and development of a Neighbourhood Plan is a second best approach. Development in the area has been poorly addressed over the last 10 years, with inadequate representation from local councillors who from what I have seen at public meetings in the past do not fight for what is best for the area. Principally though, I support a Town Council to help develop Guiseley as a good place to live, bring some pride to the town, develop community projects, drive improvements for residents and local businesses and foster awareness of what Guiseley has to offer, both to current residents and nearby areas. A comparison with Otley Town Council and the good community work they do to strengthen the community feel in the town shows that the existing system does not work for Guiseley. I was not aware of these consultations, but I'm also rather concerned at the use of public funds by the local councillors to argue against this proposal. Could I ask whether funds were made available for a counter argument?
5	01/11/2014	Elector	N	I am thoroughly opposed to the proposed institution of a Guiseley Town Council. This will be yet a further layer of administration/bureaucracy together with the imposition of a precept to service the council and its aspirations. In the event that this consultation shows a measure of support for this proposal, then before it is enacted a referendum to clearly establish the overall wishes of the community will be essential. To proceed without a referendum would I believe be undemocratic and open to be challenged at law.
6	01/11/2014	Electors	N	My wife and I are not in favour of forming a Guiseley Town Council. In fact we are very much against the idea. In our opinion it will be nothing more than a talking shop for the so called 'do gooders' to try and impose their ideas where they are not wanted. And, of course, at our expense. But please tell me, when the initial paper came round inviting people to consider the thought of a Guiseley Town Council the petition was to hold a ballot to see if the idea had any support. It was not a straight vote for or against a town council but a vote in favour of holding a ballot. Certainly the person who canvassed me pleaded that I support the holding of a ballot in order that one could be held. However may I now suggest that if Leeds City Council consider that the petition was a call for a Guiseley Town Council then only receiving 1,179 votes clearly shows there is not any great desire for such a Council.
7	01/11/2014	Elector	N	We live in polling district GRB. We consider ourselves to live in Menston as our postcode suggests. Our children both attend school in Menston and we are very much a part of the Menston community. We are very much against paying an additional council tax precept for Guiseley. Clearly if we were part of the Guiseley community this is something we may wish to support however we are not. We have no links to Guiseley and feel it inappropriate to be asked to contribute towards any town council. I trust you will consider our comments and put them forward.
8	02/11/2014	Elector	N	I am writing in response to your recent letter, I am totally against any such proposal and do not want to pay additional council tax for something I do not need.

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
9	02/11/2014	Elector	N	I am writing in response to your recent letter, I am totally against any such proposal and do not want to pay additional council tax for something I do not need. I fail to see the purpose of such a proposal and was never approached regarding this matter by any Guiseley residents
10	02/11/2014	Electors	N	Please note that we do not agree with the above proposal & would object to any council tax caused by such a move
11	02/11/2014	Elector	N	A brief email to say that I do <i>not</i> support the formation of a town council for Guiseley as I do not believe it would offer value for money.
12	02/11/2014	Electors	N	I am emailing on behalf of my wife and myself, residents of Guiseley for over 30 years, to register our opposition to the creation of a Town Council for Guiseley for the reasons given in the letter recently received from councillors Graham Latty, Paul Wadsworth and Pat Latty.
13	02/11/2014	Electors	N	We are not in favour of the formation of a Town Council for Guiseley and prefer the existing arrangements
14	02/11/2014	Elector	N	As a resident of the Guiseley and Rawdon Ward, I am writing to express my opposition to the above proposal. I am opposed for the following reasons:1. Guiseley already has a Neighbourhood Forum that carries out many of the functions of a Town Council, which would make the latter a duplication of effort 2. Guiseley residents would see their Council Tax increase to pay for a Town Council and I don't see why they should have to pay for something they currently receive for free. 3. It is only fair that a referendum of those affected is held to determine if a Town Council is wanted, but I understand the Council's General Purposes Committee has rejected the idea, which is about as democratic as Vladimir Putin's Russia.
15	02/11/2014	Electors	N	My wife and I do not think that there is a need for a Guiseley Town Council
16	02/11/2014	Elector	N	I refer to the 'letter to residents' dated 29th October and take the opportunity to express my opposition to the proposal to create a Town Council for Guiseley. Hopefully, I speak as someone who believes stongly in the value of public services and local representation. However, I do not believe that the creation of a Town Council would make any positive contribution to the cause. In a time of economic and financial stringency, front line public services are facing considerable pressure. The costs of the proposed new organisation can only result in commensurate reduction in the resources available for service provision and, therefore, in the services themselves.In making these comments, let me stress that I could be open to persuasion if real and tangible benefits are demonstrated. However, I do not believe that the case has been made or, indeed, can be made. In the meantime, the burden of proof must lie with the proponents of the proposal. In closing I would also record my opposition to any referendum on the subject. There are fundamental shortcomings with the referendum process. Although I recognise that referendums are unavoidable in some, limited, circumstances, I do not believe that one is justified in this particular case. The decision should, ultimately and after due consideration, be taken by elected officials who have all the evidence available to them
17	03/11/2014	Elector	N	Regarding the review of the proposed Guiseley Town Council, I cannot easily find a map of the proposed area – please could you point me in the right direction. Also, could you tell me how, where and on what dates this consultation is being brought to the attention of people affected, and what care you are taking to ensure that as many people are engaged in the process of such a major change as possible? Have you for example, approached local community groups, of which there are a number.

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
18	03/11/2014	Elector	N	In short, this is a terrible idea. I am studying for a PGCE so only have a few minutes to give you my views:I work in schools and know how underfunded they are, with numbers of pupils increasing and staff taking real terms cuts in their wages/not having contracts renewed because there is no money.There is a general acknowledgement that the NHS can't keep functioning with the level of funding it currently receives. Money needs to be spent on caring for the elderly in their own homes, so they don't have to live their lives in hospitals or 'care-homes'These are just three key areas. There are plenty more. Money does NOT need to be spent setting up further local bureaucracy. I cannot see how a local town council could improve any of the above. I cannot afford to pay an increase in council tax, and would be extremely angry to be asked in this time of wage deflation. Next September, on a newly qualified teacher's salary I shall be struggling to make things pay PLUS I shall be working my heart out. As you can see I am pretty angry about a few things. I suggest local and national politicians start fighting for our votes by making some sensible and joined up decisions, that don't denigrate the efforts (and living standards) of ordinary people any further. If people were doing their jobs properly, no-one would even be asking for a town council. I would never vote UKIP in a thousand years, because they are a bunch of misogynist racists, but there are plenty who would. However, there <i>are</i> plenty of other 'protest vote' options out there for people like me.
19	03/11/2014	Elector	N	Having just received your letter about the consultation on the creation of a Town council for Guiseley, I wish to express my concerns.I live in Menston and I have no wish to be part of the same boundary. I hope you can record my concerns.
20	03/11/2014	Elector	N	Please note that we totally disagree with the creation of Town Council for Guiseley
21	03/11/2014	Elector	N	We do not see any benefit from having a town council for Guiseley. It would cost more with no real benefits. We pay enough in council tax as it is
22	03/11/2014	Elector	N	Under no circumstances would I agree to the creation of any body that results in an increase of taxation, such as the proposed Town Council for Guiseley. I, like many hard working people in this country, are fed up with taxation. We pay far too much. It would appear to us that local and national governments have no respect for the tax money they spend. It was hard earned, we have no say in how much tax I pay or on what it is spent. Massive amounts are spent carelessly, needlessly, and without the proper scrutiny and frugality that one would exercise when spending your own money. Money raised through taxation does not belong to you, therefore I would urge you in all your decisions to treat it with the same respect as if it were your own, and look not to increase costs to us but reduce them
23	03/11/2014	Business owner	N	My feeling regarding this issue is that local residents will resent an extra charge on there council tax bills for what appears to be little gain. I think we should accept the recommendation of our local councillors & scrap the idea. Guiseley is an expanding community & needs careful monitoring to ensure our infrastructure can cope but hopefully our local councillors & the system already in place can help us maintain the standards of our area
24	04/11/2014	Elector	N	On behalf of my family and I, I wish to register my strong objection to the proposal to introduce a Town Council in Guiseley. We already have too many 'gravy train' and ineffective politicians feeding from the trough of so called public money (which is anything but). We would be much better served by reducing the number of local representatives to two per ward and requiring each to be resident in that ward.Alternatively, let us return to the pre-reorganisation situation and bring back Aireborough Urban District Council as an autonomous Authority totally divorced from the parasitic Leeds City Council, whose only interest appears to be the regeneration of south Leeds to the detriment of more affluent areas.
25	05/11/2014	Elector	N	I really don't think it necessary as the Neighbourhood Forum is working perfectly well.Also, I would not appreciate an additional charge to my Council Tax
26	05/11/2014	Elector	N	I don't see the point of another tier of councillors, at extra cost to the taxpayer, when the current councillors don't look after, (or have the power) the needs of their constituents. Or for that matter reply to their constituents when contacted

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
27	05/11/2014	Elector	N	Please can I register my concerns at the wish for a town council for my area.I am against any wish to create more roles that would create further cost for rate payers. We have a neighbourhood forum which I am led to understand can complete tasks at no cost to the rate payer which is surely a much better deal. If these changes are to be made surely it is only fair if all rate payers have a say on the matter. But of course that would be another cost! In these times of straightened circumstances surely it is the role of all government officials of all parties to keep costs too a minimum
28	05/11/2014	Electors	N	In response to the letter we received informing us of the public consultation on the above proposal, we would like to express our opposition to the proposal as we feel the needs of Guiseley Residents are already being met under the current arrangements.The introduction of a Town Council would just be another layer of bureaucracy
29	06/11/2014	Elector	N	Thank you for your letter re the proposed town council for Guiseley. I am opposed to the suggestion of creating another committee / council which would need to be funded by extra council tax charges. I agree that the limited benefits are not cost effective.The Neighbourhood forum already carries out a lot of these duties free of charge.
30	07/11/2014	Elector	Y	I am not convinced by the arguments put forward Clls Wadsworth, Latty and Latty I look at Otley who have their own council and they seem to do so much for the town more than we do for Guiseley. I think there is also more of a community feeling, the same for Ilkley so I would like to see Guiseley have its own parish council
31	08/11/2014	Elector	N	Further to your recent letter regarding the above, I and my wife wish to register our collective objection to this proposal. At times of financial constraint it seems almost inconceivable that anyone would put forward proposals which would add a financial burden on to families.On another matter, I should be most grateful if you would try and do something about the state of the road outside our house, (address removed - polling district GRJ). It is crumbling away and mud and rubble surface when it rains. Much of the estate was recently patched up but for some reason, this bit of road was not done and it is in a worse state, at least outside our house, than many areas which were patched up.I do not think it is too much to ask for this to be done as we already pay a significant council tax bill and maintenance of streets is covered within that. Perhaps this is one reason some residents wish to have a local council. I don't know.
32	07/11/2014	Elector	N	I do not believe there is a need for such a structure for the simple reason that we already have a Neighbourhood Development Forum for Aireborough. This Forum has almost 2 years of experience in consulting local people and has developed credibility, professionalism and robust foundations for developing a Neighbourhood Plan. It would be a complete waste of resources to 'start again' with a Guiseley Town Council. Aireborough does feel besieged by housing development and infrastructure pressures however the Aireborough Neighbourhood Development Forum has successfully channelled local people's feelings into mature and informed views which can address these issues in partnership with Leeds City Council. It can call upon a wide range of skilled and experienced members of the community who understand what a Neighbourhood Forum is and what it does.Aireborough Neighbourhood Development Forum is also much more representative of this area than a Guiseley Town Council would be because it covers Yeadon, Hawksworth and High Royds and other parts of this area such as Nunroyd and New Scarborough. Thus Aireborough Neighbourhood Development Forum is going to be a much more useful body for Leeds City Council to develop a relationship with going forward, as it can speak for a wider geographical area - but more importantly it covers an area which shares interests, issues and concerns and is a much more logical and cohesive entity than just Guiseley alone. If a Town Council emerges it will exclude these other important areas of Aireborough and Leeds City Council will have to find other ways to engage with the rest of Aireborough, which will be time consuming and unsatisfactory in terms of representation.Guiseley Town Council is an old fashioned political structure - a Neighbourhood Development Forum responds more fully to modern ideas of Localism and thus has a better chance of engaging younger people in local issues.Guiseley Town Council will charge a precept and this will also put people off engaging in issues. Aireborough Neighbourhood Forum is non-party political and draws support from people across the political spectrum. This is a much better and efficient foundation for dealing with local issues and engaging genuine support than a Town Council which is being led by a single political party.Aireborough Neighbourhood Development Forum has developed excellent contacts in local business, local education providers and within Leeds City Council itself with local Ward members, the MP and with council officers within the planning section and so on. It has already started serious work on a Plan with an external grant, further demonstrating that it has gained experience and credibility. I really do not see that creating a totally new body in the form of a Town Council will be in anyone's interests and it would certainly not be in Guiseley's or indeed Aireborough's interests. It would put back localism in this area by 2 years or more whilst the new Town Council 'got up to speed'. I doubt it could ever gain the ground that the Forum has.I know that myself and many of my contacts would be likely to feel disillusionment and disengagement if Leeds City Council were to promote a Town Council above the Aireborough Neighbourhood Development Forum.I would be grateful for acknowledgement that my representation on this consultation has been received and noted. Thanks

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
33	08/11/2014	Elector	N	My Husband and I do not wish to see a town council in Guiseley, adding more cost and another layer the council structure
34	08/11/2014	Elector	N	I've received a letter informing me that there will a consultation on the creation of a Town Council for Guiseley. This came as a surprise to me, I've not been informed, nor given the opportunity of commenting on this previously. My concern, and reason for writing to you, is that I live in Menston (polling district GRB). I do not consider myself to be living in Guiseley and do not believe our street/estate should have been included within the boundary for this proposed Town Council. This would have been my view, should I have been consulted.I therefore am against the proposed Town Council and would like my views to be taken into consideration in any further discussions on this topic.
35	08/11/2014	Elector	N	Further to a letter received from councillor Latty concerning the consultation on the creation of a Town Council for Guiseley I should like to record my opposition to such a plan.
36	08/11/2014	Elector	N	I am responding to your letter of 29 October with regard to a public consultation about the creation of a town council for Guiseley. My response is as follows:I have seen nothing about this until now. I was not aware of the petition requesting the creation and had I been so, I would not have signed.I do not understand why a town council would be of benefit to what is, essentially, a suburb of a city. The city already has a functional council.I do not understand how this council would be funded, what it's powers would be, where it would sit within the existing civic apparatus, or what form the body would take.I do not understand who is driving this initiative and what their agenda is.If I were to be told the answers to these question I might look on the matter with a more favourable mind. At the moment, without the answers to these questions, I am fervently against the creation of another public sector cost centre. I strongly urge you to resist the creation of a Guiseley town council until a fuller debate has taken place.
37	09/11/2014	Elector	N	Please accept this email as our notice of disapproval for the suggested formation of a Guisley Council and the amended boundary to encompass parts of Menston and Hawksworth
38	09/11/2014	Elector	N	Given that my address is in Menston (polling district GRB), and that we already have the Neighborhood Forum that consults on nearly all of the issues a Town Council would provide us, I would urge that the town Council be opposed. If Menston residents are likely to incur a charge for something that they wouldnt really be represented on, I think the additional charge would be unfair, and essentially be a notional charge that facilitates Guiseley residents taking control of matters that are actually dealt with already. I would oppose any such council formationI have attended schemes that look after matters on the High Royds development for which volunteers take control and think a Guiseley Town Council would have zero affect, whilst costing residents money that they don't really have
39	09/11/2014	Elector	N	I have been informed that there is a proposal to create a Guiseley town council... and that my property in Menston (polling district GRB) could come within that proposed boundary.It is clear to me that this would be totally unacceptable. We wish to remain in the Menston area and reject any assertion that we should be associated with (or charged for) any such Guiseley based proposal. Feel free to contact me if you need any further details.
40	09/11/2014	Elector	N	I don't know who started this stupid idea off but I want it known that I don't want a town council for Guiseley. To even consider it and let vested interests take sway over the majority (90%, according to your letter) would be irresponsible government. I cannot believe that Leeds city council have let things progress this far. Whoever is behind this should be open to investigation in the press and I don't know who is after building this town council or why they want it. Please stop this stupid initiative right now. In fact, please write to me to tell me what I can do to make sure that it is stopped

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
41	09/11/2014	Electors	N	With regard to the consultation we would like to make the following points in response to the letter we received from the above councillors: <u>Cost</u> - Yes, a town council would cost extra, but the members of the neighbourhood forum are, we believe, volunteers. So we are counting on the goodwill of residents to stand up and fight our corner against the developers etc. The cost of a town council would be shared by all residents, and paid councillors would definitely be there doing their bit for the community, whereas you cannot guarantee there will always be people willing to volunteer for the neighbourhood forum. <u>Boundary</u> -According to our address we live in Menston, but pay Leeds council tax, our children go to school in Guiseley, and we travel through Guiseley on a daily basis, so issues affecting Guiseley directly affect us.
42	28/11/2014	Elector	N	I wish to register my objection to a Guiseley Town Council being formed. I believe the Aireborough Council serves our needs.  I also object to increase in council tax to pay for these councils with no power to operate.
43	09/11/2014	Elector	N	We do not consider that we have been consulted in this matter. As far as the area that the council is proposed to cover we live in Menston (polling district GRB) which is included, surely we are Menston, just as Hawskworth is Hawskworth, not Guiseley. We are not part of the town and never have been. I also feel that a town council will be a financial burden we can well do without. Six possible wards, six councillors with expense accounts and a salaried clerk of council. The councillors will be of different political parties spending more time scoring points against each other than working towards the good of the area. Is there going to be a more transparent consultation or is it remaining invisible?
44	09/11/2014	Elector	N	We write to oppose the creation of the above as we do not want an additional charge to pay for more ineffective governance. We already have a Neighbourhood Forum which operates at no cost.
45	07/11/2014	Elector	N	Please note that we are entirely in agreement with the views expressed by councillors Graham and Pat Latty and Paul Wadsworth in their letter dated 29 October 2014. We do not support the proposal for the creation of a Guiseley Town Council
46	01/11/2014	Elector	N	Not in favour of Guiseley Town Council, I can't see the point any change not necessary
47	07/11/2014	Electors	Y	While our postal address is Menston we pay our council tax to Leeds and receive services from Leeds. I feel that we are not really included in the issues about the Guiseley/Tranmere Park areas when we should be and would very much welcome a Guiseley Council being established issues such as roads, schools and public services in this area are particular to Guiseley and would certainly not come under the control of Bradford neither do they easily fit in with the Aireborough Area. Having a local town council would I feel mean that the people of this area would begin to feel they were part of the local area to which they are a part something which if they are like me, don't feel they are at the moment
48	03/11/2014	Elector	N	I am very much against a proposal for a town council for Guiseley. Leeds City Council do a good job and I am sure we do not need any more administration added to what we already have. Here in Hawskworth we pay enough council tax without being burdened with anymore. particularly as it does not really concern the village of Hawskworth. I hope there will be a good outcome from all this and that the proposal will be turned down by Leeds Council
49	10/11/2014	Electors	N	Regarding the proposed Town Council for Guiseley, there is absolutely no common sense reason for such to be established. If the idea was for a Borough Council for Aireborough, then that would be a very different idea worthy of serious consideration. In the meantime, however, the Neighbourhood Forum is quite adequate for the local needs of Guiseley folk
50	10/11/2014	Electors	N	Following advice from our local representative on the Leeds City Council, I wish to submit my strong objection to the proposed formation of a Town Council for Guiseley. We are already satisfactorily represented by the current arrangements and the last thing we need is an additional tier of local government with the necessary additional administration costs for the rate-payer to incur. We only need to observe, in the press, the relative ineffectiveness of a neighbouring Town Council.



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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
51	11/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
52	11/11/2014	Elector	N	We live in polling district GRD and have recently received a letter regarding a consultation on the proposed Town Council. Regarding the proposals, we can see that the negative aspects to the proposal have been portrayed in the letter, however we do not feel that we have enough information around what a Town Council would actually mean, why it has been proposed and what the changes would consist of. Please could some information be provided on this or at least some detail as to who we should speak to in order to find out?
53	11/11/2014	Elector	Y	I would like to take this opportunity to express my support for a Town Council for Guiseley. I consider that a Town Council would be a great benefit to Guiseley. I consider it would be equitable to have same provision for Guiseley as has been enjoyed in Rawdon by way of Rawdon's Town Council. I do not consider that the existing Neighbourhood Forum allows a wide enough representation for Guiseley residents and is largely inaccessible to many residents. For the reasons set out above I would like to reiterate my support for a Guiseley Town Council.
54	11/11/2014	Elector	Y	I am a Guiseley resident and would like to express my support for a Guiseley Town Council. I believe a Town Council is the most accountable form of local government and has an important role in promoting the town, representing its interests and supporting the work of different groups in the community. The Town Council will be an important voice for residents and can support community interests by providing grants etc. Additionally any money apportioned to the area as a result of Government planning policies would be better allocated to a body that is accountable to the public via the ballot box. I also believe that a Town Council would be better placed to deal with planning matters which are the cause of much consternation in Guiseley. The cost of a Town Council would be cost effective.
55	12/11/2014	Elector	N	I strongly disagree with the formation of a Town Council for Guiseley. We already have a Neighbourhood Forum who are doing a very good job at no cost to the Ratepayers. A Guiseley Council would cost us money for no added advantage. The petition for one only had just over 10% of the electorate. I feel it would be necessary to have a referendum of the whole electorate of Guiseley to be fair to all. I have spoken to many people and have not found any in favour; yet the problem is people don't know or understand this consultation process but would understand and have the chance to vote in a referendum.
56	13/11/2014	Elector	Y	In response to your letter dated the 29th October 2014, I must advise you that I believe that more control locally is, in my opinion, a high priority. My reason for this view is the major expansion in the housing numbers (approved by both Leeds and Bradford City Councils). These are of course necessary, but there appears to be no corresponding plan to improve facilities and services to cope. The roads through Guiseley are frequently completely jammed by traffic even at periods outside of rush hour. In addition, service facilities such as Medical Practices are over stretched and cannot cope efficiently. Furthermore, there appears to be no coordination of road works such that we often find that all the main roads are blocked. Finally, the Bradford plan to build Houses in Menston and then allow further building across to the A65 horrifies me. If you wish to have a longer letter giving my full reasons, please contact me.
57	24/11/2014	Electors	N	Mrs Moyes phoned the office on behalf of herself and her husband. She thought initially a Town Council may be a good idea if it would help to deal with the issues in Guiseley surrounding the roads and the building of additional homes which the local area cannot cope with in terms of capacity in schools, doctors surgeries, dentists etc. It is her understanding that the Town Council would not be able to influence these things so she would like to register the fact that they are not in favour of a Town Council for Guiseley.

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58	14/11/2014	Elector	N	We have the following concerns about the proposal to have a Town Council for Guiseley: Overlap of functions and extra costs. Guiseley already has a Neighbourhood Forum, used to to develop a neighbourhood Plan. This is at no cost. There is little or no value added in having a Town Council. 1)Overlap of existing boundaries. The suggested boundary includes areas not currently considered part of Guiseley. Residents in areas that fall under Menston and Hawksworth are unlikely to be ready to pay additional Council Tax for Guiseley. 2)Question of support not addressed. The consultation asks for comment but does not directly address the question to all affected residents of what support there is for the proposal. We have excellent representation for Guiseley by our local Councillor's, Cllr's Graham Latty, Pat Latty and Paul Wadsworth and do not consider a further layer of government is required nor warranted.
59	14/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
60	14/11/2014	Elector	N	I understand there is to be a consultation on the creation of a Town Council for Guiseley. I am strongly opposed to this issue as I feel the Guiseley Neighbourhood Forum are doing an excellent job and represent the needs of Guiseley. Also a Parish Council would mean an increase in Council Tax, in an era when some people are already struggling to meet bills etc. The Forum does an excellent job for free, so I cannot see the need for a Parish Council which would really do exactly the same job as the Forum, except for an unwelcome rise in Council Tax Bills. I sincerely hope this does not go through when the majority of the electorate do not want a Parish Council.
61	14/11/2014	Elector	N	I feel that the need for a local council other than what is already provided by Leeds City is totally unnecessary, it will only add to another level of decision making thus slowing the whole process down. This area is very well covered by the neighbourhood forum, which has the added advantage of being free, I doubt a Guiseley Council will be as cheap as that.
62	14/11/2014	Electors	N	Further to your letter dated 14th November 2014, I would like to advise you that my wife and I are firmly against the proposal for a town council for Guiseley
63	15/11/2014	Electors	N	Please consider including Moorland Crescent, Menston, and the High Royds area, in the area that may be covered by the proposed Guiseley Town Council, as these are obviously parts of Menston not parts of Guiseley.
64	16/11/2014	Elector	N	I do not feel a town council for Guiseley is a good idea because we are already served by our local councillors who represent all the residents of Guiseley and are ready to act or listen to any concerns that affect the community. I also would not support the idea of having to pay an additional council tax precept for Guiseley Town Council because I feel this a wholly unnecessary extra expense. I believe the fairest option would have been to offer a referendum to all residents to make decision on this important issue.

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65	16/11/2014	Elector	N	I have had a leaflet through my door advising that I need to be concerned regarding the area Guiseley Town Council hopes to represent. Yes I am concerned. But, I am also concerned that there is even going to be a Guiseley Town Council at all. According to the leaflet there should be some consulting with the people of Guiseley to find out their views. This process allegedly began on 24.10.14 which is over 3 weeks ago. First & foremost I do not regard it necessary to create a Guiseley Town Council. There are already enough voluntary groups in Guiseley to deal with Guiseley in Bloom etc. The Neighbourhood Forum group deals with many functions of a town council anyway at no cost to the residents. The costs involved in the creation of a Town Council would not be justifiable in relation to the benefits that the Town Council would provide. As regards the area that the Town Council hopes to represent. I can appreciate that the area of Moorland Crescent, Highroyds, Hawksworth village have LS postcodes. But the boundary between Menston & Guiseley follows the beck behind the Wetherby Whaler & petrol station, everything beyond that is Menston. Hawksworth village is exactly that Hawksworth not Guiseley. These are all separate areas and although part of Aireborough, they are not part of Guiseley. May I request that first and foremost every resident of Guiseley is asked whether they want a Town Council. Then if there is a Guiseley Town Council the boundaries can be established which should not include areas outside of Guiseley ie Menston & Hawksworth.
66	17/11/2014	Elector	N	I have received the letter regarding the above and most assuredly do NOT want another layer of people telling us all what to do in a country full of them.
67	17/11/2014	Elector	N	I do not agree with a Town Council for Guiseley it inflicts another layer of bureaucracy into the system with a consequent cost and I am not sure what it will have to offer over and above what we have today. We are suffering from the effects of the Scottish Referendum and cabals of people are stirring up the idea of home rule for ever smaller parts of the UK. Any boundaries drawn for the purpose of this referendum should have purely reflected Guiseley. The present system is not perfect but it provides an acceptable level of governance for Guiseley. We know whilst a referendum might be a way forward the turn out will be small giving the advantage to the 1179 who apparently signed the petition, remember the views of the other 10,611 are just as important. I urge the Local Councillors and the Council to reject any idea of a Town Council for Guiseley but they should reflect on the fact that some people in Guiseley are unhappy with the status quo
68	17/11/2014	Electors	N	Following the recent letter regarding a new town council for Guiseley, I'm just expressing our opinion. Firstly, like many other residents I'm sure, we wouldn't be happy with a council tax increase. Secondly, we don't understand how it would benefit us? As far as we can see Guiseley seems to operate fine as it is at the moment.
69	17/11/2014	Elector	N	Re. your letter of 14 <sup>th</sup> November, an elector of polling district GRK contacted Electoral Services. She feels very strongly that things should be left as they are. She cannot be at the meeting on Wednesday but wanted you to know her views. She believes that there is open discussion as things stand where people can find things out if they wish. The current people work very hard, and people can ask whatever questions they want. So she wants things to be left as they are
70	17/11/2014	Elector	N	With modern methods of communication & transport the concept of each town having its own assembly seem rather QUAIN & WHOLLY OUTDATED. Access to both our elected and appointed representatives on Leeds City Council has never been easier. During recent months I have had cause to contact many departments including planning, building control, highways, environment etc. on numerous local issues/concerns; All these dealings have been both SPEEDY & PROFESSIONAL; So, I fail to see how the formation of an additional layer of expensive local bureaucrats could improve my experience. NO TO GUISELEY TOWN COUNCIL.
71	17/11/2014	Elector	N	I DO NOT WANT A TOWN COUNCIL FOR GUISELEY

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72	17/11/2014	Electors	N	We are writing with reference to the public consultation on the creation of a town council for Guiseley. It is not clear to us what the benefits in forming a town council would be, or to the inclusion of parts of Menston and Hawksworth and the upset this may cause. We are not happy with the likely increase to our council tax bill as a result of this and more importantly wonder what democratic process is at play when 10% of the town's population can 'force' this consultation without any prior redress to the town's residents, we certainly were not aware, further supported by the council's decision to reject a referendum. We do not support this proposal
73	17/11/2014	Elector	Y	I whole heartedly approve of a town council at Guiseley, I for one have lost faith in my councillors and feel the best interest will be served if we have our own council, I can evidence this if required .
74	17/11/2014	Elector	N	With reference to the above, I am not happy about this proposal. I feel that it is quite unnecessary for Guiseley to have a Town Council as it would create another tier of government with additional cost to the residents. We already have a Neighbourhood Forum which can carry out much of the work undertaken by a Town Council. I am therefore against this proposal for a Town Council for Guiseley.
75	17/11/2014	Elector	N	For the record I do not feel that we need an additional tier of bureaucracy if it will add further costs for ratepayers. Councils are already having to make unwelcome cuts to their budgets as a result of cuts in funding from central government and I do not feel that added costs for a town council are appropriate if it would further impact on such services as welfare and care of the elderly, physically and mentally disabled
76	18/11/2014	Elector	N	With regards to the above. I would like to express that I am strongly opposed to a Town Council for Guiseley. The council tax bills are already high and the increase in the cost is unnecessary and it light of higher utility bills and living costs, the additional cost will put more pressure on already tight budgets. In the Guiseley area, we have an active Neighbourhood scheme and a very proactive community. This is very well supported by local people, counsellors and MPs. I disagree stongly that we need a Town Council
77	18/11/2014	Elector	N	I have received a letter about the above and would like to make the following comments: The letter makes no reference to the aims and objectives of a proposed Town Council! It refers to a Neighbourhood Forum- as a resident of Guiseley I have no idea what this is- who is on it and what their remit is. How can I find out about them? Who are they acting on behalf? Are they elected? The idea that a Town Council would increase Council Tax is a complete 'no go' in my opinion!! The idea that a Town Council should be party political would mean it completely stops in being in the interests of Guiseley and will become a political football based upon national agendas- so if you want a Town Council ask for interested parties who are concerned about Guiseley and have NO party political agenda. Ask for people to stand who do NOT bring party affiliations to the table The letter is poor because it does not define anything- and focuses on finance, boundaries, and anything but the positives of such a Town Council. I would propose that there is a clear definition of the role of the Town Council. Why would it be better than what already exists? What decision and executive powers would it have? Remove it from political parties because they have their own agenda and will not represent the Guiseley community. What is the budget for the proposal? what would be the budget for mailing everyone within the Guiseley postcode to receive and facilitate their views? How would elections be carried out? This is a poorly conceived idea with little or no thought about how it is administered. I have serious concerns that it has emanated from the Conservative Group office with no reference to other parties- even though I think such an initiative should be non party political
78	18/11/2014	Elector	N	With response to the consultation on the above I would wish to record my opposition to the establishment of a Town Council for Guiseley. I cannot understand how an additional layer of local government can be justified and to take any action that increases cost and puts an additional financial burden on struggling families in the current economic climate would be wrong.

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79	18/11/2014	Elector	N	My wife and I live in polling district GRC and have received the letter dated 14th November on the above subject. My view is that Guiseley is adequately represented by the Councillors to whom this is being copied and that the Neighbourhood Forum is quite capable of relaying to those Councillors residents' concerns about which they may otherwise be unaware of. I cannot see any good reason to introduce (at an additional cost to local Council Tax payers) an additional layer of bureaucracy in the decision making process. The powers of such a Town Council are, in any event, somewhat limited and any decision made by it can often be overridden by the main Local Authority Council. I am aware that the failed Labour candidate canvassed the petition for a Town Council. I declined to sign this when I was asked to do so as I did not feel strongly enough to support it and could not obtain from him compelling argument for such a Council. I am glad that the City Council is consulting and feel sure that when residents appreciate the extra cost to them, that there is an existing forum for local concerns to be aired and that areas outside the recognised "boundaries" of Guiseley would fall under the remit of such Council, a view against its formation will be formed
80	18/11/2014	Electors	N	Please note that we are strongly against the proposal to form a Town Council for Guiseley. The only result of the creation of a Town Council for Guiseley would be an increase in our council tax, which is already far too high
81	18/11/2014	Elector	N	In my experience, our local needs are adequately met by the services of our MP and elected councillor. Both major political parties advocate devolving more decision making to regional bodies and perhaps some future consideration to additional, local and elected representation will be warranted. At present, the last thing we require is another tier of representation based upon the usual party politics. I doubt the advantages would outweigh the cost. This proposal is a definite NO in my opinion
82	18/11/2014	Elector	N	I see no requirement for such a body at present. I have been quite satisfied with the support of our MP & councillors with regard to planning, education, road maintenance etc. I supported the Neighbourhood Plan and contributed to its' compilation. My concerns extend beyond the precept likely to be added to our council tax were this body to emerge. The last thing most folks want to see is yet another tier of so called local government that slavishly follows party political ambitions
83	19/11/2014	Elector	N	With reference to the circular letter dated 14 <sup>th</sup> November 2014 regarding the public consultation on the creation of a Town Council for Guiseley, I/we strongly oppose this development purely on the grounds that the NF carry out many of the functions that a TC carry out, at no cost. Fully support that with an additional charge on Council Tax it is unacceptable and not worthwhile as Council tax is high enough at current levels and will put pressure on many local residents, pensioners etc
84	19/11/2014	Elector	N	As a resident of Guiseley (polling district GRC) I would like to make my view known on the subject of the proposed Town Council. I support the setting up of a Town Council for Guiseley as I believe the town needs some local governance and a local place where Guiseley residents can bring matters of local interest to councillors who will have the town's interests as their first priority. I hope that Leeds City Council will support the setting up of a local town council for Guiseley
85	19/11/2014	Electors	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. Moorland crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
86	19/11/2014	Electors	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions

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87	15/11/2014	Electors	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development forum. These areas are part of Aireborough but most definitely not part of Guiseley. The historic and geographic boundary between Menston & Guiseley runs along Mire Beck, with a definite break between the 2 settlements defined by a corridor of green belt. We urge you to reconsider these inclusions.
88	13/11/2014	Elector	N	Initially our first thoughts were what a good idea! But with consideration we have changed our minds. A nnother layer of officialdom of officers, secretary and assistants possibly needed increased rates to pay. Possibly will grow. The benefit of a town council for Guiseley is an unknown factor. They would probably be looking for things to do, which might well be unnecessary. No town council for Guiseley please
89	11/11/2014	Elector	N	We do not want a town council, it is more expense (precept) and councillors do the job just as well. We should have a vote and the costs should be shown.
90	24/11/2014	Electors	N	We wish to register our opposition to this idea
91	21/11/2014	Elector	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley.The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. urge you to reconsider these inclusions.
92	21/11/2014	Elector	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley.The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. urge you to reconsider these inclusions.
93	20/11/2014	Elector	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighborhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographical boundary between Menston and Guiseley runs along Mire Beck with a definite break between the two settlements defines by a coruidor of green belt I urge you to reconsiderthese instructions.
94	20/11/2014	Elector	N	I have come to the conclusion that I do not agree to the Guiseley Town Council. The present city Councillors Aireborough Neighbourhood forum and Civic Society cater for our needs I can see little point as an OAP, paying more for a duplicate of these services.
95	19/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. There are several areas which are to be included within the boundary which I believe have no right or reason to be. These are Moorland Crescent, Menston and the High Royds housing complex community and Hawksworth Village. These are completely separate areas which would be represented by the Aireborough Neighbourhood Development forum. These area's do form part of Aireborough but not Guiseley. The historic and geographic boundary between Menston and Guiseley is the patch of green belt land which runs along Mire Beck. As a resident of Guiseley I would urge you to reconsider these inclusions
96	18/11/2014	Electors	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley.The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt.I urge you to reconsider these inclusions.

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97	17/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. Moorland Crescent, Menston and High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawkesworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographical boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
98	20/11/2014	Elector	N	I am writing to make my view known to you in the strongest possible terms that the creation of a town council for Guiseley is completely unnecessary and a waste of money for the residents of the area. Councillor Latty already conducts meetings of people interested in the development of Guiseley at no cost to its residents. I am perfectly happy with this arrangement, and totally opposed to the creation of a town council. Please take my view into consideration.
99	20/11/2014	Elector	N	I am writing to you with concerns about boundaries to the area which Guiseley Town Council hopes to represent. Moorland Crescent (Menston), the High Royds area and Hawksworth village have never been part of Guiseley and have nothing to do with the town. These areas are part of Aireborough, but most definitely not part of Guiseley and believe they will be amply represented by Aireborough Neighbourhood Development Forum. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to remove these inclusions.
100	20/11/2014	Elector	N	I am totally against the creation of a town council for Guiseley. Councillor Latty already conducts meetings of people interested in the development of Guiseley at no cost to its residents and I am perfectly happy with this arrangement, and totally opposed to the creation of a town council. Please take my view into consideration.
101	Not dated	Electors	N	We can see no gain from the creation of a town council for Guiseley. Indeed to the contrary we can see only the adding of a further level of bureaucracy and additional red tape and expense. Let us hope that this ridiculous idea is dead in the water.
102	17/11/2014	Elector	N	I am writing to you with concerns about boundaries to the area which Guiseley Town Council hopes to represent. Moorland Crescent (Menston), the High Royds area and Hawksworth village have never been part of Guiseley and have nothing to do with the town. These areas are part of Aireborough, but most definitely not part of Guiseley and believe they will be amply represented by Aireborough Neighbourhood Development Forum. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to remove these inclusions.
103	06/11/2014	Electors	N	We totally agree with your comments. We do not need a town council for Guiseley already having a neighbourhood forum at no cost. There are enough bureaucrats that we already pay for. We strongly oppose the proposal for a town council for Guiseley.
104	23/11/2014	Elector	N	I have been a rate payer in Guiseley since 1970 and over the years I have seen councillors of all political colours come and go. I am sure that the political needs of Guiseley have been well served by its Councillors and I see absolutely no need or justification for adding another political body. Not only would it be unnecessary expense but it could have an adverse effect on the work of the existing councillors. I see no need for a town council for Guiseley and I fear that it might be detrimental to the areas interests, by all means give extra support to our existing councillors but please no Town Council for Guiseley.
105	23/11/2014	Electors	N	My wife and I would like to register our opposition to this proposal. We strongly believe that it is completely unnecessary to add an additional layer of bureaucracy and at the same time incurring an increase to the Council Tax.

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
106	23/11/2014	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
107	19/11/2014	Elector	N	In my opinion Guiseley is a totally independent entity and should remain so. To amalgamate guiseley with Menston and Hawksworth will inevitably dilute it's importance as an historical town. Planning decision should be based upon the town's needs. Additionally the concerns that exist over plans to develop green belt land on Ings Lane and Moorland Crescent are largely being ignored. the traffic situation is bad enough as it is, added to which the plans to develop the Guiseley Town football stadium will inevitably increase traffic on match days to an already intolerable level for residents, particularly those of us who live on Ings Lane and are inconvenienced enough as it is. There are already brown belt areas that have not been developed and it is important to maintain the existing green belts. once destroyed they are gone forever. There have been already an excessive amount of housing developments in and around Guiseley, with no consideration given to the lack of infrastructure necessary to support them. In particular the traffic congestion, shortage of medical facilities and overcrowded schools will increase
108	21/11/2014	Electors	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
109	22/11/2014	Elector	N	I do not feel that a town council would make any difference to Guiseley. The main problem in Guiseley is over development putting pressure on all services. Seventy new houses in the townsgate area is a further potential 140 cars on roads which are jammed. and no town council could do anything to halt all this development
110	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
111	Not dated	Electors	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
112	22/11/2014	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
113	24/11/2014	Elector	N	We wish to register our objections to the above proposal. The powers of the proposed Council will be illusory and it will be no more than a talking shop discussing trivialities. None the less it will cost money to set up service and maintain which can only come from an addition to council tax. a further burden on us. Our locally elected local councillors are on the council to look after our local interests and a guiseley and Rawdon forum meets regularly to advise them of our concerns. They do not need to give their time taking heed at another bunch of politically minded locals.



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114	19/11/2014	Elector	N	I am <b>wholly opposed</b> to the creation of such a body. I believe it would add an unnecessary level of governance and bureaucracy, which in turn would contribute very little and certainly not enough to justify what it would inevitably cost. Guiseley already has a Neighbourhood Forum. This does what a town council would be likely to do, with no call upon the public purse. I can see no justification at all to elect a further tier of politicians to carry out functions which are already being undertaken at little or no cost. At this time of public spending cuts, proposals to spend more money where there is no discernible outcome simply cannot be justified. In addition, I do not believe that the suggested boundary is appropriate. I live in Menston, not in Guiseley. It is a distinct area and it is wrong to seek to subsume Menston into Guiseley in this way. As a Menston resident, I would be particularly aggrieved to pay for something that I did not feel would benefit my own area, and which I do not believe pertains to that area.
115	24/11/2014	Elector	Y	I would support the establishment of a Town Council boundaries proposed by the petitioners along with the electoral arrangements (i.e. polling districts, and number of Councillors) also proposed by the petitioners. I believe that the establishment of a Town Council would serve a vital role for the area of Guiseley which Guiseley is increasingly in need of. The promotion and representation of the best interests of Guiseley to other authorities like the (City Council, Health Authorities, Police and Fire Authorities) is increasingly important. This is best done by town councillors who know the area, who listen to local opinion and can act as a voice of local residents. The Town Council would also have a legal right to be consulted on planning matters, something we see as becoming increasingly important. Town Councils are the most non-bureaucratic and cheapest kind of local authority in existence. Their funds are the smallest part of the Council Tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. Their accounts are strictly and independently audited every year. I/we therefore believe that monies coming from the new Community Infrastructure Levy (CIL) in Guiseley should be allocated to the Guiseley Town Council. A body that is accountable to the electorate via the ballot box. I hope that you will be able to confirm to me that the proposal for a Town Council in Guiseley will go forward as quickly as possible.
116	24/11/2014	Elector	Y	I would support the establishment of a Town Council boundaries proposed by the petitioners along with the electoral arrangements (i.e. polling districts, and number of Councillors) also proposed by the petitioners. I believe that the establishment of a Town Council would serve a vital role for the area of Guiseley which Guiseley is increasingly in need of. The promotion and representation of the best interests of Guiseley to other authorities like the (City Council, Health Authorities, Police and Fire Authorities) is increasingly important. This is best done by town councillors who know the area, who listen to local opinion and can act as a voice of local residents. The Town Council would also have a legal right to be consulted on planning matters, something we see as becoming increasingly important. Town Councils are the most non-bureaucratic and cheapest kind of local authority in existence. Their funds are the smallest part of the Council Tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. Their accounts are strictly and independently audited every year. I/we therefore believe that monies coming from the new Community Infrastructure Levy (CIL) in Guiseley should be allocated to the Guiseley Town Council. A body that is accountable to the electorate via the ballot box. I hope that you will be able to confirm to me that the proposal for a Town Council in Guiseley will go forward as quickly as possible.

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
117	25/11/2014	Elector	N	I do not support this proposal because of the following reasons: Town or Parish Councils are only <u>consulted</u> in some matters by Leeds City Council. Guiseley Town Council if it existed would have no power of veto on planning matters and other major LCC proposals. It might cost me as much as an extra £50 or so, an almost 4% increase in my rates which I would prefer to spend elsewhere. I am retired living on a pension, so do not welcome any increase in our cost of living. Duplication of examination of planning consents will occur as it will be done once by LCC and once by GTC if it exists. This work is already done well enough by our existing councillors, and also by Aireborough Civic Society which does examine Aireborough planning applications and comments on planning proposals if required for nothing. It is my opinion that whilst the process used in this proposal may be technically correct, it may be flawed and open to challenge, thus causing even more unwelcome expense. The I Petition survey itself has shown that there is very little electoral support locally, for town council. If you enquire you will find out that the I Petition went live just after Christmas 2013. As of yesterday Sunday 23rd November 2014 at 16.30 hours it only had 205 signatures, that is less than one signature per day. After almost two months in February of this year it only had about 28 as far as I remember. The other flaw in this I Petition method of trying to gather support is of course that it only records those in favour of the proposal and does not record those against. Similarly the other 974 signatures that the Mr. Bowe must have obtained door to door were only for those in favour. Further, since the actual fact that the gathering of support door to door has taken so long (almost 4/5 of year), this again shows the low density of support amongst the rate payers within the Aireborough district. Clearly some of those who were personally approached refused to support the proposal, but are not recorded! Using the concept of natural justice, the electors in Guiseley and district have not been given enough time to look at this proposal. In view of the time allowed and accepted by LCC to get the required 10% of elector support for a review of the need for a Town Council, (about 40 weeks) one would think that in a well run and truly democratic council, and equal amount of time would be given to the electors to properly consider the merits and demerits of this proposal. It is reprehensible that the City Council General Purposes Committee has chosen not to have an LCC council organised referendum on this matter, amongst the electors of Guiseley Hawksworth and Menston. I think this because the rate payers will have to pay extra rates, at a time of austerity for most persons as well as my other objections. You might like to know that Portsmouth City Council have set a precedent on this sort of thing by holding a proper full vote amongst the electors of Southsea. At a 24% turnout 66% voted for the abolition of Southsea Town Council, and only 33% voted for its retention. Southsea Town Council was abolished by Portsmouth City Council on the 31st March 2010, it existed for 11 years. Thus I can see no reason why a proper LCC organised vote cannot be held next May along with the General Election, this would be cheaper to do, and far more democratic. <u>General Comment</u> - I find it completely outrageous that local politicians allow themselves almost a full year of nice steady time to get the 10% of signatures required by law. Whilst we the electors, and ratepayers who will be footing the bill for Guiseley Town Council should it actually come into existence, only get five weeks to consider and respond properly to the proposal. I only found out about the terms of reference of the 24 October 2014 on the 19th November 2014. In view of the fairly recent electoral outcomes for Regional Councils, and elected City Mayors I find this proposal totally at odds with what the electorate appear to want.
118	25/11/2014	Elector	Y	I wish to inform you that I think that Guiseley should have a town council. My wife also says that Guiseley should have a town council
119	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
120	Not dated	Electors	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
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125	25/11/2014	Electors	Y	I feel its time for a Guiseley Town Council, I support the proposal
126	25/11/2014	Electors	N	It was a letter from Cllr Latty dated 29/10/2014 which first brought to my attention that a petition had been presented to LCC for a town council. Absolutely nothing has been sent to me by the proposers of this petition and I believe the Tranmere Park Estate. This is not unusual as Tranmere park Estate is considered by many residents in Guiseley not being part of Guiseley. I only visit Guiseley when it is necessary because of the huge problem of traffic congestion and the serious deficiency of car parking. It is therefore crucial that the planning will not be the remit of a town council. We already have the Guiseley & Rawdon Forum where residents can make their views and problems known and acted upon, why then do we need a town council? Which I suspect is a political play in order to enter into discussions via the back door with the LCC by disappointed voters. I strongly object to 10% of the local population creating the request for a town council. It is quite likely in the near future that the cap put on the council tax will be lifted, resulting in an increase. So in addition to a rise in the council tax we will also have a precept to pay for an organisation <u>we do not need</u> . As the tranmere estate probably pays the highest council tax in Guiseley, we do not require this additional financial burden or another talking shop
127	Not dated	Elector	N	I strongly disagree with this suggestion. The cost will be too much and Leeds will still have the last word
128	24/11/2014	Elector	N	I object to the town council for Guiseley, it is another pier of government. It will be an extra charge on the rates. There has been an alarming lack of publicity about this
129	26/11/2014	Elector	Y	This is to confirm my support for a Guiseley Town Council
130	06/11/2014	Electors	N	We totally agree with your comments. We do not need a town council for Guiseley already having a neighbourhood forum at no cost. There are enough beaurocrats that we already pay for. We strongly oppose the proposal for a town council for Guiseley
131	17/11/2014	Elector	N	I do not think this a good idea as it will only cause more expense for the residents of this area. We already have a neighbourhood forum who are doing a good job the same as a town council therefore I do not agree with the idea of forming the said council
132	Not dated	Electors	N	Our search for a home in 1959 came to an end when we found our house in Menston. The open views over farm land soon made us realise we had found a gem. So for 55 years we have been lucky to enjoy those same views. Its been a battle at times with the threat of our precious green belt being built upon, but we have won so far and god willing we will win again, once built upon this land will never be the same again. We need this oasis for us and for future generations to enjoy. We need this green and pleasant land in a crazy world. Menston we are and hopefully will remain

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133	10/11/2014	Electors	N	I am writing about Guiseley town council and the area that it hopes to represent. Firstly I am in complete opposition to the creation of this un-elected body. I also feel that there are already enough bodies to represent us at the moment, and enough Councillors etc with their feet in the trough who should be better representing their voters. The next bone of contention is that this body of people are to cover an area including High Royds, hawkworth and my local area Moorland Crescent, may I say none of these areas have ever been part of Guiseley, although part of the Aireborough area. These areas are already amply represented by Aireborough neighbourhood development forum. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the 2 settlements defined by the corridor of green belt. I would therefore ask you to reconsider these inclusions should Guiseley Town Council be formed.
134	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawkworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
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137	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawkworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
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143	Not dated	Elector	N	I do not agree that Guiseley needs a town council
144	19/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley town council hopes to represent. Moorland Crescent, Menston and High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawkesworth village. These are separate areas and I believe will be amply represented by Aireborough neighbourhood development forum These areas are part of Aireborough but most definitely not part of Guiseley the historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the 2 settlements defined by a corridor of green belt. I urge you to reconsider the inclusions
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151	20/11/2014	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
152	21/11/2014	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
157	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions. I have lived here for 49 years
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164	17/11/2014	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions

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165	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
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169	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
170	19/11/2014	Electors	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
171	Not dated	Elector	N	I wish to object to the above consultation. While I accept that a number of residents are in favour of having a town council for Guiseley it doesn't follow that they represent the majority of the electorate. The only fair and democratic way to establish what the majority of Guiseley residents prefer is to offer us a referendum. I ask you to consider



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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
172	26/11/2014	Elector	Y	I am writing to you and to agree that we need a local council because we always find that we are out on a limb and forgotten about and need more say on what goes on in our local area. I always think that Guiseley is growing fast and needs more support. I enclose a copy of our presentation: - As a result of Government planning policies, developers will have to pay a community infrastructure levy (CIL). This could run into tens of thousands of pounds, some of which will be allocated to local communities .like Guiseley. We believe this CIL money should be allocated to a body that is accountable to the electorate via the ballot box. A town council is the most local level of government. It has an important role in promoting the town, representing its interests and supporting the work of different groups in the community. Town councils listen to local opinion and act as a voice of local residents. They can provide grants to local community groups for a whole range of activities. Some also provide support for local priorities like extra policing and environmental improvements. A Town Council would also have a legal right to be consulted on planning matters. Town Cllrs know the area and can (and increasingly do) represent their views to other authorities like the District or County Council Health authorities, Police and Fire Authorities. Town Councils are the most unburacratic and cheapest kind of local authority in existence. Their funds are the smallest part of the council tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. The accounts are strictly and independently audited every year.
173	25/11/2014	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
174	Not dated	Electors	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
175	24/11/2014	Elector	N	I object to the above as it will be an extra charge on the rates and there has been an alarming lack of publicity about this
176	Not dated	Elector	N	Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. This historic and geographic boundary between Menston and Guiseley runs along Mire Beck with a definite break between the settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
177	20/11/2014	Elector	N	Moorland Crescent Menston and the High Royds areas have NEVER been a part of Guiseley and have NOTHING to do with the town! Neither does Hawksworth Village for that matter. These are separate areas and a part of Aireborough but are definitely NOT part of Guiseley. I bought my house on High Royds in MENSTON - NOT Guiseley and do not see why I should be subject to a Town Council for an area I do not live in. I urge you to reconsider the inclusions mentioned as I feel this is being forced into an area that we did not ask for. If the people of Guiseley want a Town Planning Council (which has yet to be determined) then it should be Guiseley only. The historic and geographical boundary between Menston and Guiseley runs along Mire Beck with a definitive break between the two settlements defined by a corridor of green belt. I would welcome to see a map of the local areas outlined with the statistics about the numbers supporting/objecting in each area. If this could be provided online for everyone to see?

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
178	20/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. Moorland Crescent Menston and the High Royds area have never been a part of Guiseley and have nothing to do with the town, neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
179	20/11/2014	Elector	N	we would like to voice our objections to the creation of a Town Council for Guiseley. there is already a Neighbourhood Forum which is being used to develop a Neighbourhood Plan. We understand that this body already carries out many of the functions of a Town Council and more importantly at no cost. A Town Council would cost Guiseley residents additional charges on their Council Tax bills and we do not know what, if any, benefits of having a new Town Council would be.
180	20/11/2014	Elector	N	We cannot see how another layer of bureaucracy can possibly help alleviate the day-to-day problems that exist in Guiseley through uncontrolled expansion of housing in the area. The infrastructure is not capable of sustaining the rate of growth resulting in shortage of school places, shortage of Doctor appointments and daily traffic congestion. We already pay enough Council Tax so to add to it, in order to fund another layer of people long on promises and short on delivery, would be foolish in the extreme. We already pay for Councillors and MPs to represent us at different levels so we don't need any more.
181	21/11/2014	Elector	N	I have a Menston address although I pay my council tax to Leeds City Council . I note my address has been included in the proposed Guiseley a Town Council area. I wish to object to the proposals to establish a Town Council for the Guiseley area. I feel that we have adequate political representation and do not wish to see yet another layer of government which I will have to fund through council tax charges.I also feel that the public consumer consultation on this matter has been inadequate as I have only just found out about this matter by chance as I have not been written to on the matter . I believe many residents will be completely unaware of the proposals. I therefore also wish to object to the method of consultation which I believe to be undemocratic
182	21/11/2014	Elector	N	As a resident of the former High Royds Hospital estate I write to express concerns regarding the proposal to create a Town Council for Guiseley. As a local resident I oppose the idea for the following reasons; a) I believe the area is adequately represented by the Aireborough Neighbourhood Forum at no additional cost to local people. b) The Neighbourhood Forum already provides many of the functions of a Town Council. c) A Town Council is likely to be dominated by the main political parties rather than local people.I also have concerns regarding the proposal to include the High Royds estate and Moorlands Crescent within the boundaries of the proposed Town Council. Both historically & geographically these areas have been regarded as part of Menston I look forward to hearing the outcome of the consultation exercise
183	21/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent. Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographical boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defines by a corridor of green belt.I urge you to reconsider these instructions
184	21/11/2014	Elector	Y	<b><u>I agree totally with the comments of my local Councillors that a referendum should be allowed.</u></b> I am grate full to the Councillors for drawing this to my attention

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185	21/11/2014	Elector	N	I object to the creation of a town council for Guiseley for the reasons given below.I understand that 10% of the electorate of Guiseley have signed a petition asking Leeds City Council to proceed to “set up” this town council. It has taken a long time to reach that figure, surely an indication of a lack of enthusiasm. However, the proposed area is far greater than Guiseley when Haworth and Menston are included and the proposer stresses the local element as being core to the objectives. When the function of a Guiseley Town Council is considered it is seen to be a duplication of the existing structure. The interests of the people of Guiseley are adequately served by the three ward councillors, the Aireborough Neighbourhood Development Forum, the Guiseley & Rawdon Forum and the Civic Society.This unnecessary layer of administration and the resulting additional cost to the rate payers is unjustified.It is alarming that the lack of publicity about this change means that many people in Guiseley are unaware of the implications. In bold type the petition proposer’s hand out states “...include consulting everyone in the area about their view before a decision is made.” This has not happened.Consequently the imposition of the Guiseley Town Council could occur without the opportunity for all those affected to express a view. This is undemocratic and unacceptable.
186	21/11/2014	Elector	N	I am a resident at High Royds and regard the development as part of the community of Menston. I am keen to ensure that the Green belt buffer land is maintained between the different areas. I believe I will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt.Therefore, I do not believe Guiseley Town Council should be created at extra cost to a tax payer that lives in Menston.
187	21/11/2014	Elector	N	I refer to the letter of 29th October from Councillors Wadsworth & Latty. I think that the present arrangement with a Neighbourhood Forum is sufficient for Guiseley. I do not support the proposed Town Council with the addition of another layer of bureaucracy and potential delay in decision making and consequent cost. I think a referendum would have been the best way of gauging the feelings of the people of Guiseley
188	22/11/2014	Electors	N	I respond with respect to the views required from public before 28th of November.My wife and myself ( Ann Heyes ) would object to the establishment of a Town Council for Guiseley on the following grounds.The establishment of such an organisation would appear to be of benefit to the community, however in terms of reality and the small print connected in the enactment of such a system it appears there is yet to be another level of bureaucracy,and the establishment and terms of reference are totally unacceptable when the elements of planning and traffic are not within the scope of such an organisation. Another element is the cost involved of a setting up such an organisation and the levy on the general rates in order for this to be established .Had the above points been available for consideration when the original petition signed by 1179 people I doubt very much whether they would have agreed for any proposal
189	22/11/2014	Electors	N	As we have been requested to give our views regarding a town council for guiseley, our view is that we do not want one.
190	22/11/2014	Elector	N	I refer to a letter dated 29 October 2014 from Counsellors Wadsworth G Latty and P Latty together with a notice I received today 22 November 2014 regarding the above subject.As a former resident of Otley and having paid the Otley precept for many years I think it would be wrong for Guiseley to have a Town Council. Over the past 30 years Otley Council has been like Topsy it has just growed and growed, and they seem to have very little influence as to what happens in the town. They do of course have three representatives sitting on Leeds City Council. I am also of the opinion that Mr David Bowe is seeking to have a Town Council for Guiseley for his own reasons whatever they may be and not for the good of the residents of Guiseley. It seems undemocratic that having obtained 1179 signatures out of a population of some 16000 persons that a referendum for the whole township is not to be taken, but then I suppose as seems highly likely a Guiseley Town Council will be appointed and a large amount of ratepayers money will be raised for Leeds City Council. In short I am AGAINST a Town Council for Guiseley.
191	22/11/2014	Elector	N	I have received a circular reminding me of the need to confirm if I agree that Guiseley needs a Town Council. I do not believe that a Town Council is necessary, or desirable for Guiseley. It would be a cost too far for many residents and no major benefits.Thank you for this opportunity to have a say

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192	23/11/2014	Elector	N	Morning, In reply to the notification for the proposed introduction of a town council for Guiseley, we think this is not necessary and just another layer of administration. So therefore we are against this proposition.
193	23/11/2014	Electors	N	We note that the proposed area for Guiseley Town Council includes Moorland Crescent, High Royds and Hawksworth village. These areas have not previously been regarded as part of Guiseley and currently include a corridor of green belt land which forms a definite break between Menston and Guiseley. Recent development plans have shown the land between Trammere Park and High Royds as 'unsuitable for housing development'. The fields between Ings Lane and Moorland Crescent also act as a green belt buffer zone between settlements and help to maintain separation. Does the proposed inclusion of these areas in the new town council mean that the current development status will be changed? Are there any plans to allow development in either of these areas? Given the historic difference between these settlements, inclusion in the proposed town council areas appears to be no more than an administrative convenience. We would urge you to reconsider any change that would compromise the development status of the areas noted above
194	23/11/2014	Elector	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt I urge you to reconsider these inclusions.
195	23/11/2014	Elector	N	I would like to express my support for a Town Council for Guiseley. I strongly feel that would be a great benefit to the residents in Guiseley
196	28/11/2014	Elector	N	I would like to add my support to the letter you will have received from the ANDF and add these comments to those I have already made within the deadline. ANDF should be consulted properly and I don't believe they have been. There should not be political parties getting involved in this review as Labour has done via Guiseley Town Council literature. The consultation has been poor and is being divisive, many people I know will refuse the precept as they don't feel properly engaged. The Neighbourhood Forum has done so much work already and is positioned at a much more relevant and democratic level for all the sub communities such as High Royds etc. I am concerned to hear people say that consultation is a 'done deal' ie. Leeds has already decided that Guiseley TC will be approved. I sincerely hope that this is not the case
197	23/11/2014	Elector	N	I wish to object to the formation of a Town Council for the following reasons:-1. It will add another layer of bureaucracy 2. It will involve an addition to the bill for all Council Tax payers in the area. 3. It will not add anything to the existing groups e.g. the Guiseley & Rawdon Forum, the Aireborough Neighbourhood Development Forum and the Civic Society. 4. The petition was signed by 1197 people (were they all Council Tax payers?), which is just over the 10% required for it to be considered. This not a majority of the electorate. Without each member of the electorate being invited to make their views known it does not seem to be a true democratic process. I am very concerned that many people may not be aware of the petition having been lodged and in particular the fact that there has been a "consultation" period starting in October with a deadline of 28th November 2014. For instance some of us only became aware of the situation at the Guiseley & Rawdon Forum Meeting on the evening of Wednesday 19th November when David Bowe, Guiseley Town Council Coordinator reported the position. Many we have spoken to since were also unaware of the submission of the petition and the "consultation" period. This has given very little time to engage others in the process and for them to look into the pros and cons of a Town Council. There has been no real opportunity for public consultation for the electorate. It is appalling and undemocratic to think a decision might be made without the whole electorate being invited to express their views
198	23/11/2014			I object to the proposal for a Town Council for Guiseley. Many of the duties of this council are already undertaken for free by the existing Neighbourhood Forum. The additional cost of the Town Council is not justified.

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199	28/11/2014	Consultation Proposer	Y	I am writing to you on behalf of myself David Bowe, to express my support for the establishment of a Town Council in the parish of Guiseley. I would support the establishment of a Town Council boundaries proposed by the petitioners a long with the electoral arrangements (i.e. polling districts, and number of Councillors) also proposed by the petitioners. I believe that the establishment of a Town Council would serve a vital vote for the area of Guiseley which Guiseley is increasingly in need of. The promotion and representation of the best interests of Guiseley to other authorities like the (City Council, Health Authorities, Police and Fire Authorities is increasingly important. This is best done by town councillors who know the area, who listen to local opinion and can act as a voice of local residents. The Town Council would also have a legal right to be consulted on planning matters, something we see as becoming increasingly important. Town Councils are the most non-bureaucratic and cheapest kind of local authority in existence. Their funds are the smallest part of the Council Tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. Their accounts are strictly and independently audited every year. I/we therefore believe that monies coming from the new Community Infrastructure Levy (CIL) in Guiseley should be allocated to the Guiseley Town Council. A body that is accountable to the electorate via the ballot box. I hope that you will be able to confirm to me that the proposal for a Town Council in Guiseley will go forward as quickly as possible
200	23/11/2014	Elector	N	Please note I do not want a town council for Guiseley
201	23/11/2014	Elector	Y	I would like to offer my support to propose a Guiseley Town Council. I have lived in Guiseley for over 30 years and believe a town council has an important role in promoting the interests of Guiseley and would act as a voice for local residents
202	23/11/2014	Elector	Y	I write to declare how important I believe it is for the creation of a Town Council for Guiseley. As the most local form of Government such a council would provide a genuine democratic opportunity to improve the town and environs. Devolved power is essential for healthy democracy and a means for local people to be involved in what goes on in their locale. I can think of no better use for CIL money; that it be allocated to a body that is accountable to the local electorate. Town Councils are also the most unbureaucratic and cheapest form of local authority and their funds are the smallest part of the Council Tax. Furthermore, elected Town Councillors know their area, have a legal right to be consulted on planning matters and have the power to provide grants for local community groups. For all these reasons a Town Council for Guiseley would be a massive boon for the town and its inhabitants
203	23/11/2014	Elector	N	I do not want any more bureaucracy in this area. Another level will only cause more delays and especially more expense. There will be additional charges on the council tax for no benefit. It would not cover all the more important issues of planning and traffic so again what benefit would it give.
204	24/11/2014	Elector	N	With reference to the above consultation I wish to place on record my opposition to the creation of a town council. Apart from creating another tier of government I cannot see that the benefits such a council might bring would offset the costs that will be raised and the hardship that would be felt by many people in the area in meeting them. In my research I have not found where the town council could do anything other than delay the metropolitan council's implementation plans.
205	24/11/2014	Elector	N	I understand that moves are afoot to set up a Town Council in Guiseley and I am writing to let you know that my husband and I are totally opposed to such a move. We feel that a Town Council will not serve any purpose except to add more money to our Council Tax Bill. Therefore, please register our objection to such a move
206	24/11/2014	Elector	N	Nothing good can come from a Town Council. LCC look after all our needs and we have a good rapport with LCC Councillors, in Particular Cllr Latty

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
207	24/11/2014	Elector	N	I am concerned that very few people are aware that a decision on whether Guiseley should have a Parish Council is to be taken in the next few days. Many are in the dark as to the benefits of having one. I take the Airedale and Wharfedale Observer but I do not recall any publicity or explanation on the proposal. At the moment we have the Guiseley and Rawdon Forum which meets very regularly under the auspices of the local councillors. At these meetings many items of local concern are reported and discussed eg police reports on crime, anti-social behaviour, local bus services, parking on pavements, overhanging trees etc. A group called Aireborough Forum also meets to discuss improving local amenities. I believe their co-ordinator is Jennifer Kirby. I do feel we have enough layers of governance and another would not improve the everyday lives of the people of Guiseley. I am not in favour therefore of Guiseley having a Parish Council
208	24/11/2014	Elector	N	I wish my view to be known that I do not want a town council for Guiseley
209	24/11/2014	Elector	N	I would like to make clear my objection to the formation of a town council for Guiseley. I don't feel that we need another layer of bureaucracy and associated cost. It is the role of Leeds Council to administrate Guiseley equally along with other areas of the City and if this is not being done, we have the right to vote in new Councillors. Could you therefore please note my objection to the proposal.
210	24/11/2014	Electors	N	We would just like to clearly state that we DO NOT WANT a town council and feel that an additional tier of Government is not required
211	24/11/2014	Elector	N	We were not aware of this question even having been raised previously and under the circumstances of the Neighbourhood Watch scheme just having been initiated by Mark Kelly, I am wondering whether this scheme has been introduced at this time, in order to try and <b>make</b> the question of 'the benefits' of a Town Council for Guiseley (in your eyes) limited. I do feel that this is quite an important question and wonder why no-one has been informed of this locally, surely as Councillors we rely on you to keep people informed on matters such as this and not wait until the so called consultation has taken place. I do know that my daughter living in Bramhope, are fortunate to have a Parish Council which does seem to look after their interests very well. Can we be informed a little more on what powers a Town Council for Guiseley would possess. We clearly need our pavements and drains clearing of the very dangerous piles of wet leaves, which would surely help with the continual floods which seem to be occurring these days. I know it's old fashioned to talk of what was done years ago, but the gutters and pavements were kept clear of both snow and leaves which made it much safer for people walking. I know that Councillor Pat Latty believes she has answered this problem, but it certainly is no better where we live near Old Hollins Hill and along the road towards Morrisons. I know that a large drain has been installed near Morrisons and at the moment seems to be kept clear, but the rest of the area is left as was. Also it reminds me that Morrisons car park is kept clear of snow by LCC lorries, but we never see one up our own road of Hawkstone View, even though they pass the end of the road on Old Hollins Hill. This small part of Guiseley seems to get thought about less and less. I hope that you will take on board what I have written and I look forward to hearing your response
212	24/11/2014	Elector	N	both opposed to the concept as they feel it will not benefit the area.
213	24/11/2014	Elector	N	Mrs Ayres feels that a Guiseley Town Council is unnecessary
214	24/11/2014	Elector	N	Feel it is an unnecessary level of government that isn't wanted or needed and don't want to have to pay more tax for it
215	28/11/2014	Elector	N	I wish to register my objection to a Guiseley Town Council being formed. I believe the Aireborough Council serves our needs.  I also object to increase in council tax to pay for these councils with no power to operate.

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
216	28/11/2014	Elector	N	<p>I do not support the suggestion of a town council for Guiseley.</p> <p>We are well represented by our local councillors such as Councillor Wadsworth with ease of contact by phone and although there are minor issues such as the lack provision of brown bins for garden waste these do not justify another layer in the council and associated costs.</p> <p>The extra costs have to be passed on and if extra funding is needed I would prefer that funding to be directed to the Police or Fire services for more community benefit.</p>
217	28/11/2014	Elector	Y	We would like to confirm our support of the Guiseley town council.
218	28/11/2014	Elector	N	<p>I would just like to let it be known that I am against the creation of a Town Council for Guiseley.</p> <p>It strikes me as an unnecessary cost for an area which is already well served by its' councillors and Neighbourhood Forum. (I have lived in Guiseley for almost 30 years.)</p>
219	24/11/2014	Elector	N	With regard to the proposal to establish a Guiseley Town Council, I would like to register my view that a Town Council would be an unnecessary level of government and cost, and would not be of benefit to local residents.
220	24/11/2014	Elector	N	Betty is against having an additional council
221	24/11/2014	Elector	N	<p>As Guiseley resident,s myself and Mrs Lynne Bootland do not want a Town Council for Guiseley.This in our opinion would be a duplication of the existing duties of our Three Councillor,s together with the various actions of our local MP Stuart Andrew in not only resolving many local issues in our community.They have regular meetings and surgeries with resident,s which in our opinion keeps them well informed.Our experience is that our Councillor,s and our MP are very much tuned in to what is going on in our area.An acknowledgement of receipt would be appreciated</p>
222	24/11/2014	Electors	N	We do not need a Town Council for Guiseley
223	24/11/2014	Elector	N	<p>I understand that you are co-ordinating the consultation about a Town Council for Guiseley.I view this as a positive step for Guiseley, as long as an agreed definitive boundary is agreed with neighbouring communities. Guiseley should develop its own identity, using a Town Council as a voice. Guiseley should not just be a commuting thoroughfare and shoppers drop off. I support the development of a Town Council</p>
224	24/11/2014	Elector	N	I am writing to object to the proposal for a town council for Guiseley. I feel that it would just be an added layer of expensive and unnecessary bureaucracy that we do not need.
225	24/11/2014	Elector	N	Thanks for your explanation. It means that a Town Council will have no benefit at all, and I will withdraw my support. You are also giving a good message for the next Councils elections
226	24/11/2014	Elector	N	<p>I was most surprised to hear that there was a proposal for a Town Council for Guiseley.I have yet to see any convincing argument as to why a new council is needed and what benefits would accrue to the residents of Guiseley. In a time when there is already too much process and red tape, adding yet another tier of local government and cost is a step too far. We are well served by our Councillors on Leeds City Council.I trust that the review of this proposal will conclude that there is no demand or need for a Town Council for Guiseley</p>
227	24/11/2014	Elector	N	<p>As a resident of polling district GRB, Menston I object to the proposal for a guiseley Town hall. I have lived in GRB for 2 years and already it is clear to me that this estate gravitates it's source of community from Menston as opposed to Guiseley. I see the creation of a Guiseley town council as an extra expensive layer of local government which would have limited political impact on the wider area. I am happy with the representation that I currently have and do not want to have my locality decided by people who will put Guiseley first at the expense of Menston/Highroyds.</p>

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
228		Electors	N	I do not support this proposal because of the following reasons: Town or Parish Councils are only <u>consulted</u> in some matters by Leeds City Council. Guiseley Town Council if it existed would have no power of veto on planning matters and other major LCC proposals. It might cost me as much as an extra £50 or so, an almost 4% increase in my rates which I would prefer to spend elsewhere. I am retired living on a pension, so do not welcome any increase in our cost of living. Duplication of examination of planning consents will occur as it will be done once by LCC and once by GTC if it exists. This work is already done well enough by our existing councillors, and also by Aireborough Civic Society which does examine Aireborough planning applications and comments on planning proposals if required for nothing. It is my opinion that whilst the process used in this proposal may be technically correct, it may be flawed and open to challenge, thus causing even more unwelcome expense. The I Petition survey itself has shown that there is very little electoral support locally, for town council. If you enquire you will find out that the I Petition went live just after Christmas 2013. As of yesterday Sunday 23 <sup>rd</sup> November 2014 at 16.30 hours it only had 205 signatures, that is less than one signature per day. After almost two months in February of this year it only had about 28 as far as I remember. The other flaw in this I Petition method of trying to gather support is of course that it only records those in favour of the proposal and does not record those against. Similarly the other 974 signatures that the Mr. Bowe must have obtained door to door were only for those in favour. Further, since the actual fact that the gathering of support door to door has taken so long (almost 4/5 of year), this again shows the low density of support amongst the rate payers within the Aireborough district. Clearly some of those who were personally approached refused to support the proposal, but are not recorded! Using the concept of natural justice, the electors in Guiseley and district have not been given enough time to look at this proposal. In view of the time allowed and accepted by LCC to get the required 10% of elector support for a review of the need for a Town Council, (about 40 weeks) one would think that in a well run and truly democratic council, and equal amount of time would be given to the electors to properly consider the merits and demerits of this proposal. It is reprehensible that the City Council General Purposes Committee has chosen not to have an LCC council organised referendum on this matter, amongst the electors of Guiseley Hawksworth and Menston. I think this because the rate payers will have to pay extra rates, at a time of austerity for most persons as well as my other objections. You might like to know that Portsmouth City Council have set a precedent on this sort of thing by holding a proper full vote amongst the electors of Southsea. At a 24% turnout 66% voted for the abolition of Southsea Town Council, and only 33% voted for its retention. Southsea Town Council was abolished by Portsmouth City Council on the 31 <sup>st</sup> March 2010, it existed for 11 years. Thus I can see no reason why a proper LCC organised vote cannot be held next May along with the General Election, this would be cheaper to do, and far more democratic. <u>General Comment</u> - I find it completely outrageous that local politicians allow themselves almost a full year of nice steady time to get the 10% of signatures required by law. Whilst we the electors, and ratepayers who will be footing the bill for Guiseley Town Council should it actually come into existence, only get five weeks to consider and respond properly to the proposal. I only found out about the terms of reference of the 24 October 2014 on the 19 <sup>th</sup> November 2014. In view of the fairly recent electoral outcomes for Regional Councils, and elected City Mayors I find this proposal totally at odds with what the electorate appear to want.
229	25/11/2014	Electors	N	We recently received a flyer through our postbox, reminding us that we should express a view about the proposed Town Council for Guiseley. I have to admit I can see no over-riding benefit in such a council, and would vote against it. My primary concerns relate to the condition of the footpaths, street lighting, refuse collection, regular maintenance of the excellent flowers on the roundabouts etc., and as far as I understand, these are best dealt with by the existing arrangements with Leeds. A Town Council would simply introduce an additional layer of bureaucracy, and achieve only a voice for minor issues favoured by a distinct minority.
230	25/11/2014	Electors	Y	I would like to register my support for a Guiseley Town Council
231	25/11/2014	Electors	N	not in favour of a town council and there is sufficient representation already
232	25/11/2014	Electors	N	Another two objections to a Town Council for Guiseley
233	25/11/2014	Property owner	N	I wish to comment on the proposals to establish a Town Council status for Guiseley. There are several concerns including the proposed sites identified for housing development in order for LCC to reach their target of 2300 for this area. This relates to the fact that High Royds, Moorland Crescent and Hawksworth Village have all been marked on plans as being within Guiseley boundaries. In my view this is not correct as these areas fall within Menston. An obvious knock on effect would be that green field sites would be used for future housing as is already being proposed by the developer at High Royds (Chevin Park). As such I would ask that these specific areas be removed from within the proposed boundaries.
234	25/11/2014	Electors	N	Thinks it's pointless
235	25/11/2014	Electors	Y	As long term residents of Guiseley my wife and I fully support the idea of a town council



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236	25/11/2014	Electors	Y	I am adding my voice to the support for a town council in Guiseley My wife and I have lived here all our married life-some 47 years My main reason for support stems from a desire for democracy and cost effectiveness in local planning.Until my retirement I was a Director in NHS Planning for community based services.Here as in all locality planning and service provision power with ACCOUNTABILITY was and is paramount My wife and I support the principal of a town council for Guiseley.The case is compelling on its own but we are surrounded by precedents in Rawdon and Horsforth more recently AND neighbours in Otley and Ilkley enjoy the benefit of a truly democratic body at grass roots
237	25/11/2014	Elector	N	I wish to register my objection to having a Town Council for Guiseley.1. It would add an unnecessary tier of administration. It already has the Guiseley & Rawdon Forum headed by three Councillors and the Aireborough Neighbourhood Development Forum and other groups.2. It would be an additional expense for all the Council Tax payers in the area.I am also appalled that not every member of the electorate has been made aware of the Petition and that a period of consultation was started in October and ends on 28 November. I myself only became aware of it last Wednesday evening when a resident of Guiseley, David Bowe the Petition's proposer, brought it to the attention of the Guiseley & Rawdon Forum Meeting. Talking to people since I find there are many people who knew nothing about it.It is a matter of great concern that a decision could be made to create a Town Council on the basis of 1197 signatories (only just over 10% of the electorate) to the Petition and the views of those who may have happened to hear about it. This could not be said to be truly representative of the electorate or to be democratic.
238	25/11/2014	Electors	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
239	25/11/2014	Electors	Y	As we (my wife and I) signed the petition for a Guiseley Town Council, we are writing to you to reinforce our support for this. Our primary reasons are as follows:The success of the town councils in Otley and Ilkley; the way that they are clearly focussed and actively support local groups and town-specific projects at very low cost to the residents. The little or no control the Guiseley community has had over the huge amount of residential development that has taken place in recent years. With a town council we would have a body that would have to be consulted on planning matters.The funds arising from the Community Infrastructure Levy would be managed by a democratically elected body.The town council could actively support local charities and community activities and could also be the instigator of local events, which would reinforce a sense of community If you wish for any further input on this very important matter then please contact us
240	25/11/2014	Elector	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
241	25/11/2014	Elector	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
242	25/11/2014	Elector	N	Against the decision. See no benefit of it due to parking issues already in the area that never seem to improve
243	25/11/2014	Elector	Y	I am writing to support the creation of a local council in Guiseley

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244	25/11/2014	Elector	Y	I am writing to you to express my support for the establishment of a Town Council in the parish of Guiseley. I would support the establishment of a Town Council boundaries proposed by the petitioners along with the electoral arrangements (i.e. polling districts, and number of Councillors) also proposed by the petitioners. I believe that the establishment of a Town Council would serve a vital role for the area of Guiseley which Guiseley is increasingly in need of. The promotion and representation of the best interests of Guiseley to other authorities like the (City Council, Health Authorities, Police and Fire Authorities) is increasingly important. This is best done by town councillors who know the area, who listen to local opinion and can act as a voice of local residents. The Town Council would also have a legal right to be consulted on planning matters, something we see as becoming increasingly important. Town Councils are the most non-bureaucratic and cheapest kind of local authority in existence. Their funds are the smallest part of the Council Tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. Their accounts are strictly and independently audited every year. I/we therefore believe that monies coming from the new Community Infrastructure Levy (CIL) in Guiseley should be allocated to the Guiseley Town Council - a body that is accountable to the electorate via the ballot box. I hope that you will be able to confirm to me that the proposal for a Town Council in Guiseley will go forward as quickly as possible.
245	25/11/2014	Elector	Y	Guiseley residents have a democratic right to a say in the decision process concerning this growing town. Many new developments have and are in the process of construction. Proper consideration is now required as how to provide for this growing community. A town Council would be a local democratic and accountable body and meet the needs of my community
246	25/11/2014	Elector	Y	I wish to register my support for Guiseley Town Council as this will result in a better line of communication with LCC
247	25/11/2014	Elector	N	This email is to register my opinion that I DO NOT consider a Town Council to be in the best interests of the Township. It is presently well served by a neighbourhood forum doing good work for the local community, non political and open to the views of the whole area. It also does not impose a further financial burden on council tax payers. Your acknowledgement will be appreciated.
248	25/11/2014	Elector	Y	Please note and register my support for the proposal for the formation of a Guiseley town council
249	25/11/2014	Elector	Y	I am emailing you to inform you of mine and my partners support for a Town Council for Guiseley
250	25/11/2014	Elector	Y	Please note that I support the proposal for a Guiseley Town Council
251	25/11/2014	Elector	Y	I have just moved into Guiseley and have been contacted by my councillors and the Labour Party about this consultation. I don't know whether my views count as I am not yet on the Electoral Register. I would strongly support a Town Council. I have moved to Guiseley from Baildon where a town council has been a tremendous benefit to the town, taking various actions that help community cohesion, such as supporting groups and businesses to put on a "Baildon at Christmas" event, working with other organisations to start a farmers' market. I'd be most happy to pay a precept for a town council to be set up in Guiseley
252	25/11/2014	Electors	N	I'm writing to tell you I do not support the proposed plans to create a Town Council for Guiseley. I am a resident of Menston and therefore not happy to supplement a new Town Council for Guiseley through my council tax as there would be no benefit for us.
253	25/11/2014	Elector	N	I have received a circular advising that Leeds City Council have rejected the idea of having a referendum on the subject of a Guiseley Town Council on account of the cost (£40,000) but to start a 'local governance review' (whatever that is) instead. That seems totally unfair. The Council will not spend £40,000 but will happily give in to the whims of a few people who want a Council and thereby lumber the residents of Guiseley with a cost which will be much much more than £40,000. That is completely undemocratic. I therefore write to register my opposition (and that of my wife) to forming a Town Council in Guiseley.
254	25/11/2014	Elector	N	Objection: does not want/need an individual council

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255	25/11/2014	Elector	N	Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt I urge you to reconsider these inclusions.
256	25/11/2014	Elector	N	. Hawksworth, Menston and the High Royds areas (noted "GRA" and "GRB" on the submitted plans) are not historically part of Guiseley, and have no association with the town other than that of a neighbour. These are separate areas and I believe are already amply represented by Aireborough Neighbourhood Development Forum. Indeed the historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definitive break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions
257	25/11/2014	Electors	Y	I would like to vote in favour of Guiseley Town Council. You can take this as two votes as my wife feels the same
258	25/11/2014	Electors	N	I wish to place both mine & my husbands objections to the proposed new Town Council. I see no reason for it when they are not able to deal with the 2 main problems which are too many houses being built for the size of area and the fact that our roads are gridlocked due to the amount of new building happening in the area. In view of this we strongly object to being forced into paying additional council tax to pay for this unwanted scheme especially when times are hard for the average working family already trying to put food on the table & pay the household bills. Please add our names to the objection list
259	25/11/2014	Elector	Y	I wish to express my support for and involvement in a proposed Guiseley Town Council. I look forward to hearing from you
260	25/11/2014	Elector	N	I am a resident of polling district GRK and I would like to register my opposition to the proposal for a town council for Guiseley
261	25/11/2014	Elector	Y	I am in favour of a Town Council for Guiseley. Since Aireborough Urban District Council and Leeds City Council have been in charge of the town it has lost its heart and individual identity and I feel a Town Council would help to give the town a much better sense of community than the current arrangements
262	25/11/2014	Elector	Y	Could I please register my full support for for the initiative by the Guiseley & Rawdon Labour Party to create a Guiseley Town Council. If it is within your remit to do so then could you please keep me informed of any proposed meetings or significant events in respect of this matter.
263	25/11/2014	Elector	Y	I write to offer my support to the proposal for a Guiseley town council. The Guiseley and Rawdon Labour Party have taken the time to inform me of the situation and seem to outline a sensible summary why it would be advantageous
264	25/11/2014	Elector	Y	I wish to notify you of my support for a Guiseley Town Council.
265	25/11/2014	Elector	N	I am writing to you with concerns about the area Guiseley Town Council hopes to represent.  Moorland Crescent Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.
266	26/11/2014	Elector	Y	I am in full support of a Guiseley Town Council. I feel this would greatly benefit the residents of Guiseley and should be implemented in line with other Parish Councils including Rawdon.

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267	26/11/2014	Elector	N	<p>I have been made aware that there is a proposal for a Town Council to be formed in Guiseley.</p> <p>I wish to make my objection to this proposal.</p> <p>On the grounds that another layer of bureaucracy is unnecessary given that locally elected councillors of LCC will still have overriding powers in relations to the real problems of Guiseley, namely planning and highway management.</p> <p>I fail to see what benefit there will be to the residents of such a proposal.</p>
268	26/11/2014	Elector	N	Please place on record that my husband and myself are AGAINST the setting up of a Guiseley Town Council
269	26/11/2014	Elector	Y	Support for Guiseley Town Council
270	26/11/2014	Elector	N	Please note. I DO NOT agree with a Guiseley Town Council
271	26/11/2014	Elector	Y	Is in favour of Guiseley's proposed Town Council
272	26/11/2014	Elector	N	Pamela and I are against forming a Town Council here in Guiseley. We think that it is not necessary.
273	26/11/2014	Elector	Y	I am supporting the proposal for a town council
274	26/11/2014	Elector	Y	<p>I wish to make a representation to Leeds City Council regarding the proposed Guiseley Town Council.</p> <p>I feel it is a positive step for Guiseley to have a Town Council to focus specifically on Guiseley.</p> <p>A Town Council is a very local level of government and can promote the town within the wider area of Leeds. It can represent local interests and groups in the community and be a local voice.</p> <p>The Town Council would have a legal right to be consulted on planning matters, also it could provide small grants to specific community groups for say, environmental improvements.</p> <p>A Town Councillor would know the area and be able to make their views known to statutory authorities.</p> <p>Town Councils are the cheapest kind of local authority in existence. Funding does not come from a general government grant so they have every reason to keep spending low and accountable.</p>
275	26/11/2014	Elector	N	<p>I was one of the 1179 residents of Guiseley who signed the on-line petition. I have now changed my mind.</p> <p>The proposed Guiseley Town Council is not what the area needs. Its area of influence would be far too narrow for the needs of the locality. We need something which replicates the former Aireborough Urban District Council, which would represent Rawdon, Yeadon and Guiseley and outlying areas. It is pointless to take any one of these townships in isolation. They all suffer from being part of the A65 corridor, and would benefit from joint approaches to problems.</p> <p>In the meantime, the Neighbourhood Forum is serving the purpose.</p>
276	26/11/2014	Elector	N	Thinks it will not be effective, will decrease power and will see an increase in council tax.
277	26/11/2014	Elector	N	<p>I write to you in objection to the formation of a Town Council for Guiseley.</p> <p>Do we need a Town Council? I don't think so – we already have a Neighbourhood Forum and three very good Councillors in Wadsworth, Latty and Latty, who in the past have shown great interest in many matters concerning Guiseley. A Town Council would mean unnecessary duplication and additional cost to the residents of Guiseley.</p> <p>I am sure there are many people in Guiseley who knew nothing about the petition and the subsequent consultation. This is evident in the low percentage who signed the petition.</p> <p>I would ask you to think again very seriously before taking any action to create a Town Council for Guiseley.</p>

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
278	26/11/2014	Elector	N	I have been recently informed by a neighbour of the proposal for a Town Council for Guiseley. This was the first I'd heard about this and was staggered to learn that 1179 signatories have apparently been obtained by David Bowe, 'Guiseley Town Council Coordinator'. I live on Silverdale Avenue and have done for ten years and am a daily user of the shops in Guiseley but have never been approached nor received any information regarding this proposal. I would have thought for this to be anything like a fair consultation then a communication of some sort should have been sent to every dwelling and business in Guiseley. I am perplexed by the thought of having to pay an additional charge and also by the possibility of having another, in my view completely unnecessary layer of bureaucracy in local government. I would be all for this if issues of planning and traffic management were to be the responsibility of a local town council but apparently they would remain with Leeds.
279	26/11/2014	Elector	N	Not in favour of a Town Council for Guiseley
280	26/11/2014	Elector	Y	I signed the petition for a Guiseley Town council and wish to re-affirm my support that we, the people of Guiseley, seriously need our own Town Council. The area of Guiseley is becoming increasingly gridlocked, schools and medical practices totally overloaded and the whole infrastructure is on the brink of collapse! We have put up with a totally unacceptable rate of house building in the area for far too long and need to have a say in this regard. I feel our own Town Council will empower us in this regard.
281	26/11/2014	Elector	Y	I would like to register my support for the formation of a Town Council in Guiseley. I believe that Guiseley needs to be able to put forward Guiseley resident's thoughts, hopes and fears for the future. We need to be heard.  My thanks go to all the people who have been working so hard on his most important proposal.
282	26/11/2014	Elector	N	Please note that I am AGAINST the formation of a Parish or Town Council for Guiseley
283	26/11/2014	Elector	Y	We both support the proposal for a Town Council in Guiseley
284	26/11/2014	Elector	Y	I am writing in support of the proposal to establish a town council in Guiseley.
285	26/11/2014	Elector	N	Would like a call due to lack of information. Town is not complete due to lots of new building so will not reflect the right people. Will increase Council Tax. Need meeting to explain this decision to residents due to lack of information. No benefit towards Guiseley
286	26/11/2014	Elector	Y	My reason for contacting you is I would like to put forward my support for a town council in Guiseley
287	26/11/2014	Elector	N	Objects to Town Council
288	26/11/2014	Elector	N	For a number of reasons, I am against the establishment of a Town Council for Guiseley

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289	26/11/2014	Elector	N	<p>I am writing to you as I do not see the need for another layer of local government for Guiseley. Since the Aireborough Neighbourhood Development Forum was designated to come up with the Local Plan which is driven by consultation with the community, a town council seems redundant. The forum is non party political and there are no hidden agendas. It is evident by the letter I received today from the proposers of GTC that the council is already making derogatory political remarks and insinuating that the Forum is driven by the Tories. Their letter also fudges the issue of their precept, not mentioning that this will be added to our council tax and that a large chunk will be taken up with administration. A Neighbourhood Forum is driven by people who want the best for their area, listening to the views of the community, not party animals who spend their time scoring points off each other.</p> <p>One of the things that particularly concerns me is the process by which a town/parish council can be brought into being. It is quite easy to get 1100 signatures on a petition in favour. How many people declined to sign when approached? And what about the other 9000 or so? It is evident that the vast majority of people in Guiseley had no idea that a council was being proposed, the methods of informing them of the consultation period being totally inadequate. If this is democracy, why haven't the residents been properly informed and given their rightful opportunity to respond?</p>
290	26/11/2014	Elector	N	Do not want a Town Council
291	26/11/2014	Elector	Y	<p>. I have received your letter and am now writing to to support the proposal for a Guiseley Town Council, I have already registered my yes vote previously. I feel after dealing with councilor G. Latty on previously occasions that, he has no interest, no thoughts nor cares a damn about us here in Guiseley. I disagree whole heartedly with his views and opinions regarding a town council for us, I feel he lives in another world and should retire or step down to allow some one with our future interests at heart and not there own. As Laid out by David Bowes, I agree totally with his points 1 - 6 in his "Campaign for a Guiseley Town Council" Petition and can only give my full support for this.</p>
292	26/11/2014	Elector	N	<p>Please take this email as a formal objection to the forming of a Guiseley Town Council.</p> <p>However I would note that the Planning Approvals in terms of the huge amount of new build housing in the area, and the absolute SHOCKING traffic management needs urgent attention – the main road network grinds to a halt on the weekends now.</p>
293	26/11/2014	Elector	Y	I am sending this email to say that I am in favour of Guiseley having it's own town council
294	26/11/2014	Elector	N	I DO NOT agree with the proposal to create a town council for Guiseley
295	26/11/2014	Elector	Y	I have just received a leaflet from Guiseley and Rawdon Labour Party and would like to confirm that I support the idea of a town council for Guiseley.
296	26/11/2014	Elector	N	<p>Some time ago I signed a petition asking for the establishment of a Town Council for Guiseley. After due reflection, I realise that I was mistaken in my support and would, if possible, like my name to be removed from the petition.</p> <p>I would also ask to have my opposition to the establishment of Guiseley Town Council recorded. In the current climate I believe that the cost would far outweigh any benefits.</p>
297	26/11/2014	Elector	N	We wish to voice our disagreement to a town council for Guiseley. It seems to us that we are looked after very well by the Leeds City Council and that to have another body making similar decisions just stinks of a quango organisation. It is we believe totally unnecessary
298	26/11/2014	Elector	N	I declare I object to a Town Council for Guiseley as it would appear the cost to the electorate would not be justified.

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299	26/11/2014	Elector	Y	I support the idea of a Guiseley Town Council.
300	26/11/2014	Elector	N	I wish to let you know that I do NOT support the proposal for a Town Council in Guiseley. It is another line of government that we can neither afford or want. There are far better ways of spending money locally than this.
301	26/11/2014	Elector	Y	I would like to support this proposal in the absence of any evidence that the council is seriously evaluating the impact of proposed development across Guiseley and Aireborough on local infrastructure and services. They are not listening to our voices on these matters.
302	26/11/2014	Elector	Y	Having given the formation of a town council for Guiseley some considerable thought, I feel it would be beneficial to the town and would support its creation. Despite the excellent efforts of the local councillors for Guiseley in the running of a Neighbourhood Forum, this appears to have little or no power to carry things out. Having had some very limited experience when I was on the local railway user group with Ilkley Parish Council, I discovered what they were able to do without referring every matter to Bradford Council first. (Incidentally is there any difference between a Parish and a Town Council?) I think Guiseley would benefit from a town council by becoming a more integrated unit. It has become largely a dormitory suburb of Leeds and many people like myself feel that we are simply a forgotten part of the city. Leeds appears to think of us as a building site and cannot cover our open spaces fast enough with houses. However it simply ignores the traffic grid lock this is now causing on the A65, even in off peak hours. The pressure on other local services is also increasing and we have little say in the matter. Unfortunately the introduction of a town council will mean a small increase in the council tax for the area, but I feel this will be well worth the benefits that will be gained. I would ask the General Purposes Committee to endorse the view of the 10% of the electorate who support its inception.
303	26/11/2014	Elector	Y	We would like to add our support for the creation of a Town Council in Guiseley. Over the last few years Guiseley has seen much housing development with apparently little thought being given to its infrastructure. Guiseley is now congested with traffic and there are insufficient school places for the local children. Local residents should have more of a say in planning and other issues in their local area and we believe that a Town Council is an inexpensive way of achieving this.
304	26/11/2014	Elector	Y	I am writing to you to express my support for the proposed Guiseley Town Council. Although I am new to the area (2 years) I have previously lived in an area that also had a town council and believe that town councils bring a significant benefit to the local area and its residents. Could you please keep me informed or advise how I can keep up to date with any progress of the proposed town council.
305	26/11/2014	Elector	Y	I am writing to you today with regards to the current discussions taking place with regards to the forming of a Town Council for Guiseley.  Having carefully taken the arguments of both sides into consideration, I would like to place on record my support for the proposal, on the grounds that it would provide an electable, accountable tier of local representation for the people of our township.  Within the present scope of the role of Town Councils, I believe it would see many aspects of decision making devolved to the local population, and would go a long way to presenting many opportunities for Guiseley people to have a real say in the future of our town.  I am 59, and have lived and worked in Guiseley all my life. I was born here, and I care about my town and want the best for it, and I believe that the introduction of a Town Council would provide an excellent opportunity for myself and many others to have a real say in the shaping of our community.
306	26/11/2014	Elector	Y	I am in support of a Guiseley Town Council peopled with residents who are capable of looking after the needs of the population of Guiseley

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307	26/11/2014	Elector	Y	I am writing to express my support for Guiseley to have its own Town Council  I feel there are many local issues such as planning, amenities etc that would be far better served by a local council that has better knowledge of the community and has ties locally
308	26/11/2014	Elector	N	I do not want a Town Council for Guiseley.
309	26/11/2014	Elector	Y	We wish to register our support for the proposal of a Town Council for Guiseley. Not only would it provide a forum for the expression of opinions on a variety of matters of direct concern to residents of the district, but it would provide the means for local citizens to have the means to be consulted on planning applications, of vital concern in an area surrounded by green-belt land –in a sense the “lungs” of the community. Please add our names to any register of interested/concerned residents.
310	26/11/2014	Elector	Y	I would like to put my name forward as a supporter of the proposal for a Guiseley Town Council.  A Town Council is the most local level of government . It has an important role in promoting the town, representing its interests and supporting the work of different groups in the community. Town Councils listen to options and act as a voice of local residents.
311	26/11/2014	Elector	N	I am a resident of Guiseley and run several community events in and around the area. I would like to register my strong opposition to a Town Council for Guiseley. It seems awfully profligate to impose a precept funded layer of bureaucracy on an electorate of around 11000 people in such constrained times. I am in favour of the current Development Forum. I hope the issue is not proving to be too much of a headache for you. All the best
312	26/11/2014	Elector	N	I am a resident of Guiseley and run several community events in and around the area. I would like to register my strong opposition to a Town Council for Guiseley. It seems awfully profligate to impose a precept funded layer of bureaucracy on an electorate of around 11000 people in such constrained times. I am in favour of the current Development Forum. I hope the issue is not proving to be too much of a headache for you. All the best
313	26/11/2014	Elector	Y	Hi my wife and I would like to make representation that a Town Council in Guiseley would be advantageous and cost effective for the Guiseley residents
314	26/11/2014	Elector	Y	My wife and I have been following the debate about a possible town council for Guiseley and Yeadon. We are long standing residents of Guiseley and have seen many changes to the area, in particular the developments in housing provision. I do believe that these developments are a natural process and needed providing the infrastructure matches the progress. There are certainly difficulties with parking and school provision in the area along with traffic congestion in and around the green with traffic backing up almost to the Whitecross on Fridays and Saturdays. I feel we, as a community, need to have some say in the decision process that will affect the area. We wish to add our support in establishing a Guiseley and Yeadon town council.
315	26/11/2014	Elector	Y	I support the proposal for Guiseley Town Council



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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
316	26/11/2014	Elector	N	<p>I am writing to you with concerns about the area Guiseley Town Council hopes to represent.</p> <p>Moorland Crescent Menston and High Royds area have never been part of Guiseley and have nothing to do with the Town. Neither does Hawksworth village.</p> <p>These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley.</p> <p>The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt.</p> <p>I would also like you to note that I moved to Menston as it is a more affluent area. I believe being part of Guiseley Town will downgrade the area and not be a prosperous as it currently stands.</p> <p>I urge you to reconsider these inclusions.</p>
317	26/11/2014	Elector	Y	I have lived in Guiseley for 40 years and I am totally in favour for a Guiseley town council.
318	27/11/2014	Elector	Y	<p>While I am largely in favour of local governance, I'd like to comment on recent communications and plans for a Guiseley Town Council.</p> <ul style="list-style-type: none"> <li>• The area for the Guiseley town council takes in a lot of areas not previously counted as Guiseley. Of particular concern is that the Mire Beck area of Menston has been included (including our street, which is clearly classed as Menston). The green fields along the length of Mire Beck have long since been regarded as a Green Belt area between Guiseley and Menston. Including this area in the proposal adds doubt to the future of that Green Belt, and in my view makes it easier for future developers to claim that this historical and important boundary does not really exist, and gain planning for development. I think it is in the interest of the future of Guiseley and Menston for the boundary for the Guiseley Town Council to exclude the Mire Beck area (GRB and GRA on the published map).</li> <li>• The consultation period (5 weeks, compared to 6 weeks for a single storey house extension) is not long enough for people to become properly informed and take action if they so wish. A proper debate has not taken place, and the consultation period should be much longer.</li> <li>• I strongly object to the recent communication which was mailed on council headed paper pushing an agenda which was clearly a personal and Conservative party view on the matter. I strongly object to council funds being used to publish such a one sided view of such an important matter and as such I think it will lead to a distorted discussion on this matter. The consultation period should be restarted, and better publicity and clearer, more impartial material should be available for public consumption. A public debate held in Guiseley would be welcome.</li> <li>• It is difficult to find the relevant details on the leeds.gov.uk website – for example, searching for Guiseley in the Newsroom does not bring back anything related to this consultation – just two old documents. I found my references and a link to the map on <a href="http://www.aireboroughnf.com/">http://www.aireboroughnf.com/</a>.</li> <li>• Because of the issues above with the proposal and the consultation, I don't think the Guiseley Town Council in its current form is suitable for approval and cannot accurately represent the interests of the people of the concerned area.</li> </ul>
319	27/11/2014	Elector	Y	I would like to re iterate my vote for a local parish council for Guiseley.

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320	27/11/2014	Elector	Y	<p>I wish to make a representation to Leeds City Council concerning the formation of a Town Council for Guiseley.</p> <p>I would support the creation of a town council for the following reasons:</p> <ol style="list-style-type: none"> <li>1. A town council would be the most responsive and representative body for the people of Guiseley.</li> <li>2. The town council would be cheap and unbureaucratic</li> <li>3. The CIL will go some way to compensating the citizens of Guiseley for the high, and disruptive, levels of development in the area. The monies can be used for the benefit of the whole community.</li> <li>4. The town council would finally give a voice to the people, a voice that is often side-lined and ignored.</li> </ol>
321	27/11/2014	Elector	N	<p>I am writing to object to the creation of a Town Council for Guiseley. I understand that a number of the electorate at least 1179 just over 10% of the Electorate of Guiseley have signed a petition requesting Leeds City Council to proceed in setting a Town Council and that it has taken quite some time to reach that figure which seems to show that there is an indication of a lack of enthusiasm for the formation of a T C. I also understand that the proposed area for the T C is far greater than Guiseley when High Royds, Hawksworth and parts of Menston is included in the T C population are included. The Proposer stresses the local element being the core of the Objectives but the layer of Administration with the resulting additional costs to the Residents and Ratepayers is unjustified in these times. Also there has been very little publicity surrounding the Proposal so that a lot of Residents have been unaware of what has been going on which is rather undemocratic and unacceptable</p>
322	27/11/2014	Elector	Y	<p>I am writing to register my support to the proposal that Guiseley gets its own Town Council. Guiseley is an ever increasing town that seems to be very low down on the Leeds City Council agenda and as such I feel we would benefit by making some of our own decisions locally.</p>
323	27/11/2014	Elector	Y	<p>I am writing in support of Guiseley having its own Town Council for the following reasons:-</p> <p>It would have a legal right to be consulted on planning matters and provide a meaningful voice to the residents of Guiseley.</p> <p>Secondly, Government 'CIL' money should be allocated to a body that is accountable to the electorate via the ballot box.</p>
324	27/11/2014	Elector	N	<p>I write to inform you of my opposition to setting up a Town Council for Guiseley. I believe it is another unnecessary layer of bureaucracy which will cost the residents more Council tax for very little return.</p>
325	27/11/2014	Elector	N	<p>Doesn't see any point in a Town council as they would not be able to influence issues that the people of Guiseley care about such as planning and traffic.</p>
326	27/11/2014	Elector	N	<p>Given that, in my view, the creation of a Town Council for Guiseley would appear to serve no real useful purpose, I DO NOT support the proposal for a Town Council.</p>
327	27/11/2014	Elector	Y	<p>I would like to add my support for Guiseley to have its own town council.</p>
328	27/11/2014	Elector	Y	<p>We wish to register our support for the proposal of a Town Council for Guiseley. Not only would it provide a forum for the expression of opinions on a variety of matters of direct concern to residents of the district, but it would provide the means for local citizens to have the means to be consulted on planning applications, of vital concern in an area surrounded by green-belt land –in a sense the “lungs” of the community. Please add our names to any register of interested/concerned residents.</p>
329	27/11/2014	Elector	N	<p>Given that, in my opinion, the creation of a Town Council for Guiseley would appear to serve no useful purpose, I DO NOT support the proposal for a Town Council for Guiseley.</p>
330	27/11/2014	Elector	Y	<p>As a resident of the area concerned, I would like to register my support for the establishment of a Guiseley Town Council.</p>
331	27/11/2014	Elector	Y	<p>Myself and my partner would like to express our support of a town council for Guiseley</p>

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332	27/11/2014	Elector	Y	In response to the letter signed by Paul Truswell, David Bowe and Jamie Hanlie dated this month, I would like to give my support to the proposal to form a Guiseley Town Council.
333	27/11/2014	Elector	Y	I fully support the proposal for a local Town Council
334	27/11/2014	Elector	Y	I support the need for a Town Council in Guiseley. I have signed a petition and hope that by having our own local council our needs will be better looked after, rather than as a part of Leeds. Also I have real concerns about the amount of homes been built in Guiseley and local areas which means Guiseley is gridlocked.
335	27/11/2014	Elector	Y	Support for Guiseley Town Council
336	27/11/2014	Elector	Y	<p>I would like to register my support for the proposal for a Guiseley Town Council, mainly for the following reasons:</p> <ul style="list-style-type: none"> <li>• Guiseley has recently been subjected to an unfair amount of residential building; planners and builders have not been made to consider local objections and make appropriate changes to their plans. This is having a negative impact on the local infrastructure and the wider area;</li> <li>• A Town Council would have a legal right to be consulted on all planning matters;</li> <li>• As a result of Government planning policies, developers will have to pay a 'Community Infrastructure Levy' which would then be allocated and benefit local communities such as Guiseley.</li> </ul>
337	27/11/2014	Elector	Y	<p>I would like to express my support for the proposal to create a Guiseley Town Council. It cannot have escaped the majority of people in the county (and country) that the Scottish Independence movement has highlighted the democratic deficit that exists in the regions with respect to London and furthermore at the local level. While I appreciate the process of decentralization should only go so far, it is clear that at the moment far too much power is held centrally either with respect to London, or with respect to local government in Leeds.</p> <p>I'm sure you agree that it is time that Leeds had a greater decision over how the tax receipts raised in our city/surrounds are spent and furthermore how local people should have a greater say in how the taxes are spent in their towns. After all, individual towns have individual priorities to be focused on. There is no greater issue in Guiseley at the moment than traffic congestion, a problem which affects all of Leeds (at one time we were promised a tram system in the city and all we got was a glorified bus lane!). Although the creation of a town council may not be able to solve this problem individually it will allow ideas and opinion to be shared at a local level and to feed these back into the city itself.</p> <p>I personally feel disconnected from the governance of Guiseley and Leeds; the only time I have say is during an election which gives me limited input into how things are actually run above an ideological level. The creation of a town council will allow local people a much clearer say in how things are run and providing it is rigorously audited financially, can empower local people into shaping their town.</p>
338	27/11/2014	Elector	N	<p>I am writing to you with concerns about the area Guiseley Town Council hopes to represent.</p> <p>Moorland Crescent, Menston and the High Royds area have never been part of Guiseley and have nothing to do with the town. Neither does Hawksworth Village. These are separate areas and I believe will be amply represented by Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt. I urge you to reconsider these inclusions.</p>

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339	27/11/2014	Elector	Y	<p>I strongly support this proposal , and think that it reflects the growing trend to localism, with local people taking control of where they live in a democratic manner. Clearly there is a strong need for the people of Guiseley to control their own affairs and not have things imposed on them by Central and so called local government, which is really regional government far removed from the people.</p> <p>With this view in mind I am very dismayed at LCC's view that a local referendum cannot be attached to next year general election , as whilst a strong supporter would dearly have liked to see far greater mandate and support from the local populous which I believe such would have provided. I believe the great influence on this referendum was cost estimated by LCC at £40K. It would be interesting to have publicly available how that cost was arrived at. I also believe that the only real consultation could be only be referendum as the present one is quit hidden , being only officially advertised in Council establishments, I would have liked to see at at least bill board space for I about the area.</p>
340	27/11/2014	Elector	Y	<p>As a resident I was all in favour of Councillor Latty and his push for a town council for Guiseley, however a recent letter from the Guiseley &amp; Rawdon Labour party has drawn my attention to the fact that Councillor Latty has now changed his tune.</p> <p>This is a significant concern to me and my wife.</p> <p>Please take this email as my support for a Town Council in Guiseley.</p>
341	27/11/2014	Elector	Y	I support the need for a Guiseley town council.
342	27/11/2014	Elector	N	<p>No No No No</p> <p>The main reason we would have wanted a Town Council has been negated as it was primarily to have a say and to do something about the Traffic and Planning matters which are leaving this area continually gridlocked with no consideration in regard to new housing -- the cars from which are blocking the streets by parking both sides throughout the area -- along with people using the Trains and Buses leaving their cars in all the surrounding streets during the daytime and also blocking up Supermarket and Retail parking at all times.</p> <p>Why not consider taking out calming measures on Queensway and making it One way with Leeds- Ilkley Road the other way with intermediate streets one way between the two i.e. a Giant Roundabout system.</p>
343	27/11/2014	Elector	Y	I am writing to you because I am keen to have a Town Council for Guiseley and would be pleased if you would add our names to the list of people for this proposition.
344	27/11/2014	Elector	Y	Please can you take this as my support for the proposal by Guiseley & Rawdon Labour Party for the forming of a town council for Guiseley and Rawdon.
345	27/11/2014	Elector	Y	Given there are already many town or parish councils within Leeds MDC, I support the idea for Guiseley

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346	27/11/2014	Elector	Y	<p>We are surprised to learn there has been some opposition to the formation of a Town Council for Guiseley. We signed the petition in support of the proposal for a Town Council here and would like to confirm we still support that proposal.</p> <p>We have lived here for 11 years and in that time have seen significant changes in population due to house building, with changes in retail and the corresponding heavy traffic as retail parks have grown – and are now watching what will happen with the local schools, in particular the proposed expansion of Guiseley Infants. Guiseley has a strong community base with leisure and sports facilities, a theatre and the guide and scout huts, not forgetting its own Summer Fair and the great sense of togetherness at the memorial each Remembrance Sunday - but it could be in danger of being 'swallowed up' by Leeds. A Town Council would best serve the needs of the local community and have a higher awareness of the most appropriate way to use any funds and grants available. For Guiseley to have a future where residents' needs are properly considered and where there are opportunities for children, the elderly and adults alike, it would make sense for local people to be elected by the residents to run Guiseley's own council and to take us forward as we continue to deal with social, economic and environmental changes in our area.</p> <p>Thank you for taking the time to read this – we look forward to seeing the review progress.</p>
347	27/11/2014	Elector	Y	<p>I wish to raise a few points in support of a Town Council for Guiseley:</p> <p>As a result of Government planning policies, developers will have to pay a "Community Infrastructure Levy (CIL)." This could run into tens of thousands of pounds, some of which will be allocated to local communities like Guiseley. We believe this CIL money should be allocated to a body that is accountable to the electorate via the ballot box.</p> <p>A Town Council is the most local level of government. It has an important role in promoting the town, representing its interests and supporting the work of different groups in the community. Town Councils listen to local opinion and act as a voice of local residents.</p> <p>They can provide grants to local community groups for a whole range of activities. Some also provide support for local priorities like extra policing and environmental improvements.</p> <p>A Town Council would also have a legal right to be consulted on planning matters.</p> <p>Town Councillors know the area and can (and increasingly often do) represent their views to other authorities like the District or County Council, Health Authorities, Police and Fire Authorities.</p> <p>Town Councils are the most unbureaucratic and cheapest kind of local authority in existence. Their funds are the smallest part of the Council Tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. The accounts are strictly and independently audited every year.</p>
348	27/11/2014	Elector	Y	<p>I live on in polling district GRC with my husband. Both myself and my husband are strongly in favour of Guiseley forming a town council.</p> <p>I feel this would provide an official voice, at a level that can be easily accessed for local residents. I feel it is especially important given the massive growth Guiseley has experienced in the last decade. The subsequent issues following on from this growth requires a town council to assist in addressing them.</p>
349	27/11/2014	Elector	Y	<p>Please add my name to the list of supporters for the proposed Guiseley Town Council.</p>

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
350	27/11/2014	Elector	Y	<p>I understand that you are wanting residents opinions regards the proposed town council for Guiseley.</p> <p>Both myself and my husband are in favour of the proposal. I believe that due to the rapid growth Guiseley has experienced in recent years, a council would provide a platform at a local level from which residents can have issues addressed.</p> <p>Please note both myself and my husband as supporting the proposed town council.</p>
351	27/11/2014	Elector	N	<p>I declare I object to Town Council for Guiseley as it would appear the cost to the electorate would not be justified.</p>
352	27/11/2014	Elector	N	<p>I DO NOT WANT A GUISELEY COUNCIL.</p> <p>The boundaries are wrong. Guiseley does not extend beyond the Mire Beck. Moorland Crescent, Menston and the High Royds area are not and have never been part of Guiseley. Neither is Hawksworth village.</p> <p>I moved here 44 years ago, when Guiseley was part of the West Riding and not of Leeds, and a self-managing unit, without all these added layers.</p> <p>The Aireborough Neighbourhood Development Forum is all we need. Another level of control merely adds to the time for actions to be carried out, the cost and more individuals slowing things down.</p> <p>Please reconsider your proposal.</p>
353	27/11/2014	Elector	Y	<p>I support the proposal that Guiseley should have a Town Council. It is totally unacceptable that Guiseley should be denied on the say-so of the Conservatives. I have never received a letter from Councillor Latty explaining his objections.</p> <p>We need people to have a real interest in local government, and representatives who take the trouble to engage with the electorate. We do not know what they are about, or hear much of their activities on our behalf. Presumably the Tories are just following a party line, on the "one size fits all" principle.</p> <p>I received this urgent appeal yesterday, which hardly gives time to make a considered response.</p>
354	27/11/2014	Elector	Y	<p>I am contacting you in your capacity as Electoral Services Manager of the Electoral Services Division at Leeds City Council.</p> <p>I am a local government elector living within the neighbourhood of Guiseley, part of the ward of Guiseley and Rawdon comprised of all of the town of Guiseley and that part of LS29 included in the Ward, bounded by Yeadon and Menston.</p> <p>I am writing to inform you that I support having a town council for Guiseley.</p>

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355	27/11/2014	Electors	Y	<p>A proposed Town/Parish Council for Guiseley is something which I previously supported - it all went quiet. It is something which I then raised with local councillors whilst working as a member of the Tranmere Park Design Group, a few years ago. I recall my question was met by stony silence. The existence of a town/parish council would have facilitated the completion of our 'community consultation' task within a shorter timescale and freed up the resource of the three local councillors to undertake further good work in Aireborough.</p> <p>I also recall that our local councillors turned down the offer from the High Royds developer, Raven, to consult with the Guiseley community over this major housing redevelopment in the Green Belt. The first offer was readily grasped by Menston Community Association and following several requests from Guiseley people, a partial, belated and hasty consultation was organised by Councillor Latty. It is sad that the residents of Guiseley were overlooked when if anything, the impact of the development is surely greater on Guiseley than Menston ?</p> <p>Councillor Latty has undertaken much good work in the Guiseley community aided by key individuals with no political agenda to promote. Surely the beauty of a Parish Council is that it comprises local people with local knowledge and no party politics. Leeds already has 32 town/parish councils and one more for Guiseley Town would place the township on an equal footing with other communities in competing for district wide resources and representing its community. I believe these individual neighbourhoods have been able to draw upon greater political support, financial resources, and input from Leeds City Council staff as an indirect result of town/parish council status eg preparation of Kippax Neighbourhood Design Statement. As it is Guiseley, Yeadon and Rawdon are lumped together as Aireborough. Rawdon now has its own parish council and yet with suburban sprawl, it is difficult to distinguish its boundaries from Yeadon. Guiseley has a stronger identity on the ground than both Rawdon and Yeadon despite the major commercial and residential redevelopments that have taken place since 1974. Whilst I commend the input of local residents into the neighbourhood planning process, it has always struck me that Aireborough is an unwieldy area to study in depth and promote a neighbourhood plan for. I can recall an Aireborough Planning document promoted by Leeds City Council in the early 1980s which stated that there would be no more housing development in the A65 corridor - how wrong this has proved to be.</p> <p>Aireborough is made up of a diverse range of communities and whilst I have no objection to the ANDF as a vehicle for preparing a neighbourhood plan under The Localism Act, surely a town/parish council as a democratic body could work with ANDF, Councillor Latty and other local groups and stakeholders on a range of local issues and not just planning matters ?</p> <p>I support the concept of a town/parish council for Guiseley.</p> <p>I do feel that the consultation has been poorly resourced by the City Council and that wider discussion with all sectors of the Guiseley community is called for.</p>
356	27/11/2014	Electors	Y	<p>I am writing to you on behalf of myself, Helen Ann Adams, to express my support for the establishment of a Town Council in the parish of Guiseley.</p> <p>I would support the establishment of a Town Council boundaries proposed by the petitioners along with the electoral arrangements (i.e. polling districts, and number of Councillors) also proposed by the petitioners.</p> <p>I believe that the establishment of a Town Council would serve a vital vote for the area of Guiseley which Guiseley is increasingly in need of.</p> <p>The promotion and representation of the best interests of Guiseley to other authorities like the City Council, Health Authorities, Police and Fire Authorities is increasingly important. This is best done by town councillors who know the area, who listen to local opinion and can act as a voice of local residents.</p> <p>The Town Council would also have a legal right to be consulted on planning matters, something we see as becoming increasingly important.</p> <p>Town Councils are the most non-bureaucratic and cheapest kind of local authority in existence. Their funds are the smallest part of the Council Tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. Their accounts are strictly and independently audited every year.</p> <p>I therefore believe that monies coming from the new Community Infrastructure Levy (CIL) in Guiseley should be allocated to the Guiseley Town Council. A body that is accountable to the electorate via the ballot box.</p> <p>I hope that you will be able to confirm to me that the proposal for a Town Council in Guiseley will go forward as quickly as possible.</p>

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
357	27/11/2014	Elector	Y	<p>I am writing to you on behalf of myself, Stephen Hugh Adams, to express my support for the establishment of a Town Council in the parish of Guiseley.</p> <p>I would support the establishment of a Town Council boundaries proposed by the petitioners along with the electoral arrangements (i.e. polling districts, and number of Councillors) also proposed by the petitioners.</p> <p>I believe that the establishment of a Town Council would serve a vital vote for the area of Guiseley which Guiseley is increasingly in need of.</p> <p>The promotion and representation of the best interests of Guiseley to other authorities like the City Council, Health Authorities, Police and Fire Authorities is increasingly important. This is best done by town councillors who know the area, who listen to local opinion and can act as a voice of local residents.</p> <p>The Town Council would also have a legal right to be consulted on planning matters, something we see as becoming increasingly important.</p> <p>Town Councils are the most non-bureaucratic and cheapest kind of local authority in existence. Their funds are the smallest part of the Council Tax and they do not receive a general government grant. So they have every incentive to keep expenditure low and be economical. Their accounts are strictly and independently audited every year.</p> <p>I therefore believe that monies coming from the new Community Infrastructure Levy (CIL) in Guiseley should be allocated to the Guiseley Town Council. A body that is accountable to the electorate via the ballot box.</p> <p>I hope that you will be able to confirm to me that the proposal for a Town Council in Guiseley will go forward as quickly as possible.</p>
358	27/11/2014	Elector	N	<p>Please note that I am against the establishment of a town council in Guiseley. I feel that such a council would have very little power and lead to an increase in council tax. However, I do feel that the people of Guiseley and surrounding areas need to have their views with regard to the planning of housing and infrastructure taken far more into account. Lack of wise planning has led to immense problems in these areas.</p>
359	27/11/2014	Elector	N	<p>Thanks to a couple of letters shoved through my letterbox, I have discovered that there is a consultation taking place regarding a Guiseley Town Council. Apparently "LCC says that all electors will be consulted on the proposal and their views will be taken into account as part of the review." – not sure how I missed the correspondence?</p> <p>If the people of Guiseley, as it stands now, wish to have a town council then fine. I don't live in Guiseley – hardly right that I should be against it. My BIG issue is, having looked at the maps I eventually found online, it appears someone thinks Moorland Crescent Menston, Hawksworth village, Hawksworth Moor and High Royds area (where I live) is part of Guiseley. It isn't and never has been.</p> <p>These are separate areas and I believe they are amply represented by the Aireborough Neighbourhood Development Forum. These areas are part of Aireborough, but most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt.</p> <p>I made a conscious decision to buy a house in Menston, not Guiseley. I did not, and still don't, want to live in Guiseley. I do not understand why there appears to be a 'land grab' taking place or, given the Conservative v Labour 'campaigns', why this now appears to be a very politically motivated decision rather than about the views and benefits to the people in Guiseley? And what is wrong with the current town, as it is defined, having a town council?</p> <p>Therefore I request you please reconsider the inclusion of the areas I've mentioned above. I don't want to be part of this Town Council.</p>



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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
360	27/11/2014	Elector	Y	<p>I am writing to express my support for the creation of a town council for Guiseley. I feel that a town council would aid development in Guiseley and help to improve our public services by use of the CIL by local people who are representatives of our town.</p> <p>As a volunteer at a locally run group for disabled people I think a town council would be beneficial for community groups like ours, allowing us to apply for funding on a more local level and be more involved in the decisions that are made.</p> <p>Please accept my apologies for being so late to register my support,</p>
361	27/11/2014	Elector	Y	<p>We are contacting you to express our support for the proposal to create a town council for Guiseley and Menston.</p>
362	27/11/2014	Elector	N	<p>I am writing to you as Electoral Services Manager to express my concerns about the proposed Guiseley Town Council and the area which it is intended to represent. I understand that this includes the area of High Royds and Moorland Crescent, Menston.</p> <p>Moorland Crescent and the High Royds area have never been part of Guiseley and have nothing to do with the town. These are separate areas, both of which I believe will be amply represented by the Aireborough Neighbourhood Development Forum. These areas are all part of Aireborough, but both High Royds and Moorland Crescent are most definitely not part of Guiseley. The historic and geographic boundary between Menston and Guiseley runs along Mire Beck, with a definite break between the two settlements defined by a corridor of green belt.</p> <p>I do not know whether the Parish boundary has any bearing on this issue, but High Royds and Moorland Crescent are part of St John's Menston, which does not reach as far as Guiseley.</p> <p>I believe that the increased costs associated with the creation of a Town Council at a time of restricted budgets, at both Council and domestic level, cannot be justified. Local voice, representation and democracy is more than adequately satisfied through Ward Councillors and the Aireborough Neighbourhood Development Forum.</p> <p>In any event I oppose the proposal.</p> <p>I urge you to reconsider this proposal and the inclusion of High Royds and Moorland Crescent.</p>
363	28/11/2014	Elector	Y	<p>Please be advised that I support the proposal for the creation of an elected Guiseley Town.Council providing the most local level of local government.</p> <p>The Town Council representing the Guiseley residents would have a legal right to be consulted on planning issues.</p> <p>As a result of government planning policies, developers will have to pay a Community Infrastructure Levy (CIL), this money should be accountable to the Town Council for the benefit of Guiseley community groups .</p>
364	28/11/2014	Elector	Y	<p>Please register our support for a town council as a resident of Guiseley, thank you.</p>
365	28/11/2014	Elector	Y	<p>I hope it's not too late, but I wish to support the proposal for a Guiseley Town Council. I feel that this will be an asset to the democratic processes, and provide a useful function in providing a local voice.</p>

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366	28/11/2014	Elector	N	<p>I'm emailing with regard to the Guiseley town council consultation to give my input as a local resident. I am also a senior lecturer in geography and planning at Leeds Beckett University and a member of Aireborough Neighbourhood Development Forum.</p> <p>I do not think Guiseley needs a town council. Recent shifts have been towards to opening out of decision making, with more inclusive and open structures such as neighbourhood forums. Whilst not without their own problems, these give a broader spectrum of people a chance to have their voice heard. They encourage communication and decision making within the local community. Aireborough Neighbourhood Development Forum is currently doing great forward looking work which is of great benefit to the area. The addition of a town council risks a duplication of effort and a conflict over decision making. A town council operates in a more outdated way, with voices filtered by representatives. Given the low turn out at all elections, these representatives are likely to be elected with limited support from the local community, and given the experiences of other such councils may not even need any election if enough people cannot be found to contest the places. This is an outdated way of ensuring local democracy, particularly given the well-functioning structures already in place.</p>
367	28/11/2014	Elector	N	<p>Wish to register their objection to the proposal due to the extra financial charge and increased level of bureaucracy.</p>
368	28/11/2014	Elector	N	<p>We are writing to protest in the strongest terms against the above proposal. It is not necessarily that we are against the proposals per se, but we are conscious that they could result in yet another layer of local government with all the additional expenses that this would incur for little or no extra benefit. To guard against this, and in view of the the magnitude of the proposals, its advocates should put forward convincing arguments for their case for debate and discussion. This as far as we know has not been done, and if it has the results have not been widely publicised.</p> <p>It is not as though there is a major level of dissatisfaction with our existing local government - at least as far as we are concerned. That is not to say that we are perfectly happy with the status quo but neither are we convinced that another layer of local government would improve the situation. Indeed, this residual dissatisfaction could be part of the necessary compromise between the pursuit of parochial interests an the interests of the community at large.</p>
369	28/11/2014	Elector	Y	<p>Please can I register my support for a Guiseley town council. Thank you.</p>

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
370	28/11/2014	Elector	N	<p>I'm hoping I have the correct contact for representations for the consultation in to the proposal for a Town Council in Guiseley?</p> <p>I'd like to record that as a resident of Guiseley I am not in favour for the establishment of the council. My reasons for objecting are that I believe through the Aireborough Neighbourhood Form we have sufficient representation locally to address concerns in the area. Specifically in recent years the problem of over development in the area has become a critical issue which has had real impact to local services such as schools, doctors and dentists. The Aireborough Neighbourhood Form is working with our local councillors and local bodies to establish the Neighbourhood Development Plan which hopes to address these issues and I'm simply unclear on what benefit a Town Council could bring that the Aireborough Neighbourhood Form is not already doing?</p> <p>I'm also concerned that in Guiseley the amount of engagement from the electorate is low. Look at the turn out for local council elections (38.8% of the total available electorate*1) and the Police and Crime Commissioner (13.3%of the total available electorate*2) and I feel that a town council would be elected without the mandate of the majority of the Guiseley residents. I understand that the petition lodged to the council to begin this process had approximately 1179 signatures from a potential electorate of 11039*3 .</p> <p>Finally, it's not clear on the financial implications on local residents with regards to council tax. Given the lack of apparent engagement I feel it would be unfair for a levy to be placed on council tax to finance the Town Council when the majority of Guiseley residents have not actually engaged in this process and or voted for the establishment of the Town Council.</p> <p>If you could confirm that these views will be included with other feedback relating to this process it will be appreciated.</p>
371	28/11/2014	Elector	Y	I wish to support the proposal that there should be a Guiseley Town Council. We used to have one, and it used to work.
372	28/11/2014	Elector	Y	As a resident of Guiseley I wish to state my support for a Town council as I believe CIL should be subject to democratic accountability.
373	28/11/2014	Elector	Y	We are in favour of a Guiseley Town Council
374	28/11/2014	Elector	Y	<p>I am writing to support the proposal to establish a Town Council for Guiseley.</p> <p>I have been impressed by the work done by the nearby Otley Town Council and feel such a Council will be able to foster a strong community identity for Guiseley.The voluntary work of it's members will enable the Elected Ward Councillors to concentrate their time on strategic issues in the Ward and across the City.</p> <p>I am writing to support the proposal to establish a Town Council for Guiseley.</p> <p>I have been impressed by the work done by the nearby Otley Town Council and feel such a Council will be able to foster a strong community identity for Guiseley.The voluntary work of it's members will enable the Elected Ward Councillors to concentrate their time on strategic issues in the Ward and across the City.</p>
375	28/11/2014	Elector	Y	Can I please add my name and my husband's to the list of people in support of Guiseley Town Council.

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376	28/11/2014	Elector	Y	<p>I am writing in support of the proposal to establish a Guiseley Town Council. Previously I have lived in places with town and parish councils, and they have been a constructive way to deal with local questions and needs locally, either by councillors dealing with matters themselves (local facilities such as playgrounds, war memorials, and so on), or by advising other bodies such as city/district councils, health trusts, etc.</p> <p>As a growing town Guiseley is facing the consequences of that growth, both good and bad, and a town council is a democratic forum which can help resolve these questions. I understand that Guiseley has just over 11,000 electors; most places with parish and town councils in England probably have fewer, so its size shouldn't preclude it having its own council.</p>
377	28/11/2014	Aireborough Neighbourhood Development Forum	N	<p>Aireborough Neighbourhood Development Forum is writing to you regarding the Local Governance Review for a Guiseley Town Council, that you are currently conducting under the Local Government and Public Involvement in Health Act 2007. We note that the Act says at Part 4 Chapter 3 Section 93 that "The principal council must consult the following (a) the local government electors for the area under review; (b) any other person or body (including a local authority) which appears to the principal council to have an interest in the review. Therefore, we presume that you will be contacting the Forum directly under part (b) to consult with our members. This is particularly relevant as we note in the Government Guidance<sup>1</sup> it says that 'Principal Councils must consider other 'non parished forms of community governance when conducting a review as these may be seen as an alternative or stages towards the establishment of a Parish Council' We particularly mention this for two reasons, firstly the Neighbourhood Forum has been set up to facilitate better stakeholder involvement in the area and thus we consider ourselves to be a step on the way to helping the local community decided on the form of governance they desire. Secondly, we have looked very carefully at the thorny issue of the area of governance, and have the evidence that led to the decision to form an Aireborough Forum, rather than separate township forums. We have discussed both these points with Mr Chris Pilkington, Deputy Chief Officer, of Yorkshire Local Council's Association, and the organizers of the Guiseley Town Council Petition in January 2014. To expand on these points 1 Parish and Town Councils: recent issues, 1) The Neighbourhood Forum is designated by Leeds City Council to do a neighborhood plan for Aireborough; which covers Guiseley. The purpose of the Forum is to "facilitate collaboration between the Area's stakeholders in order to improve economic, social, cultural and environmental well-being". The specifics of this are laid out in our constitution which you will find here <a href="https://aireboroughnf.files.wordpress.com/2014/10/andf-oct-2014.pdf">https://aireboroughnf.files.wordpress.com/2014/10/andf-oct-2014.pdf</a> . The Forum has always considered itself to be a 'stage' in the process of improving community governance, and we have written the evaluation of that into our constitution, which was a key part of our getting designated status from Leeds City Council. We discussed with Chris Pilkington and fact that once the Neighbourhood Plan is complete, that the Forum could, with local agreement, apply to become a 'Parish Council(s)' without the need for a petition. That idea could be put to local people at the same referendum as the neighbourhood development plan – which is paid for by DCLG as part of the neighborhood planning support. There are advantages to taking this route for both effectiveness and convenience which we believe are measures you consider in the governance review. In addition, this route is helpful to your review criteria of ensuring that governance reflects the identities and interests of an area. The first advantage concerns effectiveness: a key reason for people signing the current petition is for the Town Council to try and control overdevelopment and traffic congestion in the area. Obviously there is a misunderstanding here as to the powers of a Parish Council: a council does not have control over these areas and so cannot be effective in this regard.</p>

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<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
		377 continued		<p>However, local people can shape the place they live (under the Localism Act 2011) through a neighborhood development plan, and a designated body. And we already have that in place. People can already work on the issues of development and congestion, and at a later stage, when people are more involved and more knowledgeable about local governance, take the important decision of whether to Parish or not; with much more understanding of what a Parish Council can and cannot do. We consider this to be a far more effective, and convenient route to improving a very crucial concern for people in Aireborough particularly, but not solely, Guiseley. The second advantage of this route also helps the measure of effectiveness. The Neighbourhood Forum and planning process, by being inclusive, will have involved more people in civic affairs and the issues of the area. Therefore, there may be more people willing to step forward and be considered as potential Councillors, as they will know what it entails. Lack of candidates for a Parish Council is often an issue, and people in Guiseley during this review, have been particularly worried about who is likely to stand – many people involved in the community do so for that reason; they absolutely do not want to stand under the banner of any political party to continue doing so. Being involved in the non-party political Neighbourhood Forum could, therefore, give them the confidence and the exposure to stand as successful Independent candidates; and strengthen democratic choice. The third advantage is again one of effectiveness, in that people will have a better idea of what a Parish Council can and cannot do, and therefore the value for money they might get. This is an important consideration, when a number of our residents already face paying council tax, a management fee on their newly build estate (in some cases this is in excess of £100 a year), and then a Parish precept on top. We also have areas of deprivation, where even a small Parish precept would be a concern. Fourthly, the route we suggest is an effective and convenient way of having a democratic referendum on governance. We understand that Leeds Council has declined to pay £40,000 for a referendum at this current time – we also know that there is a potential Yeadon Town Council in the pipeline. Yet, we know that for legitimacy a referendum is important, as currently there are highly divided opinions on whether a Town Council is needed or not, for a number of different reasons. We feel pushing a Town Council on a large proportion of residents who do not want it, and who feel that there has not been a well publicized consultation, discussion and vote – would be divisive. Divisive is the actually word people are using to describe this current process, and what may well ensue, and some residents are already threatening that they will not pay the precept. This cannot be considered effective. This situation has not been helped by the petition's organizing group sending out a leaflet about the Community Infrastructure Levy, which was misleading. It was also considered to be Party Political Campaigning as it attacked another party and one of the signatories was a perspective parliamentary candidate for Pudsey, who does not live in Guiseley. In addition, the City Councillors could only afford to send other information with their position to a small number of residents to alert them to the consultation. Surely this is all very inadequate and unbalanced. Political party politics should not enter into a Governance Review. Therefore, we would suggest that our route with its experience, inclusiveness and referendum may be far less divisive and lead to a more effective Council or Councils (when considering Yeadon); if that was what people chose.</p>
		377 continued		<p>2) Our second point on governance and taking the staged approach, is to do with geographical area and what constitutes Guiseley? Which is an important consideration for ensuring that identity and interests are properly reflected as it says in the Act. You will have had many letters from people in Hawksworth, High Royds, and Moorland Crescent, Menston, to complain that they do not wish to be part of a Guiseley Town Council. Quite rightly: these areas all have their own identity or feel they belong to another community not to the township of Guiseley. High Royds is a new village, but its residents have far more to do with Menston than Guiseley. They shop in Menston, go to church and attend groups in Menston, and the primary children go to school in Menston. All the area, Hawksworth, High Royds and Menston have their own community groups which also should be part of your governance review under section (b) above. However, all these areas are historically, and through identity, part of Aireborough, along with Guiseley, Yeadon and Rawdon. (In the same way as other communities are part of Wharfedale.) We have found that they are content to be part of the Aireborough Neighbourhood Development Forum and are working together collaboratively to pool talent to solve the various development issues we face and to consider the plan for the future. When we set up the Forum, we looked very carefully at the issue of whether there should be a neighborhood plan for Guiseley, Yeadon, Rawdon, Hawksworth, and High Royds/Menston, separately, or whether the area's issues were better solved at an Aireborough level. After a lot of research, local people, including our MP's and Councillors all decided that Aireborough was the best level for a neighborhood plan for a variety of good reasons. We looked at this to a far greater depth than the current governance review has been able to do, and would be happy to share this evidence. We also discussed this with Chris Pilkington, who advised that the governance review should actually be for Aireborough – then it to could consider if one council or many was the way to go. This does not appear to have happened. The positioning we take is that Aireborough is the area of distinctiveness that has common demos. However, this does not subsume the identities of the different villages and townships. We take a 'quarters' approach to the neighborhood plan, which balances the strength of variety with cohesiveness. This indeed was the whole purpose of setting up an Aireborough Council in 1937 which brought together in common cause the councils of Yeadon, Guiseley and Rawdon – and stopped the unhelpful 'bickering' hindering development. It is also the case that Leeds has designated Aireborough as a major settlement in its Local Development Plan, and has set targets such as housing on an Aireborough basis. A major settlement has to have services and facilities that compliment that standing, and it is doubtful that a major settlement could manage that if there were five different governance groups. That is not an efficient or cost effective way of solving the issues of an area which involve serious infrastructure and future development solutions, and needs people to work together. So, in conclusion we await the governance review's consultation with the Aireborough Neighbourhood Development Forum, so that we can share with you the work on governance we have done to date. We also urge you not to forget the other groups involved such as Hawkesworth Residents Association, High Royds Residents Association, and Menston Parish Council. We also offer two solutions to the issue of an effective and convenient way to reach a fair and democratic decision on future governance; neither would not be divisive and both would consider identity and the interests of Aireborough and its constituent parts. 1. The Neighbourhood Forum is seen as a stage process to a referendum, at the time of the neighborhood development plan being completed, on both the acceptance of the plan and the decision on a Town Council(s), or other form of Governance. 2. Leeds City Council, conducts a series of debates on the issue of Governance in the area and the options, between now and May 2015. A referendum on the question of a Town Council can then be held at the same time as local and UK elections. The advantage being that people will be able to take a much more informed decision, on what the council would be for and if they would find that value for money. There is no urgency for this decision to be made (other than the year within which the report on governance has to be done) as the Neighbourhood Forum is already progressing the issue of most concern to people – the neighborhood development plan.</p>

## Community Governance Review - Proposed Guiseley Town Council Representation Log

<u>File Ref.</u>	<u>Date</u>	<u>Capacity</u>	<u>In Support?</u>	<u>Comments</u>
378	28/11/2014	Elector		I would be grateful if you could add my name to the list that support the proposition of a town council for Guiseley. I am truly appalled at the duplicitous nature of local Councillor Graham Latty's in respect to his revised views and subsequent treatment of the original petition for a town council. The area has seen a number of changes in recent years that in my mind, and that of many of my peers, have been to the detriment of the local community. I support the premise of a town council on the basis that a local level of government stands a better chance of having an impact in supporting the interests of different groups in the community, and is more likely to act as the true voice for the local residents, owing to the proposed body being closer to the source of the matters that concern the area of Guiseley. Please forward my concerns to the relevant people at Leeds City Council.

# Directory of Parish/Town Councils 2014

Type: **PC** = Council **PM** = Parish Meeting **CPC** = Common Parish Council **TC** = Town Council

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
<b>Aberford &amp; District</b>	Aberford	HAC HAG	235 667	5	PC	Ms Julie Sou	3 Beech Walk Adel Leeds LS16 8NY ☎ 0771 979 7072 ✉ jsou.aberford@outlook.com
	Lotherton cum Aberford	HAD	172	2			
	Parlington	HAE	72	2			
	Sturton Grange	GSA	306	2			
<b>Allerton Bywater</b>	Central	KML	566	2	PC	Mrs Clare Murray	4 St Mary's Court Allerton Bywater, Castleford WF10 2AZ ☎ 01977 517519 ✉ abparishclerk@tiscali.co.uk
	East	KMF	1948	4			
	North	KMG	1188	4			
<b>Alwoodley</b>	-	ALB	2749	11	PC	Mrs Catriona Hanson	17 Oakridge Court, Bingley, BD16 4TA ☎ 07532 011269 ✉ the.clerk@alwoodleyparishcouncil.org
	-	ALH	2813				
	-	ALI	742				
	-	ALJ	866				
<b>Arthington</b>	-	AWI	214	5	PC	Ms Val Butcher	2 Valley View, Arthington, Otley LS21 1NP ☎ 0113 2842065 ✉ arthingtonparish@live.co.uk
	-	AWL	245				
<b>Austhorpe</b>	East	GSQ	21	0	PM	-	-
	West	GSR	12				
<b>Bardsey cum Rigton</b>	-	HAN	1276	9	PC	Mrs P J Gallant	21 Rose Croft, East Keswick Leeds LS17 9HR ☎ 01937 573365 ✉ june.gallant@virgin.net
	-	HAO	681				

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details																																																										
Barwick in Elmet & Scholes	Barwick	HAF	2115	6	PC	Mr Keith Langley	33 Flats Lane, Barwick in Elmet LS15 4LJ ☎ 0113 393 5861 💻 clerkLS154@btinternet.com																																																										
	Scholes	HAJ	2031	6				Boston Spa	-	WYF	1305	10	PC	Vivienne Skinner	The Village Hall, High Street, Boston Spa, Wetherby LS23 6AA ☎ 01937 843956 💻 clerk@bostonspapc.org.uk	-	WYI	2054	Bramham cum Oglethorpe	-	WYH	1363	9	PC	Ms Marie Lynch	1 Fossards Close, Bramham LS 23 6WD 💻 ☎ 01937 841328 clerk@bramhamparishcouncil.org.uk	Bramhope & Carlton	Bramhope	AWJ	2816	13	CPC	Mrs Kate Fraser	Robert Craven Hall, Old Lane, Bramhope, Leeds LS16 9AZ ☎ 07530 900934 💻 bramhopecarlton@hotmail.com	Carlton	OYF	136	Clifford	-	WYG	1358	9	PC	Mr Peter Seed	1 Mill Dam, Clifford, Wetherby, LS23 6EZ ☎ 07500 462279 💻 clerk@clifford-pc.org.uk	Collingham with Linton	Collingham	HAK	1881	7	PC	Mrs Gina Carter	3 Keswick Grange, East Keswick, Leeds, LS17 9BX ☎ 07778140837 💻 <a href="mailto:CLPCclerk@gmail.com">CLPCclerk@gmail.com</a>	Linton	HAL	573	3	Drighlington	East	MNF	1677	4	PC	Mr Derek Lacey	105 Rein Road, Tingley WF3 1QJ ☎ 0113 2532528 💻
Boston Spa	-	WYF	1305	10	PC	Vivienne Skinner	The Village Hall, High Street, Boston Spa, Wetherby LS23 6AA ☎ 01937 843956 💻 clerk@bostonspapc.org.uk																																																										
	-	WYI	2054					Bramham cum Oglethorpe	-	WYH	1363	9	PC	Ms Marie Lynch	1 Fossards Close, Bramham LS 23 6WD 💻 ☎ 01937 841328 clerk@bramhamparishcouncil.org.uk	Bramhope & Carlton	Bramhope	AWJ	2816	13	CPC	Mrs Kate Fraser	Robert Craven Hall, Old Lane, Bramhope, Leeds LS16 9AZ ☎ 07530 900934 💻 bramhopecarlton@hotmail.com	Carlton	OYF	136	Clifford	-	WYG	1358	9	PC	Mr Peter Seed	1 Mill Dam, Clifford, Wetherby, LS23 6EZ ☎ 07500 462279 💻 clerk@clifford-pc.org.uk	Collingham with Linton	Collingham	HAK	1881	7	PC	Mrs Gina Carter	3 Keswick Grange, East Keswick, Leeds, LS17 9BX ☎ 07778140837 💻 <a href="mailto:CLPCclerk@gmail.com">CLPCclerk@gmail.com</a>	Linton	HAL	573	3	Drighlington	East	MNF	1677	4	PC	Mr Derek Lacey	105 Rein Road, Tingley WF3 1QJ ☎ 0113 2532528 💻	West	MNA	2646	8							
Bramham cum Oglethorpe	-	WYH	1363	9	PC	Ms Marie Lynch	1 Fossards Close, Bramham LS 23 6WD 💻 ☎ 01937 841328 clerk@bramhamparishcouncil.org.uk																																																										
Bramhope & Carlton	Bramhope	AWJ	2816	13	CPC	Mrs Kate Fraser	Robert Craven Hall, Old Lane, Bramhope, Leeds LS16 9AZ ☎ 07530 900934 💻 bramhopecarlton@hotmail.com																																																										
	Carlton	OYF	136					Clifford	-	WYG	1358	9	PC	Mr Peter Seed	1 Mill Dam, Clifford, Wetherby, LS23 6EZ ☎ 07500 462279 💻 clerk@clifford-pc.org.uk	Collingham with Linton	Collingham	HAK	1881	7	PC	Mrs Gina Carter	3 Keswick Grange, East Keswick, Leeds, LS17 9BX ☎ 07778140837 💻 <a href="mailto:CLPCclerk@gmail.com">CLPCclerk@gmail.com</a>	Linton	HAL	573	3	Drighlington	East	MNF	1677	4	PC	Mr Derek Lacey	105 Rein Road, Tingley WF3 1QJ ☎ 0113 2532528 💻	West	MNA	2646	8																										
Clifford	-	WYG	1358	9	PC	Mr Peter Seed	1 Mill Dam, Clifford, Wetherby, LS23 6EZ ☎ 07500 462279 💻 clerk@clifford-pc.org.uk																																																										
Collingham with Linton	Collingham	HAK	1881	7	PC	Mrs Gina Carter	3 Keswick Grange, East Keswick, Leeds, LS17 9BX ☎ 07778140837 💻 <a href="mailto:CLPCclerk@gmail.com">CLPCclerk@gmail.com</a>																																																										
	Linton	HAL	573	3				Drighlington	East	MNF	1677	4	PC	Mr Derek Lacey	105 Rein Road, Tingley WF3 1QJ ☎ 0113 2532528 💻	West	MNA	2646	8																																														
Drighlington	East	MNF	1677	4	PC	Mr Derek Lacey	105 Rein Road, Tingley WF3 1QJ ☎ 0113 2532528 💻																																																										
	West	MNA	2646	8																																																													



Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
East Keswick	-	HAM	970	7	PC	Mrs P J Gallant	21 Rose Croft, East Keswick Leeds LS17 9HR ☎ 01937 573365 💻 june.gallant@virgin.net
Gildersome	-	MNB	3092	13	PC	Ms Sheila Leeman	59 Forest Bank, Gildersome, Leeds LS27 7AD ☎ 0113 2536412 💻 leemans01@ntlworld.com
	-	MNG	1540				
Great & Little Preston	-	GSK	970	9	PC	Cllr Ian Wallace Chairman	☎ 0113 2867991 💻 ian.wallace21@btopenworld.com
	-	GSO	235				
Harewood	Harewood & Wike	HAH	509	2	PC	Mr Kevin Sedman	36 High Ash Mount, Leeds LS17 8RW ☎ 0113 3490685 💻 harewoodpc@yahoo.co.uk
	Wigton	ALA	2526	7			
Horsforth	Broadfields	HOG	2966	5	TC	Mr Tom Ferry	Mechanics Institute Town Street, Horsforth Leeds LS18 5BL ☎ 0113 2580988 💻 clerk@horsforthtowncouncil.gov.uk
	Brownberrie	HOB	2832	5			
	Hall Park	HOE	1618	5			
		HOJ	2243				
	Victoria	HOD	1596	5			
Woodside	HOI	2230	5				
Kippax	Central	KMH	1740	6	PC	Mr Colin Child	The Stables, Rudstone Grove Sherburn In Elmet LS25 6EQ ☎ 07775 567094 💻 clerk.kippaxparishcouncil@btinternet.com
		KMK	1075				
	East	KMJ	2423	5			
	North	KMC	2501	5			

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
Ledsham	-	KME	153	7	PC	Chris Pilkington	41 The Oval, Notton, Wakefield, West Yorkshire, WF4 2NX ☎ 01226 700260/07754 905223 💻 clerk@ledshamparishcouncil.gov.uk
Ledston	-	KMD	169	5	PC	Ms Catherine Black	7 Main Street, Ledston, Castleford WF10 2AA ☎ 07775 567094 💻 chrisblackmail@tiscali.co.uk
	-	KMI	146				
Micklefield	-	KMA	722	9	PC	Ms Joanne Hebden	6 Churchville Avenue, Micklefield, Leeds LS25 4AS ☎ 0113 2875829 💻 jobrigante@aol.com
	-	KMB	728				
Morley	Central	MSD MSE	1653 1386	3	TC	Ms Karen Oakley	Morley Town Hall Queen Street Morley LS27 9DY ☎ 0113 2474370 💻 town.clerk@morley.gov.uk
	Churwell	MND MNH MNI	821 1841 1515	4			
	Elmfield	MSC MSG	1869 1937	4			
	Scatcherd	MNC MNE	3102 1788	5			
	Teale	MSA MSB	1615 1220	3			
	Topcliffe	MSF MSI MSJ	1254 1147 2260	5			
	Woodkirk	MSH		2			
Otley	Ashfield	OYA	2714	5	TC	Suzanne Kidger Executive Officer	7 Bay House Court Otley LS21 1HD ☎ 01943 466335
	Danefield	OYE	2236	4			
	Manor	OYC	2040	4			
	Prince Henry	OYD	1735	3			

Parish/Town Council	Parish/Town Council Wards	Polling District(s)	Electorate	No. of Cllrs	Type	Clerk	Contact Details
	West Chevin	OYB	2272	4			eo@otleytowncouncil.gov.uk
<b>Pool</b>	-	AWG	224	9	PC	Mr John Ryan	11 Avondale Grove, Shipley, Bradford BD18 4QT ☎ 07766547651 poolparishcouncil@gmail.com
	-	AWH	1545				
<b>Rawdon</b>	Cragg Wood	HOA	336	1	PC	Ms Lis Moore	11 Lisker Avenue Otley LS21 1DG ☎ clerk@rawdonparishcouncil.gov.uk
	Greenacre	GRG	1366	2			
	Larkfield	GRH	1810	3			
	Layton	HOF HOK	1858	3			
<b>Scarcroft</b>	-	HAA	1026	9	PC	Mrs Gina Carter	3 Keswick Grange, East Keswick, Leeds LS17 9BX ☎ 07778 140837 clerk@scarcroftparishcouncil.org
<b>Shadwell</b>	-	HAI	1556	9	PC	Ms Lesley Hoff	2 Parklands Crescent Bramhope Leeds LS16 9AQ clerk@shadwell-parish-council.org
<b>Swillington</b>	-	GSI	162	9	PC	Ms Diane Brown Clerk and Responsible Officer	Five Gables, 5a Gunthwaite Lane Upper Denby, Huddersfield, HD8 8UL ☎ 01484 863233 Clerk@swillingtonparishcouncil.gov.uk
	-	G SJ	1647				
	-	GSS	870				
<b>Thorner</b>	-	HAB	1364	9	PC	Barry Riley	☎ 0113 2892434 thornerparishcouncil@gmail.com

Parish/Town	Parish/Town Council	Polling	Electorate	No. of	Type	Clerk	Contact Details
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Council	Wards	District(s)		Cllrs			
<b>Thorp Arch</b>	-	WYD	637	5	PC	Ms Tina Wormley	7 Woodlands Close Scarcroft Leeds LS14 3JP  ☎ 0113 289 3624 💻 clerk@thorp-arch.org.uk
<b>Walton</b>	-	WYE	179	7	PC	Ms Janet Parkin	11 Chancel Square, Meanwood, Leeds,LS6 4FG ☎ 0113 2757129 💻 secretary@walton-pc.gov.uk
Page 190 <b>Wetherby</b>	East	WYC WYJ	1544 859	5	TC	Ms B Ball	The Town Hall, Market Place, Wetherby LS22 6NE ☎ 01937 583584 💻 wetherbytc@btconnect.com
	North	WYA WYK	1454 1433	5			
	West	WYB WYL	2262 1269	5			
<b>Wothersome</b>	-	HAP	22	0	PM	Mr G C Wakeham	Wothersome Grange, Bramham Wetherby LS23 6LT

## Appendix B

**From:** "Campbell, Cllr Colin" <[Colin.Campbell@leeds.gov.uk](mailto:Colin.Campbell@leeds.gov.uk)>  
**Date:** 16 February 2015 09:00:10 GMT  
**To:** "Riordan, Tom" <[Tom.Riordan@leeds.gov.uk](mailto:Tom.Riordan@leeds.gov.uk)>  
**Cc:** "Golton, Cllr Stewart" <[Stewart.Golton@leeds.gov.uk](mailto:Stewart.Golton@leeds.gov.uk)>  
**Subject: Propsed Parish Council for Guiseley**

As you may be aware the Elections Working Group discussed this matter and decided that following the Council's public consultation on the matter (which did not show a majority of residents in favour) that the request be refused and the group who had promoted the request be asked to look at this again and see if there was support for a revised area based parish. This seemed sensible to me as I felt that there were a substantial number of residents who did not want to be part of a Guiseley Parish and part of the area they were proposing was more properly in Yeadon (which also has a group looking at parishing). This area has not been asked the question about if they would wish to be part of a Parish and if yes which one. This seems fundamentally flawed.

I understand this decision has been overturned.

Can I ask a couple of questions,  
Given the Council's consultation showed something like a 5 to 2 opposition to a Parish on what basis can this go ahead?  
What recourse do residents who believe they live in a different area have if they are forced into this Parish?

Cllr Colin Campbell  
07973521547  
[colin.campbell@leeds.gov.uk](mailto:colin.campbell@leeds.gov.uk)

**From:** "Campbell, Cllr Colin" <[Colin.Campbell@leeds.gov.uk](mailto:Colin.Campbell@leeds.gov.uk)>  
**Date:** 1 March 2015 4:09:04 pm GMT  
**To:** "Riordan, Tom" <[Tom.Riordan@leeds.gov.uk](mailto:Tom.Riordan@leeds.gov.uk)>  
**Cc:** "Golton, Cllr Stewart" <[Stewart.Golton@leeds.gov.uk](mailto:Stewart.Golton@leeds.gov.uk)>  
**Subject: RE: Propsed Parish Council for Guiseley**

Given that this item was withdrawn from last weeks Council meeting will any further discussions take place, (in particular I would like to raise the issue of an area of Yeadon - Coppice Wood Avenue/Grove/Close which was included in part of the proposals even though no one in that area expressed support for the principle).

Cllr Colin Campbell  
07973521547  
[colin.campbell@leeds.gov.uk](mailto:colin.campbell@leeds.gov.uk)

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**MR. T. RIORDAN**  
**15 APR 2015**  
**CHIEF EXECUTIVE**

CSU CR/ N. Grosvenor  
 cc - A. Hannant

March 12<sup>th</sup> 2015

Tel. 01 [REDACTED] [REDACTED]

**Complaint Maladministration - Re Procedure used for Guiseley Town Council Proposal**

Dear Mr Riordan

I wish to complain about the above proposed change. Please will you get your office to examine my complaint of maladministration on the grounds of an incomplete and invalid consultation.

It is also my understanding that the Labour Group on the G&P committee are also not in agreement with what has occurred, although not being a member or supporter of any political party I do not know the exact reason for their disquiet.

A large number of electors in the Guiseley area are exasperated with the behaviour of political activists in our area. In short political activist have worked together to trigger a review of local government provision in our area, with a view to the possible establishment of a Town or Parish Council for Guiseley.

I am absolutely astounded that a proposal that may put extra costs onto an elector's rates may go through almost on the nod, and that this sort of thing is so easily possible by the activities of local activists political or otherwise. With regard to political parties, membership and voting rates are so low, that no party can any longer claim to be truly representative of the bulk of the electorate. Like wise other small non political groups should not be able to commandeer public funding in such a convenient way, especially at a time of austerity. When not wanted, as in the case of Southsea Town Council (now abolished) new councils are started, community resentment and a reduction in community cohesion can only be the result – not what any of us want.

I have conducted a forensic examination of the whole issue including the consultation process and share the disquiet of the Labour group on the G&P committee for a number of reasons. To assist your office with this matter I attach to my letter Appendix 1 Incomplete & Invalid Consultation. Amongst other points this shows almost 71.1% are against the proposal with only about 28.9% being in favour, a resounding defeat for the idea I am sure you will agree. The objectors to the proposal have a long list of rational, vehement, and valid reasons for objecting to the idea, whereas in comparison the activist petitioners say very little. Please will your office ask to see the actual comments made by the 378 electors and take time to read what the community up here has actually said – you will then see why I think as I do.

I have suggested that perhaps inadvertent Maladministration might have taken place, a serious complaint, not made lightly, however having researched the process used at some depth I think there is a case to answer on the grounds of incomplete consultation and unnecessary expense should the council come into being. The process may have been partially correct, but was the trigger to the process fair and democratic? Further was the consultation itself conducted in accordance with the law and official guidance? Surely as this is a major change in local administration a very big and intensive grade "A1" publicity campaign should have been adopted by Leeds City Council itself. Perusal of the Local Government Boundary Commissions extensive advice about instituting a new town or parish council and the Local Government and Public Involvement in Health Act 2007 only reinforces my opinion that all is not well with the procedure so far.

A Positive Way Forward

I can tell you from my own point of view and that of my friends and electors in the Guiseley area that a good deal of heat could be taken out of the situation by the simple remedy of a proper council officer organised local vote perhaps alongside the May elections or soon after.

Continued

If every elector is asked, and local civic organisations included as they should be, and all can vote on the issue as they wish, then the main reasons for objection that is, incomplete consultation, extra precept and need or not for a further tier of local government can be amicably resolved, without further damage to Leeds City Councils (LCC) reputation and for community cohesion in our locality. I look forward to the hearing about the results of your investigation when you write back with the outcome.

Yours sincerely,

[Redacted Signature]

[Redacted Initials]

See Appendix 1 Follows



Appendix 1  
Incomplete & Invalid Consultation

First of all a number of main issues stand out that are unsatisfactory about the consultation used in this case.

It is worth noting that Section 100 subsection (4) of the Local Government and Public Involvement in Health Act 2007 requires that the guidance is complied with.

Was the Consultation Compliant with the Legislation?

It is my understanding that the Neighbourhood Development Forum itself was not formally consulted about the proposal which seems to be an alarming oversight (In view of Local Government Boundary Commission Guidance and the "2007 Act"). Nor was Aireborough Civic Society asked to comment on the proposal or other civic groups of which there are plenty in Guiseley and Rawdon

Extract 2007 Act (My under lining and highlighting)

"Section 93 Duties when undertaking a review

(1) The principal council must comply with the duties in this section when undertaking a community governance review.

(2) But, subject to those duties, it is for the principal council to decide how to undertake the review.

(3) The principal council must consult the following—

(a) the local government electors for the area under review; No compliance because LCC are relying on a self selecting group only and those "in the know"

(b) any other person or body (including a local authority) which appears to the principal council to have an interest in the review; No compliance Neighbourhood Development Forum not formally consulted in writing as a body

(4) The principal council must have regard to the need to secure that community governance within the area under review—

(a) reflects the identities and interests of the community in that area, and No compliance 71.1% against in a rushed consultation of only days.

(b) is effective and convenient.

(5) In deciding what recommendations to make, the principal council must take into account any other arrangements (apart from those relating to parishes and their institutions)—

(a) that have already been made, or No compliance Aireborough Development Forum, Aireborough Civic Society and others

(b) that could be made,

for the purposes of community representation or community engagement in respect of the area under review.

(6) The principal council must take into account any representations received in connection with the review. 71.1% against 28.9% for

(7) As soon as practicable after making any recommendations, the principal council must—

(a) publish the recommendations; and

(b) take such steps as it considers sufficient to secure that persons who may be interested in the review are informed of those recommendations.

(8) The principal council must conclude the review within the period of 12 months starting with the day on which the council begins the review."

Has Elector and Rate Payer Opinion been respected?

During the short consultation period of only days almost 71.1% were against – only 28.9% were for a Town Council, so the proposal should have been dropped straight away, at the February meeting of the G&P committee.

Extract Guidance

"Section 23 Local people may have already expressed views about what form of community governance they would like for their area, and principal councils should tailor their terms of reference to reflect those views ....."

## Other Points

- Apparently the petition support numbers (1179) for a local government review has been conflated by some to mean high support for a Town Council, when good written evidence (from the consultation period itself, although short) not hearsay, supports the opposite conclusion, that the idea of a town council should be rejected.
- The legislation allows that any valid petition is only a trigger to a review that will follow naturally from such a petition, it is the consultation itself that the Principle Counsel should take into account of, nothing else. No where does it say in the legislation or guidance that the petition itself is the deciding factor when a Principle Authority makes a decision on such a matter.
- The consultation period given in this case has not been consistent with periods allowed elsewhere in the city, for example 5 months (LCC document 13 014 359) to consider a similar proposals, not just about a month or less as in our case.

## Other Points – Natural Justice

### Was the Consultation a True Measure of Elector Opinion?

- The time taken to get the support for just a review of local government provision was very large compared with the time allowed for consultation. About 9 months to get 1179 signatures against 31 days to object to or support the proposal. Indeed the internet IPetition still appears to be open today 16<sup>th</sup> March 2015 and still stands at only 205 names after 15 months of operation!
- The other major flaw in this IPetition method of trying to gather support for a review is of course that it only really records those in favour of the proposal and does not record those against, a self selecting group.
- Similarly the other 974 signatures that activists must have obtained door to door were only for those in favour again a self selecting group.
- Looking at the actual consultation itself, the density of the written opposition to the proposal as an expression of real public opinion and rejection of the proposal is immense. Detailed reading (I have read them all) shows that 268 electors were against with another 54 partners mentioned in writing as being opposed whereas only 108 were in favour with 23 partners mentioned. There were 2 don't knows. Total responses 453 counting partners in the submitted texts excluding 2 don't knows.

### Were Elector Objections reasonably Consistent Over Time?

- Public opinion over time, when given this small chance to comment is overwhelmingly against the idea, indeed the chart entitled Elector Opinion GTC Consultation shows that public opposition was consistent at an average of 10.6 no's per day and every day from the 30<sup>th</sup> October until the 28<sup>th</sup> November when the consultation closed reaching a peak of opposition on the 26<sup>th</sup> November 2014 at 62 no's in one day.
- Over the same time period, support for the idea was very poor, on some days (16) there was no support received at all, and there was only an average support of 4.3 yes's per day again reaching a peak of 39 yes's on the 27<sup>th</sup> November 2014.

### Did the Electors have sufficient Information About the Proposal?

- I know some who supported the petition door to door only believed they were triggering a process to consider the first stage of the proposal, and may not have wanted to support the idea once examined. Indeed some have said this in the consultation itself, saying in effect I have changed my mind, I don't want a Town Council.

- An important issue here is what information if any, were the door to door supporters given at the time of signing the petition. Would it not have been better if LCC officers had been asked to provide factual information about the powers and likely costs of such a council, to be given out at that time! As regards the I Petition it is instructive to note the information given on the I Petition web site. I can find no mention of powers, precepts, and so on. I include an extract from the I Petition web site for your perusal.

**"Guiseley Town Council**

*This is a petition addressed to Leeds City Council under Section 80 of The Local Government and Public involvement in Health Act 2007 (hereinafter referred to as 'The Act').*

*We the undersigned, each being a local government elector for the area defined below call upon Leeds City Council to conduct a Community Governance Review in accordance with Section 81 of The Act.*

*Pursuant of Section 80(4) of the Act we recommend the council designates the neighbourhood of Guiseley, part of the ward of Guiseley and Rawdon and comprising of all of the town of Guiseley and that part of LS29 included in the Ward, bounded by Yeadon and Menston and that a town council is established for this defined area.*

*We further recommend that this town be called Guiseley."*

**Elector Reasons for the Rejection of a proposed Guiseley Town Council**

- For your information of all the reasons given, the major reasons given for objection were 23% on the grounds that a Town Council was not worth the extra precept, and another 23% of reasons saying that the present civic arrangements provided by the city council by providing councillors, the councillor forum and supporting the Neighbourhood Development Forum were all that were required, nothing more, nothing extra. So 46% of reasons given tell us electors don't want to pay more rates and are satisfied with LCC current provision.
- Again further analysis of the reasons for objection show that 7% of the reasons electors gave, thought that the process itself undemocratic and **5% of reasons were that inadequate publicity** had been given out about the proposal; not a good result for LCC I am sure you will agree.

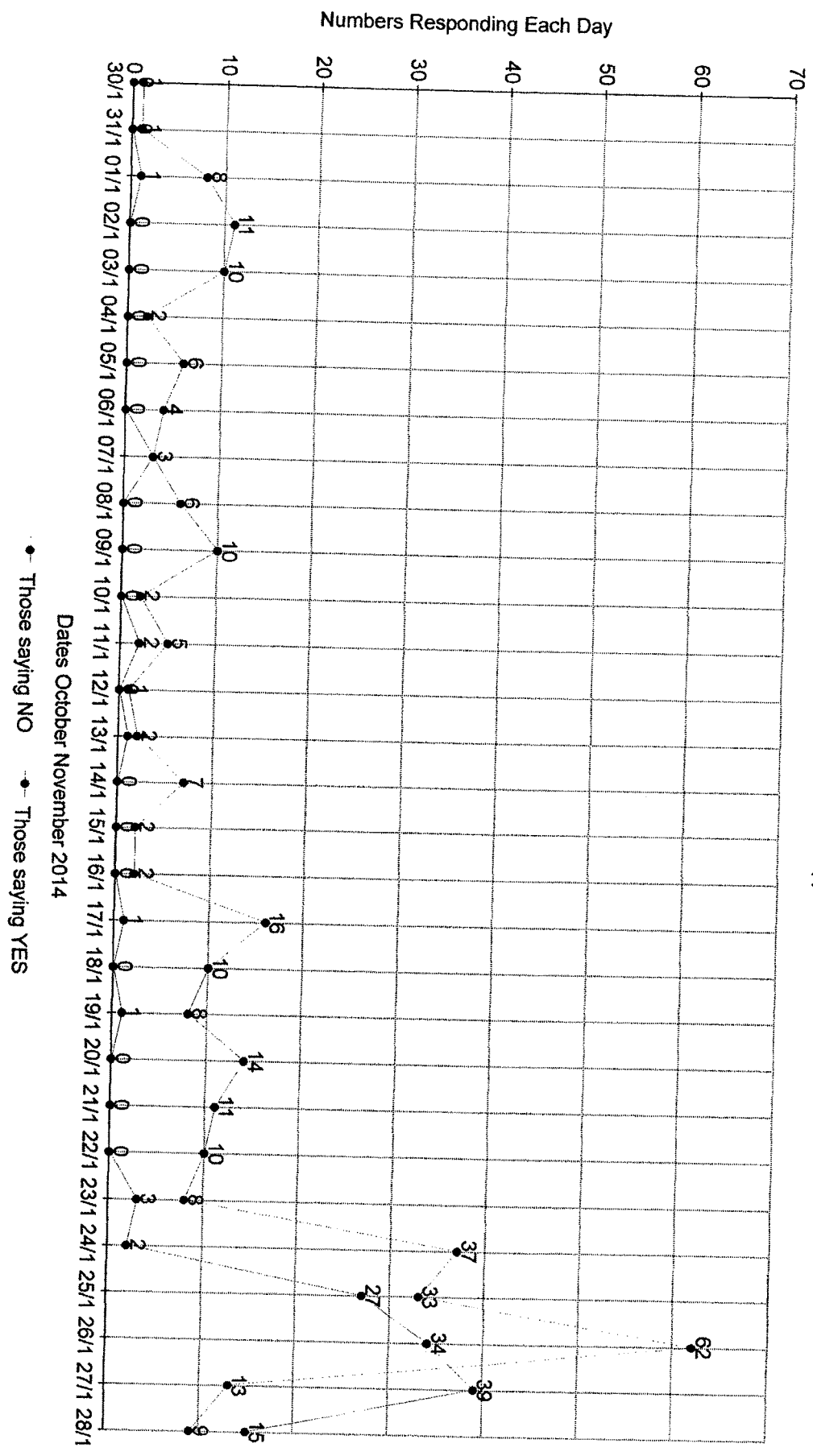
I might add that this situation is perhaps a replay of the "Welcome to Leeds" signs of about 7 years ago, not a happy episode for the council! The city council has worked hard since that time to overcome the local ill feeling engendered by the insensitive imposition of the signs, so it would be a pity if local opinion were to be ignored in this case, and the opinion of LCC regressed once more on the Town Council issue with negative effects on our community cohesion.

**Unnecessary Expense**

As there is no absolute legal requirement to have a Town Council, and the electors have rejected the proposal more than 2 to 1 during the brief consultation, surely to impose a precept is an unnecessary expense for the rate payers.

.....END.....

**Elector Opinion GTC Consultation**  
 Day by Day Plot Objection and Support



## Mulcahy, John

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**From:** [REDACTED]  
**Sent:** 11 May 2015 12:14  
**To:** Mulcahy, John  
**Subject:** Releasing Complaint to G&P Committee - Expiditing Complaint to Stage 2  
**Attachments:** DofCLG1.jpg

Dear Mr. Mulcahy

Thank you for our letter dated the 6th May 2015 received by me on Friday 8th May 2015 giving me Leeds City Council's (LCC) view on my complaint about the proposed Guiseley Town Council procedure so far. Needless to say I do not accept the LCC view to quote your letter *"that it has met the requirements of the legislation in respect of this"*.

I think that LCC legal have taken a very narrow view generally and I presume from your letters penultimate paragraph presumably concentrated on the validity of the petition itself.

I reiterate a few short factual points, which I would like the council officer attending and presumably advising the politicians at the meeting to make too them. All points are factual and supported by the letter from the Ministry so there should be no problem for the officer of allegations of undue influence or political interference.

### Factual Points

a. The Local Government and Public Involvement in Health Act 2007 Section 100 subsection (4) says that the council conducting the process must adhere to the guidance document provided for this purpose.

This gives the guidance some legal standing similar to that of a Statutory Instrument that often accompanies legislation.

b. The 10% of self selecting electors supporting the petition are just a trigger to process. The 10% is an *"indication of support of for changes"*

It is the consultation itself which they should take into account.

The ministries letter makes this point par. 3 because they qualify the 10% indication of support with 4 bullet points that must be complied with as part of the stutory duties the council must perform.

c. The result of the consultation was by my calculation including partners 71.1% against and 29.9% for. The guidance says in Section 93 subsection (6) *"The principal council must take into account any representations recieved in connection with the review" Well 71.1% Against 28.9% For.*

d. *The guidance says in Section 93 subsection (5) para. a "In deciding what reccommendation to make, the principal council must take into account any other arrangements (apart from those relating to parishes and their institutions)*

*(a) that have been made or*

*(b) that could be made*

*for the purposes of community representation or community engagement in respect of the area under review"*

Guiseley already has 3 Councillors on LCC and in addition the officially supported Neighbourhood Development Forum (NDF).

23% of objectors points of objection were precisely about this point. They feel the NDF together with existing councillors is all

that is required. Incidentally another 23% of objectors points were about the unwanted possible additional precept. The proposal is deeply unpopular.

#### Permission Given & Other Actions Requested

1. I enclose a letter from the Ministry of Communities and Local Governments team that deal with these matters. This letter to me, I think supports my objections.

You have my permission to circulate my original letter, appendix and chart, to the committee and the letter from the Ministry.

Sorry about the spelling mistake in the original letter principle should of course be principal.

2. Please in all haste complete Stage 2 of the complaints procedure with your Director so that I can somewhat reluctantly escalate the complaint to the Local Government Ombudsman within a few days.

3. Please anonymise my name, address, and telephone number from all documents I have sent. I don't want my family  
\_\_\_\_\_ to be exposed in any way by my personal actions or views.

Yours sincerely

██████████

**Hartigan, Suzanne**

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**From:** [REDACTED]  
**Sent:** 30 July 2015 11:08  
**To:** Blake, Cllr Judith  
**Subject:** Guiseley Town Council  
**Attachments:** ANDF Guiseley Town Council Response Nov 14.pdf

Dear Cllr Blake

I have been asked by several members of the Forum, and other local people to bring to your attention the facts contained in the response the Aireborough Neighbourhood Forum sent to the consultation on Guiseley Town Council last November. I think the easiest thing to do, is to resend that response. I have been asked to do this as people have heard that you are reviewing the situation.

Having set up and run the Aireborough Neighbourhood Forum since 2012, I fully agree that the Governance of Aireborough needs looking at properly. The area has significant potential to grow, but it also has some very serious issues that are preventing this that are not solved by the Leeds' Local Plan. The area no longer works in the way it did, it has changed, and both the Governance structure and the Neighbourhood Development Plan need to recognize this and support it. The Forum's vision for the area, arrived at through support from DCLG, thus reflects this new situation in a way we hope to make the most of the potential

I am concerned that no one from Leeds City Council has yet sat down with us to discuss the Town Council – and that the Town Council proposal I have seen will cause substantial difficulties for neighbourhood planning in the area – to the detriment of both growth, and the fact that the area is now classed by Leeds in the Core Strategy as a Major Settlement. Guiseley, by itself, is not a major settlement, and neither is Rawdon or Yeadon on their own. This point would need to be made at the Inspector's hearing on the site allocation, if the Governance structure mitigates against that classification.

If you wish to discuss the matter at all, I would be very happy to do so – as we now have a wealth of research that should greatly help inform the consultation on Governance.

Many regards

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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PRIVATE & CONFIDENTIAL  
 Councillor Judith Blake  
 Leader Leeds City Council  
 Civic Hall  
 Calverley Street  
 LEEDS  
 LS1 1UR



30 July 2015

Dear Cllr Blake

I believe you are looking again at the process regarding the proposal for a Town Council for Guiseley. This is appreciated.

I understand that the main petitioner for the proposed council has written to you, to tell you that some of the consultees have been incorrectly allocated by Leeds City Council officers as a no when they should have been logged as a yes. It is felt this is unwarranted. The Council officers in our opinion have done an unbiased job in keeping a substantially correct consultation log of all of the consultee's views both for and against.

Another resident has analysed the consultation log and details are on the enclosed table. No doubt you will make your own examination of the replies.

I feel the following points ring out:-

1. The petition gathered 1179 signatures in favour of a Town Council but this was over a 9 month period from 25 December 2013 to September 2014 i.e. 36 weeks or 252 days – a rate of 4.6 signatures per day. We have no idea how many were approached or whether any of them declined to sign the petition.
2. There was little public awareness during this period.
3. I only became aware of the submission of the petition at the Meeting of the Guiseley & Rawdon Forum on the evening of 19 November 2014 when I also discovered that the closing date for consultation was 28 November. I therefore had printed at my own expense leaflets, a copy of which is attached and distributed them through my contacts to distribute further afield. This leaflet was purely to raise public awareness as far as we were able and was not political.
4. During the period 20 to 28 November the following representations were made to Leeds City Council:-
 

Against the proposed GTC	251	daily rate 28
For the proposal	<u>127</u>	daily rate 14
Total representation.	<u>378</u>	

As you can see over the 9 day period the representations showed roughly 2:1 against the proposal.

This is a big issue and there is a feeling in Guiseley that there has not been enough public awareness of the petition, in particular all ratepayers should be aware of the remit of a Town Council and the additional charges to be made to the rates if a Town Council is to be formed.

It would seem the only fair way to have a truly representative outcome is to have a full referendum in which all residents entitled to express a view are contacted and also all bodies such as the Aireborough Neighbourhood Forum and Aireborough Civic Society are fully informed.

Yours sincerely



Here are the tabulated results

<b>Original LG Officer Entries</b>									
No's	=	267	+5	-2	=	270	=	71.45%	
Yes's	=	108	+2	-2	=	108	=	28.57%	
						378			
<b>Original LG Officer Entries Corrected by me – Three No's to Yes's**</b>									
No's	=	267			=	267	=	70.63%	
Yes's	=	109			=	109	=	28.84%	
Don't Know	=	2			=	2	=	0.53%	
Missing Entry	=	1			=	$\frac{1}{378}$	=		This missing LG entry was a Yes so 108 becomes 109
<b>Original LG Officer Entries Corrected by me plus Partners mentioned</b>									
New Total Conslt	267	+54	+108	+23	Don't Knows Missed out 2	=	552		
No's	267	+54			=			71.02%	
Yes's	108	+23			=			28.98%	

So the range error for No =  $71.45\% - 70.63\% = 0.82\%$  of Error maximum for No's

So the range error for Yes =  $28.98\% - 28.57\% = 0.41\%$  of Error maximum Yes

So it would appear that the errors for the Yes vote is worse than for the No vote, that is the No vote is always more accurate than the Yes.

Conclusion

Finally the Local Government Officers table is substantially correct and tabulates consultees views in a true an fair way. There is nothing wrong.



# URGENT

## A TOWN COUNCIL FOR GUISELEY?

### IEWS TO BE MADE KNOWN **BEFORE** 28 NOVEMBER 2014

#### **Are you aware that a petition signed by 1179 people for a Town Council for Guiseley has been presented to Leeds City Council?**

This was brought out by David Bowe, Guiseley Town Council Coordinator, at the Meeting of the Guiseley & Rawdon Forum on Wednesday, 19<sup>th</sup> November. He reported that on Thursday 23 October Leeds City Council General Purposes Committee considered a report on the proposal for a Town Council. One of our local Councillors, Graham Latty, said 1179 signatories ( only just over 10% of the electorate required by law to request a review) was not a sufficiently large number to justify action and proposed that a referendum should be conducted in the area. He was informed this would cost £40,000. It was therefore agreed not to spend this amount but to start a "local governance review".

A period of consultation apparently began shortly afterwards requiring views to be made known **BEFORE** 28 November. A decision will then be made by the General Purposes Committee and Leeds City Council.

A Town Council acts as a voice for local residents but decisions on such matters as planning and traffic in Guiseley remain with Leeds City Council.

There is an additional amount added to Council Tax for a Town Council. It cannot be quantified beforehand but examples of the additions are as follows:-

Otley £57.98

Rawdon £15.04

Average for Leeds £28

As the majority of Guiseley residents are probably not aware of the position it is **vital** you make your views known and draw the attention of as many people as possible to the situation.

If those who do not want a Town Council do nothing, there will be a Town Council by default.

#### **PLEASE MAKE YOUR VIEWS KNOWN **BEFORE** 28 NOVEMBER TO:-**

[susanna.benton@leeds.gov.uk](mailto:susanna.benton@leeds.gov.uk)

Susanna Benton, Electoral Services Manager at

Electoral Services, Level 2, Town Hall, The Headrow, Leeds LS13AD

Tel: 0113 247 6727



<u>Date</u>	<u>Polling District</u>	<u>In Support?</u>	<u>Comments</u>				
10/09/2015	GRK	No	I am writing to say I am very much against Guiseley having a Town Council				
14/09/2015	GRD	No	I understand Leeds City Council General Purposes Committee is meeting next month and I would be grateful if you could put before them the fact that I do not wish to have a Guiseley Town Council imposed on our neighbourhood, principally because it would involve a significant charge added to the council tax. This community is perfectly well served, at no cost, by the Guiseley and Rawdon Forum and by the Aireborough Neighbourhood Development Forum.				
10/09/2015	GRC	No	On attending the Guiseley & Rawdon forum meeting on the 9 Sept the mention of the proposed Guiseley Town Council was again aired. The meeting was informed that a decision was to be made at a meeting of the LCC purposes committee, for or against Guiseley electing a Town Council for Guiseley in October. This decision surprises me after a recent survey concluded quite decisively that the residents of Guiseley did not want a town council. Why a LCC sub committee should decide to make a decision for the residents of Guiseley is unbelievable and is totally undemocratic. The recent survey showed quite convincingly that the guiseley residents were not in favour and the only way to resolve this situation democratically is by holding a referendum if the result of the recent survey is not binding. How can a council sub committee who are not resident and quite frankly having no interest in the internal affairs of guiseley make such an important decision. We have too many tiers of local government in my opinion, the Guiseley Rawdon Forum, which is non political will achieve more for Guiseley than an elected political town council with problems freely discussed without political views and interference. Sir I wish to inform you that I am not in favour of a town council for guiseley and I wish to be recorded as such.				
Page 209 14/09/2015	GRJ	No	I have several questions relating to the proposed formation of a Guiseley Town Council. At the end of each point which I make, explaining my disquiet, I highlight the specific question to which I request you to ask a member of your staff to respond as a matter of urgency in view of the impending meeting of the councils committee who are empowered to make the decision. I understand that there is a proposal to form a Guiseley Town Council. This had very little publicity and that is unfair to the rate payers. My conversations with neighbours shows very few people are aware of the proposal and disquiet on the subject has been expressed at recent meetings of the Guiseley & Rawdon forums. I further understand that a petition has been lodged which the council will consider. In fact, if I was not one of the few people who attend the guiseley and rawdon forums, I would be added to those who do not even know of the proposal. My questions is: 1. what democratic rights do the population have to be informed of the proposal and how will the guiseley rate payers be informed of it? On 8 Sept I received a questionnaire which indicated that a guiseley town council was in existence. At a meeting of the Guiseley & Rawdon forum on 9 sept it was stated that a council committee is shortly to consider approving the formation of such a council, but the impression given that it already existed is incorrect. My question is:- 2. How can such a document be allowed to be circulated and has this document been financed from public funds? I find many of the questions in the questionnaire to be intrusive and from what I understand town councils have limited powers and certainly they do not extend to the wide range covered by these questions. My question is:- 3. who has the authority to ask these questions and who approved the questions in the leaflet? Reverting to the petition, questions have been asked regarding the numbers of signatories and the eligibility of some who were approached. My request is:- Will you please cause an enquiry to be made into the validity and accuracy of the petition? My final question is:- In view of the limited circulation of the possibility of a town council and the misinformation surrounding that possibility, is it not incumbent on LCC to ensure that all guiseley rate payers have the full facts and the opportunity to express their views? I look forward to your reply.				
09/09/2015	GRJ	No	We would like to register our objection to the above proposed Guiseley Town Council.				
10/09/2015	GRK	No	at the guiseley forum meeting 9sept. the question of a local council came up .At a previous meeting this subject was overwhelmingly voted against. As a resident of this parish and a pensioner .I am quite happy with present arrangements and do not want an additional layer of councillors. and an increase in my rates. When you debate this subject I trust you will bear in mind any additional expense to the pensioners of this parish				
18/09/2015	GRK	No	Would you please note that I am <b>against</b> the formation of a Guiseley Town Council. A petition to be brought before the General Purposes Committee of Leeds City Council in October is not enough - all addresses in Guiseley should be consulted with a paper postal communication asking for their views				

18/09/2015	GRC	No	We are writing to object strongly to the idea of a Town Council for Guiseley. We have perfectly adequate local forum which meets on a regular basis and open to everyone. Also we have the Aireborough Neighbourhood Forum, which is extremely well run by volunteers. Why add another layer of governance which will add cost to our annual council tax bill? There was a chance some while ago for residents to air their views and of those who responded it was clear that a town council was not wanted. If this proposal is to be put properly and in an unbiased way to all residents of Guiseley, we need everyone to receive full information of what the implications will be, rather than a questionnaire issued by one political party which implied that a town council was already approved. This was sent out in a plain brown envelope with no name or address. Please add our name to those expressing deep concern at this underhand way of gaining support and register our vote against the proposal. (guiseley residents for the last 47 years)				
18/09/2015	GRC	No	I was disturbed to receive through the post a long questionnaire which asks residents to feed their views "into the plans for a future Town Council". As far as we're aware no decision has yet been taken about the setting up of such a body. Many of the questions were concerned with matters over which a Town Council would have no powers i.e. quality of teaching in our schools - amount of social housing etc. We already have the Guiseley & Rawdon Forum where concerns can be expressed re planning, traffic issues, bus services, policing matters etc and these concerns are noted by our local councillors and efficiently followed up. In addition we have the Aireborough Neighbourhood Forum which looks particularly at planning issues. It was set up to help with the formulation of a Neighbourhood Plan. They are particularly concerned with the preservation of green space in the town and the surrounding district. With two bodies already concerned with topics which affect life in Guiseley. I think it would be a great pity if a further group came into being which would duplicate almost all of what they do and would also add to the Community Charge bill for each household.				
20/09/2015	GRK	No	We would like to register our opposition to the proposal to set up a town council for Guiseley. Our reasons for objecting are listed below. This is an unnecessary additional layer of local government. It would not have any powers over the main issues and concerns of local residents such as housing, roads, schools etc. All the functions of a town council are already covered by the Aireborough Neighbourhood Forum and the Guiseley and Rawdon Forum. These two organisations are voluntary, non-political and free. There is a cost involved with the proposal in that an additional precept will be added to council tax bills which we assume would be similar to the one in Otley. We believe this is currently £63 for band D. The plan has not been well publicised and currently is only supported by a small minority of residents. We do not believe that the wishes of 10% of the population should be imposed on the other 90% most of whom will be unaware of the proposal. It makes no sense for Guiseley to be singled out for a town council whilst the rest of Aireborough continues as before. Our local councillors and the two forums mentioned above already do a very good job on behalf of all local residents.				
20/09/2015	GRC	No	I am not in favour of a town council for Guiseley. It will have very limited powers and would represent an additional layer of bureaucracy which has to be paid for, Geoff North ( 88 Silverdale Avenue Guiseley)				
20/09/2015	GRC	No	If it is not too late, I think that another layer of local government is unnecessary and it would also add to the council tax for local residents. I do not believe that a town council would be able to change the policies of the City Council. Anyway we have a very useful Neighbour Forum to voice our concerns. Geoffrey North				
28/09/2015	GRJ	No	I seem to recall opposing this proposition some while ago? My own experience with elected representatives under existing structures have proved satisfactory. I am far from convinced of the benefits of this additional tier. It is more likely to lead to conflict and possible delays in decision making processes. This will result in even more frustration & complacency in the democratic process. It follows that I am totally against the setting up of a town council for Guiseley.				
28/09/2015	GRJ	No	I have considered the arguments for & against this proposition. I have always found that the representation of my interests has been adequately dealt with via existing elected representatives. I see the possible addition of a town council as an unnecessary step. In my view, this may likely lead to complications on party political lines. I am opposed to the formation of a town council for Guiseley.				
27/09/2015		Yes for a Review	We are residents of Guiseley and have recently become aware of the petition to the General Purposes Committee of Leeds City Council. We can see there are arguments for and against a Town Council for Guiseley. We also guess that there are many residents of Guiseley who have not become aware as yet of the petition. We therefore consider that a Governance Review would be a way to proceed before a decision is taken.				
26/09/2015	GRC	No	I strongly disagree with the formation of a Town Council for Guiseley. We already have two local groups who are looking after our needs very well, the Aireborough Neighbourhood Forum and the Guiseley and Rawdon Forum. Please take my views into account when this comes up for consideration.				



26/09/2015	GRD	No	I do not want a town council as it would cost every resident extra on their council tax and we already have the Guiseley and Rawdon Forum which listens to people's ideas and worries and generally manages to get action taken. I feel sure it is just as effective as a town council would be and it does not cost us anything.				
26/09/2015	GRC	No	As a resident of Guiseley I wish it to be known that I consider a town council for Guiseley to be an unnecessary level of bureaucracy and cost to the local population. The real issues that matter, i.e housing, road planning and maintenance would continue to be governed by Leeds City Council. Under these circumstances either a full governance review, informing all residents of all the implications of such a decision should be undertaken, or in preference the whole scheme should be abandoned before further costs to the taxpayer are incurred.				
30/09/2015	GRJ	Yes for a Review	I wish to register my opinion that a full Governance Review should be made before a decision is taken on the above				
30/09/2015		No	We wish to place on record our view that we believe it is not necessary for Guiseley to go to the expense of having its own Town Council. We believe that the existing forums and community based volunteer work is currently sufficient to answer any local problems which may arise.				
01/10/2015	GRJ	No	As residents in Guiseley for 45 years we see no need or purpose in a town council for Guiseley. This would be just another layer of bureaucracy, and achieve little more than we can do already. We have the Guiseley and Rawdon Forum, and also the Aireborough Neighbourhood Forum, set up under the Localism Act. We would have to pay an extra precept for unhelpful and unwanted professional help. Please reconsider this unwelcome suggestion.				
01/10/2015	GRK	No	We are writing to express our opinion regarding the above and the reasons why we are not in favour of a Town Council for Guiseley. Additional costs (precept) not justified as we do not require a Town Clerk. A Town Clerk does not have the power to make decisions over housing development or traffic congestion of which we do not want further housing and congestion is already a big problem. We already have contacts and a voice for our area which is open to all and is non political and is FREE. We also have Aireborough Neighbourhood Forum which is also FREE and run by volunteers. To enable decisions to be made on this matter all residents should firstly be informed by letter (every household) that a precept would be required and detailing the powers of a Town Council. Public Meetings should also be provided to enable the residents to find out more. We are not in favour of a Town Council for Guiseley and recommend a full government review should be made first before a decision is made. We have very little confidence in knowing that decisions are being made without consultation of ALL the residents of Guiseley but a few and must strongly stress that meetings behind closed doors are NOT and never will be acceptable.				
01/10/2015	GRJ	No	I have lived at my current address, in Guiseley, since 1991. I am aware of the current moves towards a Town Council for Guiseley by some people in the area and I understand a petition is shortly to be brought before the General Purposes Committee of Leeds City Council advocating this new Town Council. I would like it known to the Committee that I am totally against such a new Town Council. I believe any such council is unnecessary because we currently have more than enough representation and discussion forums to serve Guiseley. We certainly do not want any additional local government cost. Also, from what I can gather, it seems that any new Town Council would not have the power to solve any of the problems currently facing this area. I believe it to be a waste of everyone's time. I would strongly request the Committee to reject the idea and not proceed, in any way, with such new council.				
29/09/2015	GRC	No	We wish to express our objection of the formation of a Guiseley Town Council for reasons on the attached sheet (fact sheet from Michael Dawson). We should be obliged if you would express the points made therein to the General Purposes Committee at or before their meeting on the 19 October				
22/09/2015	GRJ	No	I am a ratepayer in Guiseley and have been since 1970. In the years since then there have been many significant changes throughout Aireborough, with the active involvement of councillors and with very little doctrinaire posturing on their part. In my experience the council's officers work well with our local councillors and it is a successfully responsive arrangement. I see no need for an additional town council for Guiseley. In my view the proposal for an additional consultative body would lead to extra costs and most likely would delay the resolution of local issues. Would it not be more effective to make extra funds available to the councillors, should they need them? I see no need for a town council for Guiseley.				

21/09/2015	GRD	No	Regarding Guiseley having a town council I do not believe that we have need for another layer of bureanocracy. We have local councillors who should know what Guiseley residents concerns are. The main problem in Guiseley is over development over sheltered facilities, too much traffic and parking problems. West Villa Road, Kelcliffe estate and all roads in the area to the east of Oxford Junior School are all ready blocked with cars for the school and station. Even before the new building has started and more children (in cars) arrive. A town council would have no powers over the main problems Guiseley faces, as I told them in the survey which they sent to us to fill in. So no we do not need a town council.				
24/09/2015		No	Dear Sir, First and foremost I have to tell you that my wife and I are 100% against the formation of a Guiseley Town Council, a toothless lair of bureaucracy that we the rate payer are going to have to foot the bill for. As pensioners another increase in a council tax precept is not welcome. I understand around 1000 people have to show an interest in the idea of a Town Council, are the thoughts of the other 10000 or so residents not to be considered ?. The fact that a "CHOSEN" few can bulldoze this proposal through is completely undemocratic. All residents should be fully aware of the actions of a small group of people trying to push this proposal through and given the chance to vote yes or no to the formation of a Town Council. I believe a full governance review should be taken by Leeds City Council if only to prove that democracy exists before going any further with this idea of a Town Council that is driven by a group of people who have no interest in the thoughts of the majority of the residents.				
05/10/2015	GRD	No	I have recently been made aware of a petition to form a Town Council for Guiseley. I am writing to let you know that I am strongly opposed to another layer of bureaucracy interposed between the people of Guiseley and the Leeds City Council. We already have useful fora locally for public discussion and to express our concerns to the council and I cannot see the need for yet another organisation with the associated costs in resources and time.				
02/10/2015	GRC	No	We understand that some people are suggesting that there should be a town council for Guiseley. We wish you to know that we are opposed to such a proposal. We believe that it would simply be a talk shop with few if any powers. We would object to paying any additional tax for the setting up and support of such a body. By the way we had difficulty in discovering your postal address from the Leeds City Council website. So will email this letter as well as posting it to ensure that you receive it.				
03/10/2015	GRD	No	I do not support the proposition to introduce a Town Council for Guiseley. I believe the extra layer of government will simply cost money, and not produce any worthwhile results for the community.				
04/10/2015		No	I am NOT in favour of a town council for Guiseley.				
04/10/2015		No	Following a circular placed in our letterbox, we understand that proposals are being processed to put into place a Town Council for Guiseley. Now that Leeds is in charge of important and lesser decision affecting Guiseley, what would the benefits be from having an extra council? Should we assume that we will be expected to pay a handful of individuals to do these new Council Duties? This added to the Leeds Council Taxes? Would we see a reduction in Leeds Council Taxes? What would the duties of an extra council be? Has there been a circular referring to this plan for all to be advised? We have not received any at this address, nor have the neighbours we spoke to. It is perfectly clear that far more information is needed. All people living in this area are obviously directly concerned by such a decision. So, we would say no to the extra Guiseley Council, unless al is clearly explained and to the benefit of all living in the area. On a lighter note, if you were to offer something similar to the old Aireborough Urban district council of 1937 (alas abolished in 1974) which gave all the area grear service, satisfaction and independence then the answer would definitely be YES. Guiseley being too small on its own would find, I am sure, some other small neighbouring townships to join in.				
04/10/2015	GRD	No	I wish to register my opposition to the appointment of a Town Council for Guiseley				
05/10/2015	GRJ	No	This issue was raised some months ago and I was made aware of it from a flyer through my front door. At the time I wrote to Susanna Benton expressing my opposition on the grounds that the initiative was undemocratic. Although the initiative had scraped the 10% required to prompt further action by Leeds City Council, the instigators were not known and I suspected that the whole idea was driven more by personal ambition than community governance. My position has not changed. We do not need a further expensive layer of bureaucracy in Guiseley. I do not wish to pay for this service. The communications about the initiative are abysmal and I still have no idea who is proposing it or why. There is no information on the Leeds City Council website and I am only aware, once again, because of local people putting flyers through my door.If we end up with a town council this will be a complete failure of democratic process. We will have slipped into creating another body for which there is no desire, no funding and no purpose. I ask you to make my opinions known to the appropriate person and put this matter finally to rest.				

05/10/2015	GRJ	No	I write to give feedback in respect of the above matter. 1) NO TO GUISELEY TOWN COUNCIL - we already have too many layers of Local Council, we do not need more. 2) NO TO GUISELEY TOWN COUNCIL - No to wasting more money on a Governance Review by a wasteful Leeds CC. Please add the above to the consultation process.				
05/10/2015		No	I write on the subject of a suggestion of a town council for Guiseley. As a resident and ratepayer of some thirty years, I want it known that I do not want that move to happen, and look to you to use whatever power you have to prevent it. If I can be of any help, please say.				
05/10/2015	GRJ	No	I write to add my comments in respect of the above proposal. I DO NOT AGREE that Guiseley needs a Town Council for the following reasons. 1. there are other local groups who can represent residents in the area (e.g. Guiseley & Rawdon Forum and the Aireboroguh Forum). 2. areas of real concern for many residents are housing developments and traffic congestion. As I understand a Town Council would not have power to make decisions, only to put forward the views of residents I feel that a Town Council would not add to the process. 3. our council tax is already high, the financial cost of a town council would only add to the financial impact on household budgets. Please add the above to the feedback received as part of the consultation process.				
05/10/2015	GRC	No	i am informed that there is a proposal to create a Town Council for Guiseley and I would wish to express my opposition to such a proposal. I do so on the following grounds: that the powers that would be delegated to it would make it hardly worthwhile. That the precept that would be imposed is not acceptable especially in the current climate. that this council would be another layer of bureaucracy and is totally unnecessary. Please would you ensure that my comments are brought to the attention of the committee which is considering this proposal.				
05/10/2015	GRJ	No	I am NOT in favour of the proposal for a town council in Guiseley				
05/10/2015		No	I am writing, as a Guiseley resident, to oppose this proposal which I believe will lead to an unnecessary layer of bureaucracy				
05/10/2015	GRD	No	I have received notification to make me aware of the question of a town council for Guiseley. I believe that I have already expressed my concerns over this matter. Not everyone in Guiseley is aware of the petition to form a Town Council, or that a consultation took place between 24.10 and 28.11.2014. Therefore, a decision will be made on only the views of a small proportion of the electorate of Guiseley. This is not a truly democratic process. Nor has everyone been made aware that the formation of a Town Council will involve an addition to Council Tax. If everyone has to pay this charge then they should be consulted and asked if they agree to it. A town council does not have the power to make decisions over housing or traffic congestion, it is only consulted. Guiseley already is represented by Forums, instrumental in obtaining car parking on Netherfield Road, cross on Otley Road and proposals to build on green belt land. All this work is carried out free, done by volunteers and is non political. The formation of a town council is not required to complete these tasks as they are already being done, for free. I am opposed to a town council being set up, as groups doing the work are already in place doing what is required, for free. Not only this but the proposed boundaries for the town council takes in parts of Menston & Hawkesthorn. These have nothing to do with Guiseley, and Menston even has a BD postcode, not even part of Leeds anyway.				
05/10/2015	GRJ	No	I am very much against a town council for guiseley. It would seem to have few powers would be unnecessary. There would be considerable extra cost to maintain premises and wages for staff, which would no doubt increase year on year and what exactly would they do? We have managed so far. We have Aireborough Neighbourhood Forum and Guiseley and Rawdon Forum. We need to be keeping costs down not increasing them unnecessarily.				
05/10/2015	GRJ	No	I am very much against a town council for guiseley. It would seem to have few powers would be unnecessary. There would be considerable extra cost to maintain premises and wages for staff, which would no doubt increase year on year and what exactly would they do? We have managed so far. We have Aireborough Neighbourhood Forum and Guiseley and Rawdon Forum. We need to be keeping costs down not increasing them unnecessarily.				
28/09/2015	GRK	No	I understand that a petition for a Town Council for Guiseley is to be brought before the General Purposes Committee of Leeds City Council in October. I feel that because there was little publicity about the short consultation period in November 2014 concerning this petition, any decision made by the council based entirely on it would be undemocratic. I would therefore ask that the council defer any final decision on this matter before all the eligible residents of Guiseley are given full details of the work that a Town Council is able to do, and also of the additional precept this would mean to their council tax. Following this, a local referendum should be held to give every resident a say in this important decision.				
28/09/2015	GRK	No	I would like to add my support to Mr Denbeigh's Letter.				

04/10/2015	GRC	No	We are writing about the possibility of the formation of a town council for Guiseley and I am writing to tell you that my wife, Agnes Booth, and I are not in favour of this proposal which we think is unnecessary. It seems to me that as we are adequately represented with the existing local government bodies and that a further layer of representation would be an unnecessary expense which would give value for money to the residents. We would ask you please to give full thought to these views in your deliberations.				
02/10/2015	GRC	No	I understand that the institution of a Town Council is to be considered by Leeds City Council shortly. Please note and record my strongest objection to this proposal. I consider that this would result in a further layer of bureaucracy without power to materially affect Guiseley citizen's needs and rights. Additionally, it will incur extra costs for Guiseley Community charge payers, without producing any advantage in their overall governance. A formal acknowledgement of my protest is requested. Thank you				
Not dated	GRK	No	I am saying No! to a Town Council for Guiseley				



Report author: Andrea Holgate

Tel: (Int) 51954

## Report of the City Solicitor

### Report to Council

**Date: 11<sup>th</sup> November 2015**

**Subject: The Leeds Award**

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

On the 13<sup>th</sup> October the Leeds Award Panel agreed the nomination of Kevin Sinfield for a Leeds Award.

The Leeds Award Panel asked that in this instance that the Leeds Award for Kevin Sinfield was approved through a delegated administrative decision by the Chief Executive to allow for the announcement to be made on the 21<sup>st</sup> October at a civic dinner of the Leeds Rhinos Foundation.

The Chief Executive, being always respectful of the role of Full Council, sought the views of group leaders before proceeding with this and unanimous agreement from the group leaders was given.

The Chief Executive signed the delegated administrative decision on the 19<sup>th</sup> October.

### Recommendation

That Council note the recommendation of the Leeds Award Panel and the decision to approve the award taken in this instance by the Chief Executive.

## **1 Purpose of this report**

- 1.1 For Council to consider the outcome of the Leeds Award Panel who agreed, on 13<sup>th</sup> October 2015, to make the recommendation that the following nomination receive the Leeds Award:
- 1.2 The award is being given in recognition of his successful career playing for and leading the Leeds Rhinos to national and international success, his national career as captain of the England Rugby League team and his contribution to the city of Leeds through his support of the Leeds Rhinos Foundation and other charities. The full citation is attached.

## **2 Background information**

- 2.1 On 17<sup>th</sup> October 2007, the Executive Board agreed to the creation of the 'Leeds Award'.
- 2.2 The Leeds Award is a prestigious honour that recognises that there are many people, groups, organisations and teams that bring great credit to the City through their exceptional hard work and dedication. It is viewed as a lasting tribute to those contributions that make a real difference to the City.
- 2.3 Following the initial processes, Group Leaders appointed representatives to act on their behalf at all future Leeds Award Panel meetings.

## **3 Corporate Considerations**

### **3.1 Consultation and Engagement**

- 3.1.1 Group leaders and Elected Members

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

- 3.2.1 No Impact

### **3.3 Council policies and City Priorities**

- 3.3.1 No Impact

### **3.4 Resources and value for money**

- 3.4.1 All costs would be contained within existing budgets

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

- 3.5.1 No implications

### **3.6 Risk Management**

- 3.6.1 There are no risk issues

#### **4 Conclusions**

- 4.1 The Leeds Award Panel recommended that Mr Kevin Sinfield receive the Leeds Award.
- 4.2 In this instance, given time constraints, the Leeds Award for Kevin Sinfield was approved through a delegated administrative decision by the Chief Executive.

#### **5. Recommendation**

- 5.1 That Council note the recommendation of the Leeds Award Panel and the decision to approve the award taken in this instance by the Chief Executive.

#### **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.

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"Oldham is my town but Leeds is my City!" Kevin Sinfield MBE has said this on so many occasions since the turn of the Millennium.

Handed the Leeds Rhinos Captaincy at the tender age of 21 his mane has been synonymous with the 'Golden Generation' success since 2004 to the present day. Six Super League Championships. Two Challenge Cup victories. Two league leaders shields. Three World Club Championships.

Lance Todd and Harry Sunserland (twice) Man of the Match awards and crowned the World's best player in 2013. His Rugby League success for himself, the Rhinos, and the city of Leeds is ample justification for this great city to bestow suitable recognition on the man the fans affectionately call 'Sir Kev'.

Anyone who knows Kevin, in large or small part, knows there is a lot more to his character than just his Rugby League talent and success. He is the consummate professional whose application to the game he loves has resulted in the success he has enjoyed. A born leader he is admired around the world utilising a style that works on evolution rather than revolution. A very intelligent man he has combined his professional athlete role with raising a family and eventually securing a Masters degree from Leeds Beckett University.

On the 9th October 2011, the day after achieving the fifth Super League title, The Editorial in the Guardian newspaper said

" A great day for English rugby football, Saturday. No, not in New Zealand, where the England union team were humiliated by France, but at Manchester United's Old Trafford ground where, in a stirring, fiercely contested league grand final, largely unfavoured Leeds came from behind to defeat St Helens by 32 points to 16. A bleak day for a Lancashire side disrupted again, as they have been all season, by injuries, but a triumph on many levels for Leeds. For their coach, Brian McDermott, after a season where, as he said at the end, they have "been in places where it's not nice to be", apparently doomed at some points not even to make the play-offs. For the tiny, scuttling Rob Burrow, no longer first-choice scrum half, not even employed for the first 20 minutes here but, as often before, emerging as the most explosive of super-subbs and winning, by 37 votes out of 37, the man of the match award. But perhaps, most of all, for Kevin Sinfield, the long-serving captain, without whom it's hard to imagine that Leeds would have been there at all. His generalship, masterful tactical kicking and expertise with penalty and conversion sustained them throughout this season, as for many before. This is a player admired off the pitch for his modest, courteous decency. He has never quite made it at international level, but few players in the history of the game can have given more to the team that they served. In this age of Rooney and Tevez, here is a genuine, through and through sporting hero."

The last sentence maybe summing up the aura of Kevin Sinfield better than most. If he were a professional footballer his name would be bigger than Beckham, in American Football his contract would be worth hundreds of millions of dollars, yet he stuck with the game he loves at the club he loves in his words "doing a hard days work as I am basically a working man for a decent wage".

It is impossible to quantify the added value that Kevin has brought to the city of Leeds. He is a true role model, inspirational speaker, supporter of many charities, a marketing brand in himself yet readily associated to Leeds, thoughtful, conscientious and generous. When approached recently to front a partnership campaign around issues of violence against women obviously he was willing to be involved. But Kevin then went on to ask very insightful questions so as to understand the topic fully therefore making himself far better equipped to carry out his support.

At the end of this Super League season Kevin draws a close on his Rugby League career with the Leeds Rhinos which started as a youngster. Through that time his name is etched into the history of a remarkable period of success for club and city and as he embarks on a new challenge in Rugby Union it is fitting that he is duly recognised for his unrivalled contribution.

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Report author: Kevin Tomkinson  
Tel: 74357

**Report of**     **City Solicitor**

**Report to**     **Council**

**Date:**         **11 November 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.

### 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**

That the following appointments be approved;

- Councillor Buckley to replace Councillor Amanda Carter on Scrutiny Board (Citizens and Communities).

### **4.1 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> - 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 the Chief Executive

## Report to Full Council

**Date:** 11 November 2015

**Subject:** Electoral Review of Leeds City Council

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<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 Local Government Boundary Commission for England (LGBCE) has informed the council of its decision to carry out an Electoral Review of the Council size (number of elected councillors) and the number of Wards and Ward boundaries for Leeds City Council.
2. The LGBCE is currently in the preliminary period for the review and is in the process of collating the information required before the review formally starts.
3. The review is due to start in March 2016 and be completed by January 2017. Any changes that may be made will come into effect for the local government elections expected in May 2018.

## Recommendations

4. Full Council is asked to note the arrangements and timetable for the Electoral Review.

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

- 1.1 This report gives details of the arrangements and timetable for the LGBCE's Electoral Review of Leeds City Council.

## **2 Background information**

- 2.1 Electoral Reviews are reviews of the electoral arrangements of local authorities which determine: -

- the total number of councillors to be elected to the council;
- the number and boundaries of wards;
- the number of councillors to be elected for each ward; and
- the name of any ward.

- 2.2 Electoral Reviews are initiated primarily to improve electoral equality. This means ensuring, so far as is reasonable, that for any principal council, the ratio of electors to councillors in each electoral ward or division is approximately the same.

- 2.3 Electoral Reviews can also be carried out at a local authority's request, for example to look at council size (the total number of councillors) or provide for single-member wards. The LGBCE is responsible for putting any changes to electoral arrangements into effect and does this by undertaking a review following by the making a Statutory Instrument or Order which then needs approval by Parliament. The local authority then conducts local elections on the basis of the new arrangements as set out in the Order.

- 2.4 When the electoral variances in representation across a local authority become notable, an Electoral Review is required. The criteria for initiating a review in those circumstances are as follows: -

- more than 30% of a council's wards/divisions having an electoral imbalance of more than 10% from the average ratio for that authority; and/or
- one or more wards/divisions with an electoral imbalance of more than 30%; and
- the imbalance is unlikely to be corrected by foreseeable changes to the electorate within a reasonable period.

- 2.5 The LGBCE must have regard to statutory criteria when conducting an Electoral Review which includes the need to secure equality of representation; the need to reflect the identities and interests of local communities; and the need to secure effective and convenient local government.

## **3 Main issues**

- 3.1 The LGBCE wrote to Leeds on 10 June 2014 to advise that on the basis of the electoral data they held for our authority, City and Hunslet Ward had an electoral variance from the average for our authority of 35.33%. As this met the criteria

above the LGBCE advised its intention to conduct an Electoral Review. At the time, all Lead Members agreed that such a review would be beneficial for Leeds. The LGBCE wrote again on 5 September 2014, having taken account of the comments we provided, and confirmed that it would be undertaking a review.

3.2 The LGBCE advised that the review would commence in early 2016, with final recommendations being made in early 2017 for implementation of changes that may be made during elections in May 2018. The expected timetable for the review is: -

Stage	Action	Dates
Preliminary Period	Informal dialogue with local authority. Focus on gathering preliminary information including electorate forecasts <sup>1</sup> and other electoral data. Commissioner-level involvement in briefing group leaders on the issue of council size. Meetings also held with officers, group leaders, full council and, where applicable, parish and town councils. At the end of this process, the council under review and its political groups should submit their council size proposals for the LGBCE to consider.	Current stage until January 2016
Council Size Decision	LGBCE analyses submissions from local authority and/or political groups on council size and takes a 'minded to' decision on council size.	Expected February 2016
<b>Formal Start of Review</b>		
Consultation on future warding/division arrangements	The LGBCE publishes its initial conclusions on council size. General invitation to submit warding/division proposals based on LGBCE's conclusions on council size.	Expected March 2016 for up to 12 weeks
Development of draft recommendations	Analysis of all representations received. The LGBCE reaches conclusions on its draft recommendations.	Expected June 2016 For up to 12 weeks
Consultation on draft recommendations	Publication of draft recommendations and public consultation on them.	Expected September 2016 for up to 8 weeks
Further Consultation (if required)	Further consultation only takes place where the LGBCE is minded to make significant changes to its draft recommendations and where it lacks sufficient evidence of local views in relation to those changes.	Expected November 2016 for up to 5 weeks
Development of final recommendations	Analysis of all representations received. The LGBCE reaches conclusions on its final recommendations.	Expected January 2017

3.3 The LGBCE advises that the time periods shown are the expected typical duration of stages. They are not standards or undertakings. The LGBCE are clear that the progress of a review will be determined by the nature of the issues to be addressed and the availability of information to underpin sound decision-making, not by a determination to complete a review within any given period.

<sup>1</sup> Election forecast figures are based on expected changes to population from information on known housing developments, and business growth, etc

- 3.4 We are currently in the preliminary period of the review. The Council is required to decide whether to continue to elect in thirds with a fallow year every fourth year, or to alternatively move to all-out elections every four years, and also to make an initial submission on Council size.
- 3.5 Following the initial meetings between the LGBCE and the Leader and Chief Executive, further consultation with all group leaders and meetings of the Electoral Working Group, the Chief Executive will inform the LGBCE that the Council intends to make submissions to the effect that there should be no changes to the electoral cycle and retain elections by thirds with a fallow year every fourth year.
- 3.6 Work is currently ongoing by Members of the Electoral Working Group to agree the evidence required to submit to the LGBCE in January 2016 so they can make a fully informed decision regarding Council size that supports local needs.
- 3.7 On receipt of our submission regarding Council size, the LGBCE will take a view and make a formal proposal, and as soon as this proposal has been consulted upon and a final decision reached, considerations for proposed ward boundary arrangements can then be progressed.
- 3.8 The design of new ward boundaries will be based on forecasted electorate figures for 2022, five years on from when the review is due to be completed in 2017.
- 3.9 This review is for local government ward boundaries only and is not in any way connected to the separate Parliamentary constituency boundary review which will be undertaken by the Boundary Commission for England (BCE) commencing in 2016.
- 3.10 The LGBCE has arranged to provide briefings about the Electoral Review to all Members of Full Council, MPs, MEPs, the PCC and parish/town councillors.
- 3.11 The council's Elections Working Group will be used to collate the required information for the review, analyse it, and provide recommendations on the council's opinion to help inform the review. This does not prohibit any group or individual Member providing their own representation to the LGBCE as part of the public consultation. An officer Project Board has been established to monitor and coordinate activities required for the review.
- 3.12 Further details on how a review is conducted, including full details of each stage listed above, can be found in the guidance published by the LGBCE at the following link: -

[https://www.lgbce.org.uk/\\_data/assets/pdf\\_file/0006/10410/technical-guidance-2014.pdf](https://www.lgbce.org.uk/_data/assets/pdf_file/0006/10410/technical-guidance-2014.pdf)

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation will be carried out by the LGBCE in accordance with the timetable set out above. All groups will be consulted on any submission the council makes in connection with the review through their representatives on the Electoral Working Group.



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

- 4.2.1 The review is conducted by the LGBCE and they are responsible for ensuring any equality, diversity, cohesion and integration issues are identified and addressed as part of the review process.

## **4.3 Council policies and the Best Council Plan**

- 4.3.1 The review is an independent review conducted by the LGBCE and is not linked to any council policies or the Best Council Plan.

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

- 4.4.1 This is an external review and the LGBCE is responsible for any expenditure incurred.

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

- 4.5.1 The powers for the LGCBE to conduct an Electoral Review are contained within the Local Democracy, Economic Development and Construction Act 2009. This consolidates and amends provisions previously contained in the Local Government Act 1972, the Local Government Act 1992 and the Local Government and Public Involvement in Health Act 2007.

## **4.6 Risk Management**

- 4.6.1 The risk to the council is that any changes the LGBCE may make to council size and ward boundaries may not allow the council to properly represent its constituents and respond effectively to local needs. The review process allows the council to provide evidence in support of the number of councillors it feels is necessary to continue to properly represent constituents and to effectively conduct all aspects of council business. This, and the public consultation periods, should be used to ensure the LGBCE can make a properly informed decision.

## **5 Conclusions**

- 5.1 Any changes to Council size or the number of wards or their boundaries will come into effect for the local government elections expected in May 2018.

## **6 Recommendations**

- 6.1 Full Council is asked to note the arrangements and timetable for the Electoral Review.

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

- 7.1 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.

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**Report of the Chair Inner West Community Committee**

**Report to Full Council**

**Date: 11th November 2015**

**Subject: Inner West Community Committee**

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

**Summary of main issues**

This report provides an overview of the progress, achievements and opportunities for the Inner West Community Committee over the past year. Key achievements include:

- Hosting four themed meetings around key community priorities;
- Training and Induction event for nine resident co-optees;
- Generating a new multi-agency pilot around mental health.

**Recommendations**

Members are asked to note the content of this report.

## 1 **Purpose of this report**

- 2 The purpose of this report is to outline the progress, achievements, opportunities and challenges of the Inner West Community Committee over the period since the last update to Full Council in January 2015.

## 3 **Background information**

- 4 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 established 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 meetings.

- 5 This report looks at the achievements of the Community Committee over the past year, and highlights the opportunities and challenges for the future.

## 6 **Progress**

7. The Community Committee has made considerable progress in refining the style of meeting and looking at how to best engage with a wider audience. Part of this has involved the production of a user friendly discussion paper that describes elements of the topic in bite sized and colourful format.

8. This year the Committee has considered some important topics and has held the following workshops:

- ***Childhood Obesity & Family Health (January 2015)***
- ***Mental Health (March 2015)***
- ***Housing (June 2015)***
- ***Domestic Violence (September 2015)***

9. ***Childhood Obesity & Family Health*** – This themed workshop focussed on how to improve the health of children, young people and families in the Inner West.

10. The discussions and presentations focused on the various initiatives that are in place to tackle childhood obesity; understanding what the barriers are and looking at who can influence change.

11. Discussion workshops looked at if there are local barriers to change such as lack of local greenspace, access to fresh fruit and vegetables as well as whether there was a wider education campaign needed on healthy eating.

12. The Inner West Committee agreed to promote the 'Food Dudes' food programme to schools, and create new opportunities for children and young people to be more active within their local communities. Eight schools signed up but unfortunately the company went into administration, so work is underway to commission a new provider of this service.

13. In order to increase the opportunities for physical activity for young people in the area, the Committee funded over £18,000 worth of sporting activities. This has included summer and weekend activities for young people and a new Bramley Parkrun run every Saturday morning.



The Bramley 'Mummy' spent the summer at Manor Park Surgery teaching children about healthy eating and how their bodies work.

14. **Mental Health** - In March, the Community Committee was joined by experts from Public Health and mental health charities to ask a key question - how can we support people suffering from mental illness to access services in the community? The planning, preparation and delivery of this Committee involved the Community Committee Champions who are also professionals in the field of mental health.
15. Councillors discussed how the public and voluntary sectors can work more closely together, bringing in partners from across all services. They heard about the new 'Patient Empowerment Project' championed by local GPs and how their outreach workers are helping people access all sorts of community activities.
16. At the meeting, it was agreed that tackling social isolation is a priority area of work, and that the Committee would look to fund a bespoke project with Public Health and Housing in the Armley tower blocks to try out new ways of engaging residents in need. The Councillors agreed £15,000 of funding for this project at the Committee and following this, Officers worked to agree a match funding of £35,000 from Environment and Housing which has enabled this unique pilot work to get underway.
17. Following the Committee the topic of Mental Health was also discussed at the Armley and Bramley Forums and generated lots of interested discussion.
18. **Housing** - The Committee looked at how good quality housing impacts positively upon the physical and emotional health of tenants, looking at housing stock, what works well and where improvements need to be made. Key to the discussions was the drive to engage more with a broader range of tenants, particularly younger tenants. Time was also spent looking at issues around fuel poverty and what can be done to support tenants to make the most cost effective choices around energy usage and suppliers.

19. The Committee is promoting the new 'YAGI' engagement programme for young tenants and will support a campaign around fuel poverty when the new initiatives proposed at the meeting are launched.
20. Since the meeting, officers from Housing Leeds have been recruiting to two new resident groups for the Broadleas in Bramley and Ley Lane area of Armley. Ward Members have supported these initial meetings and consultation events.
21. **Domestic Violence and Abuse** - The meeting in September looked at domestic violence and abuse and how it affects individuals, families and communities in the Inner West where there are higher levels reported than the City average. The meeting was led by contributions from Safer Leeds and Behind Closed Doors, a domestic violence charity who provided information on bespoke projects that are taking place in the area. The aim of the workshop was to increase knowledge on the subject and to raise awareness of the support that is available.
22. Since the Committee it has been agreed that the Inner West will aim to raise the profile of domestic violence and abuse during the Leeds 16 Days of Action, including a poster on the Armley billboard and a social media campaign.



Jane Thoy from 'Behind Closed Doors' delivering a powerful presentation on Domestic Violence to the Community Committee.

23. **Priority Neighbourhoods**
24. The West Neighbourhood Improvement Board meets quarterly and oversees partnership work in the five inner West priority neighbourhoods. Over the past year, targeted and measurable improvement plans have been drawn up for each neighbourhood, focussing on a few key priorities for change.
25. A new Neighbourhood Improvement Partnership has been established for Hawksworth Wood and is focussing on better connecting young people's services, connecting local people and local job opportunities and a variety of health and greenspace matters. The Our Place programme in Bramley is co-ordinated by Barca Leeds and has the support of the Community Committee. An action plan has

been agreed and work has begun on securing funding to improve the Broadleas and Fairfield community centres and identifying projects to support young parents.

26. Our Place in New Wortley has achieved a lot over the last year with support from a range of agencies and the Community Committee which has invested over £20,000 Wellbeing funding this year on projects including an employment worker, the community centre and youth activities.



Adult learners at New Wortley Community Centre receiving their certificates



Saleem Shafi from 'Money Buddies' who are working in all three wards

27. **Wellbeing projects & Youth Activities Fund**

28. The Inner West Community Committee has approved schemes worth £174,000 so far this year. The vast majority is given to voluntary organisations to deliver important projects within our communities such as the 'Children's Champion' in Hawksworth Wood supporting young people with the transition to high school, the 'Community Shop' in Bramley hosting a range of financial inclusion services and a counsellor for young people in Armley and Bramley.
29. The Committee also invests in projects that bring people together, from the ever popular Christmas Light switch on events in Armley and Bramley to family fundays in Kirkstall and art projects in Charlie Cake Park in Armley.
30. The majority of the Committee's Youth Activities funding was spent on summer activities such as the mini Breeze events and play schemes across the three wards. A brand new youth club has been established in Kirkstall ward in partnership with local residents, and thanks to the Community Committee, the Saturday Night Project at Armley Leisure Centre was able to continue, entertaining over 100 young people every week.



Young people supported by Angel of Youths delivering a community project at Armley Library



Another hugely successful Kirkstall Festival was held in July with thousands of people attending

### Social Media

31. 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. Social media has provided a platform to build relationships and share useful and interesting information from local media, community groups and residents. The Facebook page is specifically for the Inner West area, the Twitter page @\_YourCommunity is a city wide account for all Community Committees.
32. The Communities Team 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 some posts reaching up to 6,000 views. The most popular posts have been about Ley Lane greenspace and the Craggside Rec dog show.

### Community Committee Co-optees

33. The Inner West Community Committee is unique in having as many Co-optees as Elected Members. In the summer the nine co-optees were given an official induction in Civic Hall which included a presentation from Corporate Governance around the Council's decision making structure; information on the importance of local accountability and guidance around communication and engagement. Feedback from the event was very positive.
34. The co-optees are actively involved in the three subgroups of the Committee and play a vital role of feeding in local information.

### Community Committee Champions & Subgroups

35. Community Committee Champions positions are held by the following Members in Inner West during 2015/16:
  - Children & Young People – Cllr Caroline Gruen
  - Environment & Community Safety – Cllr Smart and Cllr Ritchie
  - Health & Well Being and Adult Social Care – Cllr Lowe and Cllr Venner



- Employment, Skills & Welfare – Cllr McKenna and Cllr Heselwood
- Housing Advisory Panels – Cllr Ritchie, Cllr McKenna and Cllr Illingworth

36. Through the sub groups local Ward Members have supported and championed a range of engagement activities including a very successful dog fouling campaign and family dog show in Hawksworth Wood. Through the Children & Young People sub group Members have been involved in consulting with young people in schools on the Youth Activities Fund which has resulted in better targeting and tailoring of projects.



One of the posters used on lamppost signs as part of the Environment Sub Group's dog fouling campaign in Hawksworth Wood

### 37. **Corporate Considerations**

#### **Consultation and Engagement**

38. The Inner West Community Committee has good working relationships with the communities it serves. The Committee will continue to support and enable local people and communities to engage and interact with us on issues that are important to them.

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

39. The Inner West Community Committee is committed to equality and cohesion. Specific equality impact assessments are undertaken on community engagement plans, specific initiatives and decisions as required. All projects funded from Well Being must have an equal opportunities policy and outline which 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.

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

40. The Best Council Plan 2013-17 includes the key outcome to make it easier for people to do business with us, and the move to community committees makes a significant contribution to the delivery of this.

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

41. There is no new resource implications detailed within this report.

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

42. There are no legal, access to information or call in implications arising from this report.

**Risk Management**

43. There are no risk management issues of any significance arising from this report.

**44. Conclusions**

45. 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.

46. All themed meeting have allowed the Community Committee to work with a bottom-up approach by engaging with stakeholders to envision ways to strengthen the way in which citizens are involved in local decision making.

47. 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.

**48. Recommendations**

49. Members are asked to note the content of this report..

**50. Background documents<sup>1</sup>**

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 Angela Gabriel

### Report to Full Council

**Date: Wednesday 11<sup>th</sup> November 2015**

**Subject: Work of Inner South Community Committee**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Beeston and Holbeck City and Hunslet Middleton Park		
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

- The report outlines the progress of the Inner South Community Committee in its first year.
- The report outlines the work of Community Committee Champions and Community Committee Sub Groups
- The report highlights Community Committee themed workshops in 2015/16.
- The report showcases examples of projects delivered by the Community Committee.

### Recommendations

Members are asked to note the content of this report and receive a presentation from the Chair of the Inner South Community Committee.

## **1 Purpose of this report**

- 1.1 To provide a summary of some of the work carried out by the Inner South Community Committee since the last report to Full Council in December 2014, including meetings and Themed Workshops.
- 1.2 To provide examples of Community Committee Champions work and the role played by Community Committee Sub Groups.
- 1.3 To showcase projects commissioned by the Community Committee.

## **2 Background information**

- 2.1 In 2014 Community Committees were established to build on the successes of Area Committees but, with an enhanced focus on community engagement and in particular, increase the attendance and active participation of local people at Community Committee meetings. Themed workshops were introduced to provide a forum for Councillors, residents and services to consider issues affecting their communities and find solutions. The topics were determined in collaboration with service leads and Community Committee Champions.
- 2.2 The report also refers to the role of Community Committee Champions and the developing role of the Community Committee Sub Groups. This sub structure of the Community Committee is taking an increasing profile in developing, implementing and monitoring work on behalf of the committee.
- 2.3 This report also 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 2015/16.

## **3 Main issues**

### **3.1 Community Committee meetings and workshops 2014/15**

- 3.1.1 The Community Committees first meeting was in April 2014. With the new ways of working, Community Committee meetings have become more focused and not over burdened with reports from Council Services. This has allowed Members and Champions to highlight the workshops and enabled engagement with services, residents and other stakeholders on a range of topics across the area on matters of concern to them. Some members have reflected on the perceived reduction in their oversight of some services in their area and it is expected that this issue will be explored by Members and the Communities Teams.
- 3.1.2 Members agreed that Community Committee workshops take place before the Business meeting of the Committees to encourage participants to stay for the business meeting. Led by Community Committee Champions the following workshops have taken place since the last report to Full Council in December 2014:

<b>Community Committee Date and venue</b>	<b>Theme</b>	<b>Workshop topic</b>	<b>Community Committee Champion</b>
11 <sup>th</sup> February 2015 Civic Hall	Employment, Skills and Welfare	Reconnecting to the labour market at 50+.	Cllr Kim Groves
19 <sup>th</sup> March 2015 Beeston Village Community Centre	Environmental Services	Local Environmental Offer	Cllr Adam Ogilvie
25 <sup>th</sup> March 2015 Middleton Leisure centre	Health and Well-being	Mental Health is everyone's Business	Cllr Paul Truswell
10 <sup>th</sup> June 2015 Elland Road Police Station	Community Safety	Tackling Legal Highs	Cllr Adam Ogilvie
9 <sup>th</sup> September 2015 Middleton Leisure Centre	Children & Young People	How to Engage with Young People	Cllr Angela Gabriel

3.1.3 Workshops have proved a good way to engage local partners and local residents on issues specific to the Inner South Area. However there has been key learning to take away from the workshops. Some workshop have been more successful than others and a number of factors impacting on this have to be considered in future planning such as the topic, venue and structure of the meeting.

3.1.4 Community Committee Champions have led the development of the workshop approach. Champions have been appointed to the following:

- Children & Young People – Cllr Angela Gabriel
- Environment & Community Safety – Cllr Adam Ogilvie
- Health & Well Being – Cllr Paul Truswell
- Employment, Skills & Welfare – Cllr Kim Groves
- Adult Social Care – Cllr Patrick Davey

3.1.5 To help manage the broad range of issues addressed by the Community Committee and Ward Members the Inner South Community Committee has put in place a sub structure to provide support, monitoring of performance and when required decision making on its delegations. This sub structure has an important,

albeit developing role in managing business on behalf of the Community Committee. These are:

- Children and Families Working Group
- Environmental sub group
- Older Persons working group
- Inner Employment, Skills and Welfare Board

3.1.6 To further enhance its operation and provide a Ward based focus Members of the Community Committee have put in place three Ward based Neighbourhood Improvement Boards to provide this more focused perspective on local issues. Led by Ward Members the Neighbourhood Improvement Boards (NIBs) bring together partners to drive change and improvement so that neighbourhoods become an increasingly attractive and popular place to live. Each Board aims to provide strong local leadership that champions the needs of residents and work across service boundaries to plan and coordinate services and local improvements.

3.1.7 Chiming with the Community Committees enhanced role in engaging with local residents, the NIB's have led a drive to increase resident engagement in line with the Community Committee ethos. This has seen an increase in the number of residents attending NIBs and increased participation from local communities. An open space session has been introduced at each NIB to allow residents to own the agenda and where attendees are invited to raise issues that are important to them. These issues form the basis of the workshop part of the meeting. Projects have emerged from all parts of the NIB agenda which have been taken forward by the relevant partners in the NIB.

3.1.8 The business of the Community Committee and its workshops feeds directly to the relevant sub group and Neighbourhood Improvement Board for further action

## **4 Projects**

### **4.1 Older Persons Sub Group**

#### **4.1.1 Winter Warmth and Social Isolation**

4.1.2 The Community Committee has allocated £8,000 for Winter Warmth packs In Inner South the Older Person sub group agreed that winter warmth packs did not meet the needs Inner South and recommended the funding be used for bespoke project to support individuals who are at risk of Isolation. The Communities Team were asked to set up a grants process to allocate this money.

4.1.3 The process is being managed by the South East Communities Team and the agreed criteria are listed below. The focus of grants must be to reduce social isolation, ensuring resources reach those most in need, and enhancing local capacity.

- Individual organisations can apply for up to £1000
- Organisations applying as a consortium can apply for up to £4000
- Attendance at Winter Friends training, being delivered by Public Health is a pre-requisite for grant approval. There are a number of these sessions running across the city but, the Inner south session will include specific support and networking focussed on working well together and making best use of the £8,000.

#### **4.1.4 Older People's Celebration Event.**

4.1.5 Through the development of the Community Plan the Inner South Community Champions identified the need to work more with older people as a priority. To help address this priority the Inner South Community Committee approved funding for an Older Persons Event to be held for the whole of the Inner South area.

4.1.6 The event took place on 5<sup>th</sup> March 2015 at Leeds Civic Hall and 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 providing support for older people. This included, living in their own homes with comfort, dignity, and security for as long as they choose.

4.1.7 There were over 100 attendees on the day. The event was opened by the Lord Mayor of Leeds, Councillor David Congreve. Delegates also had the opportunity to take part in taster sessions provided by Nia fitness, Reminisce workshop and Arts and Crafts.

## **4.2 City & Hunslet Neighbourhood Improvement Board**

### **4.2.1 Woodhouse Hill Allotment Project**

4.2.2 The site of the Woodhouse Hill Allotments was badly overgrown and full of debris. The Councillors were lobbied by local residents to bring the land back into use as allotments as there was a lot of interest from the local community and the local primary school to use the land as allotments. A significant pot of money gathered from a number of sources including Wellbeing funds to rehabilitate the land. The site has now been cleared and fenced off and work has started to bring it back into use.

4.2.3 The long term proposal is that Hunslet Carr Residents Association and Hunslet Carr Primary School, will lease a plot which they can work together. This will enable pupils from the school to get involved in food growing and horticulture and help local residents lead a healthier lifestyle, eat a better diet of fresh food and help with community engagement and inter-generational working. The rest of the plots will be let through the normal allotments lettings process

### **4.3 Belle Isle & Middleton Neighbourhood Improvement Board**

#### **4.3.1 Middleton Skate Park Development**

4.3.2 Middleton Youth Partnership was initially formed to explore the viability of converting disused changing rooms to a youth club – it became apparent following consulting with young people and youth workers that facilities were not the issue. There were already youth club sessions at St Cross Church, South Leeds Youth Hub as well as mobile provision. By far and away the biggest request for new provision from young people was for a Skate Park. Young people wanted this as an informal place to meet and hang out. The facility should be right in the heart of the estate and open to anyone, anytime.

4.3.3 A consultation exercise was carried out to check that the Skate Park was a project with buy in from a wider group of local young people and not just a vocal few. Over the following month Youth Service staff spoke to 65 young people who lived in and around Middleton, 63 of them were strongly in favour of the proposal. This process also identified 12 young people who were interested enough to get involved in the design of the Skate Park.

4.3.4 Planning permission was secured (including further consultation with local residents about the location of the skate park). Maintenance and liability issues were overcome (the land is vested with Parks and Countryside). Funding was secured from various sources including Housing Leeds, Third Sector and the Inner South Community Committee. A Total of £81,000 was secured for the Skate Park. The Skate Park has now been completed and is in full use.

### **4.4 Beeston & Holbeck Neighbourhood Improvement Board**

#### **4.4.1 Holbeck Street Sex Work Managed Area**

4.4.2 Members will be aware that, for many years, Leeds City Council and West Yorkshire Police have worked together to attempt to address the issue of street sex working in Holbeck. The adopted approach has been very enforcement centric and has resulted in brief periods of respite for residents and businesses in the Holbeck area and little long term impact on the issue. In recent years the Authority has developed a strategic partnership on Prostitution, working with a number of partners including Basis (formerly Genesis) and the Joanna Project and commissioning research to better understand the issue and develop a multi agency approach to the challenges. Last year the group looked at a proposal to better manage on-street sex work in South Leeds, with the aim of moving the issue away from residential areas. The proposal was for the managed area to operate in a defined geographical area between 7pm and 7am. The area would still be Policed, but officers would not routinely enforce offences such as loitering, soliciting or kerb crawling, though they would still enforce other offences in the usual way. The area was chosen because the sex workers already operated there 24 hours a day, 7 days a week and the businesses in the area generally ceased trading by 7pm. Local Members were consulted on the proposals, as well as residents and local businesses. The proposal was also discussed and approved at the Police Senior Leadership Team, the Strategic Group on Prostitution and the Members Group on Prostitution. The



Managed area became operational in October 2014 and confirmed in October 2015.

- 4.4.3 General oversight of the project is with the Strategic Group on Prostitution and the Members Group on Prostitution, and governance with Safer Leeds. An Operational Group has been established which is jointly chaired by West Yorkshire Police and Safer Leeds and includes Basis (formerly Genesis), the Joanna Project, the Locality Environment Team and a business representative (attempts have been made to secure a resident representative but, to date this has proved unsuccessful). The Operational Group meets to discuss issues which impact the area such as complaints (business complaints are collated by the business representative who emails all the businesses in the area prior to meetings. Resident complaints are collated by West Yorkshire Police and their attendance at Cross Ingrams Residents Association and PACT meetings) any other relevant issues such as serious crimes committed in the area and environmental issues. The Inner South Environmental Sub Group also monitors environmental issues such as litter accumulations, breaches / warnings / cautions issued.
- 4.4.4 Evaluation of the Project has been undertaken by Dr Teela Sanders, Reader in Sociology at the School of Sociology, University of Leeds. She is recognised as an International expert on sex work policy. The evaluation report was presented to the Safer Leeds Executive meeting in September 2015 which concluded the validity of the managed area report.
- 4.4.5 **Holbeck Neighbourhood Plan**
- 4.4.6 Approved as one of the Fifth Wave Neighbourhood Planning Pilots, the Holbeck Neighbourhood Forum and Board continues its journey towards publishing a Draft Neighbourhood Plan in the coming months. Following designation of the plan area by Leeds City Council, the Holbeck Forum embarked on an ambitious programme of scoping out sections of the draft plan and testing each element through extensive consultation with the local community.
- 4.4.7 To help deliver this work the Forum put in place a sub structure of task groups covering subjects such as Publicity, Content and Projects. These groups help deliver publicity about the plans progress as well co-ordinating the draft document it and a calendar of local projects that engage with the local community of Holbeck.
- 4.4.8 **Beeston Neighbourhood Forum**
- 4.4.9 This group has been formed by the local community to follow a similar path to that taken in Holbeck and create a Neighbourhood Plan. Work here is in its early stages with members of the forum developing a work programme and liaising with Council officers. It is likely that a consultation framework will be put in place which will involve a number of workshops to consult with the local community around identifying the topics that would help shape the content of a plan.

## **5 Inner South Employment, Skills and Welfare Board**

5.1 In anticipation of the opening of the new ASDA store in Old Lane, Beeston, in summer 2015, a number of recruitment days were held. Staged in different venues across the Inner South, the engagements days were held in partnership with the Jobs and Skills Team to support local people to apply for the jobs available. Over 306 people attended the sessions

- 219 were from the targeted localities broken down as follows:
- Beeston & Holbeck: 108
- City & Hunslet: 68
- Middleton: 39

5.2 A series of events to support people facing changes in social welfare payments or looking for employment were commissioned through the Inner South Employment, Welfare and Skills Board. Five sessions across Inner South took place, supported by a range of agencies and partners; such as Department of Work & Pensions, Credit Union, CAB, Customer Services and Welfare Benefits offering advice and support to attendees.

## **6 Corporate Considerations**

### **6.1 Consultation and Engagement**

6.1.1 The Inner South Community Committee has developed an engagement framework. It is supported by work outlined in this report plus a range of community events and galas, the Inner South Facebook page, Twitter and the Community Committee newsletter.

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

6.2.1 All projects funded from Well Being must have an equal opportunities policy and outline where appropriate which equality group the project will work with, and how equality and cohesion issues have been considered.

6.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

### **6.3 Council policies and City Priorities**

6.3.1 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

## **6.4 Resources and value for money**

- 6.4.1 There is no new resource implications detailed within this report. All applications for funding from Community Committee are expected to demonstrate value for money.

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

- 6.5.1 There are no legal implications and this report is not subject to call in.

## **6.6 Risk Management**

- 6.6.1 There are no significant risk management issues contained within the report.

## **7 Conclusions**

- 7.1 While taking account of the learning from its first year experience the Inner South Community Committee plans to further develop the engagement and involvement of local communities in its decision making process by actively involving residents in themed Community Committee Workshops and other engagement activity in Inner South Leeds. The Inner South Community Committee will continue develop appropriate sub groups that will enable it to better deliver improvement to services in its area. It will also continue to support projects and programmes of work that enhance service delivery and continue to invest in local facilities.

## **8 Recommendations**

- 8.1 Members are asked to note the content of this report and raise questions.

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

- 9.1 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.

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## EXECUTIVE BOARD

WEDNESDAY, 23RD SEPTEMBER, 2015

**PRESENT:** Councillor L Yeadon in the Chair

Councillors D Coupar, M Dobson, J Lewis,  
R Lewis and L Mulherin

**SUBSTITUTE MEMBERS:** Councillors J Bentley and J Procter

**APOLOGIES:** Councillors J Blake, A Carter, S Golton and M Rafique

**35 Chair of the Meeting**

In accordance with Executive and Decision Making Procedure Rule 3.1.5, in the absence of Councillor Blake who had submitted her apologies for absence from the meeting, Councillor Yeadon presided as Chair of the Board for the duration of the meeting.

**36 Substitute Member**

Under the terms of Executive and Decision Making Procedure Rule 3.1.6, Councillors J Procter and J Bentley were invited to attend the meeting on behalf of Councillors A Carter and Golton respectively, who had submitted their apologies for absence from the meeting.

**37 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, 'Redevelopment of Kirkstall Road Household Waste Recycling Site and Transfer Station', referred to in Minute No. 47 is designated as exempt from publication 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 submitted appendix contains the price evaluation scores for each of the tenderers, and which therefore relates to the financial or business affairs of each of the tenderers. Keeping this information exempt from publication also relates to the business affairs of the Council, where the disclosure of such information could damage confidence in the Council's procurement processes. Consequently, it is considered that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information.

**38 Declaration of Disclosable Pecuniary Interests**  
There were no declarations of Disclosable Pecuniary Interests made at the meeting.

**39 Minutes**  
**RESOLVED** – That the minutes of the meeting held on 15<sup>th</sup> July 2015 be approved as a correct record.

### **HEALTH, WELLBEING AND ADULTS**

**40 Delivering the Better Lives Strategy in Leeds - Proposed Next Steps - Progress Report**

Further to Minute No. 104, 19<sup>th</sup> November 2014, the Director of Adult Social Services submitted a report which provided an account of the further work which had been undertaken in support of the “Delivering the Better Lives Strategy in Leeds – Proposed Next Steps”. The report identified the progress which had been made since November 2014 when the Board previously considered the matter, and which also sought approval to proceed with further proposals, including the structure of the proposed consultation process.

Members noted that the purpose of the submitted report was to gain the Board’s approval to undertake a consultation exercise on the proposals detailed, with assurances being provided that such consultation would be genuine, comprehensive and would involve all relevant parties.

Furthermore, it was emphasised that whilst noting the significant reduction in the Council’s budget over the last five years, the aim was to ensure that modern, personalised services were offered which provided the individual with a range of choices and enabled them to maintain their independence for as long as possible. Also, it was highlighted that should any actions be implemented following the consultation period, the Council guarantees that individuals affected would have the same level of service, that there is sufficient residential care provision in the city and that the Council would support all relevant parties throughout the accompanying processes.

Responding to a Member’s enquiry, it was reiterated that current and projected figures indicated that there were sufficient levels of residential care provision to meet demand in Leeds. Furthermore, Members were also provided with information on the work which had been undertaken on the viability of alternative models of provision.

#### **RESOLVED –**

- (a) That the work which has been undertaken in compliance with the requirements of the agreement given by the Executive Board on 19<sup>th</sup> November 2014, be noted;
- (b) That the following proposals be agreed:-
  - (i) To begin consultation on the recommended proposals to decommission the three remaining care homes (Middlecross, Siegen Manor and The Green) and associated day centres

(Middlecross, Siegen Manor and The Green) and Springfield day centre for older people, with consultation on these services commencing on 1st October 2015 and being completed on 23<sup>rd</sup> December 2015. (It was noted that the related recommendation within the report remained unchanged from that which featured in the November 2014 report);

- (ii) To begin consultation on the recommended proposal to decommission Radcliffe Lane Day Centre, with consultation taking place in the same timescale as the services listed above. (It was noted that the related recommendation within the report had been altered from that which featured in the November 2014 report, with explanatory details set out at sections 3.36-3.41 of the submitted report);
- (iii) To consult on the proposal to remodel Wykebeck Valley day centre over time as a complex needs hub for the East of the city, taking a phased approach to accommodate the needs of existing and future customers, with consultation taking place in the same timescale as the services listed above. (It was noted that the related recommendation within the report had been altered from that which featured in the November 2014 report, with explanatory details set out at sections 3.42-3.45 of the submitted report);
- (iv) To continue and complete the review of the Council's long term community support service (home care) which is currently underway;
- (v) That officers be asked to submit a further report to Executive Board in Spring 2016 detailing the outcomes from the consultation process on the proposals outlined in the submitted report and in relation to the outcomes from the review of options for the residual Community Support Service and making further recommendations in relation to the next steps;
- (vi) To note that a further report has been submitted to the Executive Board that sets out proposals in relation to Frederick Hurdle and Apna Day Centres (Minute No. 53 refers);
- (vii) To note that the lead officer responsible for the implementation of such matters is the Director of Adult Social Services.

(At the conclusion of this item, the meeting was adjourned at 1.25 p.m., and subsequently reconvened at 1.35 p.m.)

## **CHILDREN AND FAMILIES**

### **41 Outcome of consultation to increase Primary School Places in Pudsey/Swinnow**

The Director of Children's Services, the Director of City Development and the Deputy Chief Executive submitted a joint report on proposals which related to the Local Authority's duty to ensure sufficiency of school places. Specifically, the report made reference to the outcome of the consultation exercise which had been undertaken on proposals to expand primary school provision at Park Spring Primary School, and sought permission to publish a statutory notice in respect of such proposals.

#### **RESOLVED –**

- (a) That the publication of a Statutory Notice to expand Park Spring Primary School from a capacity of 315 pupils to 420 pupils, with an increase in the admission number from 45 to 60, with effect from September 2017, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Capacity Planning and Sufficiency Lead.

### **42 Outcome of statutory notices on proposals to expand secondary provision at Roundhay Through-School**

Further to Minute No. 10, 24<sup>th</sup> June 2015, the Director of Children's Services, the Director of City Development and the Deputy Chief Executive submitted a joint report detailing the outcomes from the publication of statutory notices regarding proposals to expand secondary provision at Roundhay Through-School and which sought approval to implement such expansion.

Responding to an enquiry, Members were advised that the school's Board of Governors had considered and agreed to the proposals.

#### **RESOLVED –**

- (a) That changes to Roundhay Through-School by increasing its capacity from 1250 pupils to 1500 pupils in years 7 – 11, with an increase in the cohort sizes from 250 to 300, with effect from September 2017, be approved;
- (b) That the increase to the year 7 admissions number in 2017 and 2018 to 300, then its reduction to 240 in 2019, be approved, given that the primary children are already on the roll of the school and the admission number is the number of additional children from other primary schools that would be admitted;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.



## **COMMUNITIES**

### **43 Migration and Refugee Update**

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on a range of issues relating to migration in Leeds as well as Leeds' response to the current Middle East refugee crisis. In addition, the report provided context on migration and asylum issues as they historically and presently affected the demography of the city as well as responding to the current refugee crisis.

Responding to a Member's enquiry, it was confirmed that the proposed use of up to £100,000 of local welfare scheme funding to support third sector organisations in dealing with capacity challenges would not impact upon the delivery of the Council's welfare service provision. Furthermore, it was noted that the Council would continue to work in partnership with the third sector in order to ensure that the outcomes provided by such organisations were maximised.

A discussion then took place on the detail of the Council's response to the Home Office's consultation paper: 'Reforming Support for Failed Asylum Seekers and other Illegal Migrants'.

#### **RESOLVED –**

- (a) That the Assistant Chief Executive (Citizens and Communities) be authorised to liaise with Home Office colleagues in order to seek to agree the terms and funding arrangements for the relocation of up to 200 Syrian refugees in Leeds over the next two years;
- (b) That the Board endorse the use of up to £100,000 of local welfare scheme funding in order to support third sector organisations in dealing with current capacity challenges, with the Assistant Chief Executive (Citizens and Communities) agreeing specific proposals in consultation with the relevant Executive Member.

### **44 Future Policy Direction for the Regulation of the Private Rented Sector and tackling empty homes**

The Director of Environment and Housing submitted a report presenting the issues currently affecting the Private Rented Sector (PRS) in Leeds, and outlined a number of potential policy directions in this area. Furthermore, the report responded to the deputation presented to the 1<sup>st</sup> April 2015 Council meeting by the Trade Unionist and Socialist Coalition (TUSC) regarding private sector housing and letting agencies.

In discussing the available options for the regulation of the private rented sector, and also the emerging issue of properties being purchased as part of the 'Right to Buy' initiative and subsequently being privately rented, it was noted that comments made by Members would be taken into consideration as such matters were progressed.

**RESOLVED** – That the Director of Environment and Housing be requested to report back to the February 2016 Executive Board on the development of a range of options for the improvement and the regulation of the PRS in Leeds, specifically:-

- (i) A self-regulation agreement with members of Accreditation Schemes;
- (ii) Establishing a “Rogue Landlord” unit;
- (iii) Lobbying government for changes to the operation of Housing Benefit or Universal Credit within the sector;
- (iv) Refining the approach to prosecutions of failing landlords;
- (v) Establishing an “Ethical Lettings Agency”; and
- (vi) Targeting the Leeds Neighbourhood Approach (LNA) within a Neighbourhood Improvement programme.

**45 Approval to grant thirteen 99 year leases at less than best consideration to Leeds Action to Create Homes (LATCH)**

Further to Minute No. 35, 4<sup>th</sup> July 2007, the Director of Environment and Housing submitted a report which sought approval to surrender 13 existing leases and grant 99-year leases at ‘less than best’ consideration to LATCH (Leeds Action to Create Homes). The report detailed how this would enable LATCH to secure additional finances in order to undertake a programme of acquisition and refurbishment of privately owned empty properties across the city.

Responding to a Member’s enquiry, officers undertook to ensure that the Council would work with the relevant organisations in order to ensure that any properties involved in this and similar schemes would be brought back into use within a specified timescale.

**RESOLVED –**

- (a) That a recommendation to surrender 13 existing leases to LATCH, be approved;
- (b) That approval be given to enter into new 99-year Leases at ‘Less Than Best’ consideration in order to enable LATCH to secure additional finances and enter into a programme of acquisition and renovation of empty properties in Leeds;
- (c) That the necessary authority be delegated to the Director of City Development in order to approve the terms of the new leases at ‘Less than Best’ consideration, based upon a peppercorn rent calculated at £1 per annum per property by January 2016.

**ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY**

**46 Draft Safer Leeds Strategy 2015/16**

The Director of Environment and Housing submitted a report which presented the draft Safer Leeds Strategy for 2015-2016 for the Board’s consideration and support, prior to the Strategy being submitted for the purposes of formal approval to the meeting of full Council on 11<sup>th</sup> November 2015.

Responding to a Member's enquiry, the Board was advised that although the issue of road safety was not included within the strategy, it did feature within the West Yorkshire Local Transport Plan, and it was emphasised that collaborative work between relevant partners would continue in order promote all aspects of the issue.

**RESOLVED** – That the draft Safer Leeds Strategy be supported as the city's Crime and Disorder Strategy for 2015-16, and that the Strategy be submitted to full Council on 11th November 2015 for the purposes of approval.

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Framework Procedure Rules, which includes the resolution above)

#### **47 Redevelopment of Kirkstall Road Household Waste Recycling Site and Transfer Station**

Further to Minute No. 217, 5<sup>th</sup> March 2014, the Director of Environment and Housing submitted a report which sought approval to proceed with the redevelopment of the Kirkstall Road recycling site. The report highlighted how the proposed scheme would provide major enhancements to recycling facilities and services for residents in this area of the city, and which aimed to support a further increase in recycling performance.

The submitted report and the exempt appendix provided Members with details of 2 options: Option 1 included the development of a 're-use shop' within the project, whilst Option 2 excluded it.

Members discussed the updated costings and the factors which had led them to be revised.

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 appointment of the preferred contractor, to complete the design and carry out construction of the proposed Kirkstall Road recycling site, in accordance with the details contained within the submitted exempt appendix 1 (i.e. Option 1 - including the development of a re-use shop), be approved;
- (b) That a further injection into Capital Scheme No. 16169 of £943k, to be funded through a combination of additional unsupported borrowing and grant, be approved, giving a total approved budget of £5.243m;
- (c) That authority to spend up to a total of £5.243m on the re-development of Kirkstall Road recycling site be approved;

- (d) That the necessary authority be delegated to the Director of Environment and Housing in order to approve the completion of the contract award, and to take any necessary action associated with the contract and/or contract award.

## **ECONOMY AND CULTURE**

### **48 Best Council Plan - Strong Economy and Compassionate City**

Further to Minute No. 30, 15<sup>th</sup> July 2015, the Deputy Chief Executive submitted a report which sought agreement to a renewed ambition for Leeds. In doing so, the report presented the draft 'best city' outcomes and the updated breakthrough projects, which would inform the 2016/17 Best Council Plan together with the Council's financial strategy, and which would also aim to build upon the progress previously reported to the Board.

Responding to Members' enquiries, it was emphasised that focus would be placed upon the delivery of the ambitions presented within the submitted document, and that Members would be kept informed of the progress being made against such ambitions.

### **RESOLVED –**

- (a) That a renewed ambition for Leeds: to be the 'best city', as set out in the '*Vision for Leeds 2011-30*' be agreed, which means that it must be a compassionate, caring place that helps all of its residents contribute to and benefit from the effects of economy growth, thereby tackling poverty and reducing the range of inequalities that still exist;
- (b) That the draft 'best city' outcomes and updated 'breakthrough projects', as presented at Appendix 1 to the submitted report be noted, which are in support of the twin aims of Leeds having a 'strong economy' and being a 'compassionate city'. It also be noted that these will be finalised in the coming months through developing the 2016/17 Best Council Plan and aligned budget, both of which are scheduled to be presented to the Board in February 2016.
- (c) That it be noted that the officers responsible for such matters are the Chief Executive (for the Best Council Plan) and the Deputy Chief Executive (for the Council budget).

## **RESOURCES AND STRATEGY**

### **49 Financial Health Monitoring 2015/16 – Month 4**

The Deputy Chief Executive submitted a report presenting the Council's projected financial health position after 4 months of the 2015/16 financial year. Furthermore, the submitted report sought approval of the proposed changes to the budget and the associated savings detailed at Appendix 2, in order to reflect the potential reduction in the Public Health grant. Finally, the report provided an update on the Council's procurement activity during the first quarter of the financial year.

Responding to an enquiry, the Board received an update on the factors which had led to the current forecasting of a year-end overspend within the Children's Services directorate, together with the actions being taken to address it.

Members also received an update on the current position regarding the national in-year reduction in Public Health grant, and in relation to this, discussed the details within Appendix 2, which presented proposals to change the budget and make savings in order to accommodate such a grant reduction.

Responding to a Member's enquiry, the Board was advised that dialogue with the Home Office would continue, both on the collaborative work which the Council was undertaking to assist with the current refugee crisis and also in respect of associated Government funding to support such work.

**RESOLVED –**

- (a) That the projected financial position of the Authority for 2015/16 be noted;
- (b) That in line with the Budget and Policy framework, approval be given to the changes to the budget in order to reflect the potential reduction to the Public Health grant, together with the proposed savings, as outlined in Appendix 2 of the submitted report, which are subject to confirmation of the final in-year grant, and which are for implementation by the Director of Public Health in line with the Council's decision-making processes.

**50 Paying a Real Living Wage**

The Deputy Chief Executive submitted a report which recommended that the Council established a real Living Wage for staff of £8.01 per hour from 1st April 2016, in line with the West Yorkshire Combined Authorities' Low Pay Charter, which the Council signed up to in April 2015 (Minute No. 191 of Executive Board, 22<sup>nd</sup> April 2015 refers).

Responding to an enquiry, it was confirmed that the real Living Wage initiative would apply to all staff, other than in exceptional circumstances, and would not include an age threshold.

In addition, Members noted the estimated financial impact that the establishment of the real Living Wage would have upon schools, and received information on the dialogue which continued with schools, together with other partners, on the wider implications of the initiative.

**RESOLVED –**

- (a) That it be noted that Council staff will be paid a real Living Wage at £8.01 per hour from 1<sup>st</sup> April 2016;

- (b) That the budget strategy be developed in order to accommodate this, with the minimum pay rate being annually reviewed as part of the budget strategy, and with increases being considered in terms of affordability, impact on pay structures and national pay settlements;
- (c) That it be noted that the Deputy Chief Executive is the responsible officer for the implementation of resolutions (a) and (b) (above);
- (d) That Leeds City Council engage with partners and the business community in Leeds in order to demonstrate how this change will help build a stronger economy and a compassionate city, with the Deputy Chief Executive reporting back to the Board on this, together with other key national developments regarding pay and benefit changes that affect low paid staff.

## **REGENERATION, TRANSPORT AND PLANNING**

### **51 Project to establish a Leeds domestic energy services company (LESCo)**

The Director of Environment and Housing submitted a report which introduced the underpinning concepts of the Leeds Domestic Energy Services Company (LESCo) project and which outlined the proposed next steps, with the intention of securing the support of the Executive Board to proceed as planned with the scheme. In addition, the report also focused upon some of the cross linkages and interdependencies that this project shared with the Council's wider objectives around the breakthrough projects programme.

The Board welcomed the proposals detailed within the submitted report. In addition, Members emphasised the importance of ensuring that there was transparency around the tariffs and offers provided by LESCo. Having noted that Council houses would be automatically switched to the new energy company during the voids process, it was suggested that consideration be given to the service being eventually extended to as wide a customer base as possible.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That approval be given to the Council conducting an open competition in order to enable the identification of a suitable organisation to partner with, under formal contract;
- (c) That the necessary authority be delegated to the Director of Environment and Housing in order to conduct the competitive process referred to above, and also to negotiate and agree the resulting formal contract and all ancillary matters/documents.

### **52 Hunslet Riverside Regeneration Plan**

Further to Minute No. 19, 15<sup>th</sup> July 2015, the Director of City Development submitted a report outlining a proposed approach which aimed to secure the

regeneration of the Hunslet Riverside area. The report highlighted the scope of the opportunities available and the need for an agreed Regeneration Plan. Additionally, the report also identified how the Council proposed to use its' assets in order to support growth aspirations in the area.

**RESOLVED –**

- (a) That the principles as set out at section 3.7.1 of the submitted report be agreed, in order to guide the delivery of regeneration in the Hunslet Riverside area;
- (b) That approval be given for the Head of Regeneration to undertake stakeholder consultation and prepare a Regeneration Plan for Hunslet Riverside, with the associated matters being submitted to Executive Board in Spring 2016 for the purposes of approval.

**HEALTH, WELLBEING AND ADULTS**

**53 Delivering the Better Lives Strategy Adult Social Care - BME Day Services**

Further to Minute No. 104, 19<sup>th</sup> November 2014, the Director of Adult Social Services submitted a report providing an update on the progress made regarding consultation on the future of the Adult Social Care day centres for older people from Black and Minority Ethnic (BME) communities at Apna (Hyde Park & Woodhouse) and Frederick Hurdle (Chapel Allerton).

The report also provided details regarding the current and future demand for BME services and presented a number of potential options for the future delivery and management of the provision, all of which had been the subject of the associated consultation exercise.

Responding to a Member's enquiry, it was highlighted that as part of the Better Lives Strategy, the aspiration of re-designing this service model was to ensure that users were provided with a range of choices in terms of service provision.

**RESOLVED –**

- (a) That the outcomes of the extensive consultation exercise on the future delivery of services at Apna and Frederick Hurdle day centres, be noted;
- (b) That a two stage approach to service change be approved:
  - In Phase One between October 2015 and March 2016, the service model be re-designed in co-production with service users, carers, staff, and the wider communities working with ASC Commissioning;
  - Phase Two to involve the transition to the new service model and the services being managed by one or more external providers. This phase to take place between April and December 2016;

- (c) That the new service model and costs be confirmed as the detailed proposals are developed, which will be approved through a delegated decision when the new arrangements are finalised;
- (d) That approval be given to the existing approach continuing into the Commissioning phase of the project, whereby service users, carers, staff and the wider communities work in co-production with Leeds Adult Social Care in order to develop proposals for these services;
- (e) That it be noted that the lead officer responsible for the implementation of such matters is the Director of Adult Social Services.

**54 Director of Public Health Annual Report 2014/15**

The Director of Public Health submitted a report which provided a summary of the background, context and key issues from the Director's Annual Report 2014/15. Full copies of the Director's Annual report were also provided to Board Members for their consideration.

The Board noted the objectives of the Director's report: namely the health benefits of good urban design and also to ensure that communities were able to effectively contribute towards the planning process.

In addition, Members highlighted the importance of ensuring that the necessary infrastructure, including public health provision, accompanied new housing developments. Furthermore, the Board welcomed the aspiration of ensuring that communities and stakeholders were able to have greater input into the planning process, but highlighted how current procedures did not always help to facilitate this, and as a result suggested that representations could be made to Government on such matters.

**RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the recommendations, as detailed within the Director of Public Health's Annual Report 2014/15, be supported;
- (c) That the Scrutiny Board (Adult Social Services, Public Health and NHS) be recommended to receive the Director of Public Health's Annual Report 2014/15.

**55 Endorsing the national "Mental Health Challenge"**

The Director of Public Health submitted a report regarding the national 'Mental Health Challenge', which provided the Board with the opportunity to consider the commitments lying behind the initiative, and to signal its commitment to this agenda by signing up to the 'challenge'.

On behalf of the Board, the Executive Member for Health, Wellbeing and Adults highlighted the importance of promoting good mental health and wellbeing in city's schools, colleges and workplaces, and also thanked all of



those who had participated in and contributed to the recent seminar attended by Elected Members on the issue of mental health.

Furthermore, the Chief Executive highlighted that as part of the activities of National Inclusion Week this week, he had addressed senior officers on such matters, with all senior officers adopting an 'inclusion objective'. It was highlighted that these activities, together with the recent Members' seminar and the consideration of such matters by Executive Board were all part of the proactive and co-ordinated approach being taken by the Council.

In conclusion, the Chief Executive offered to take up the role of lead officer for promoting the Mental Health Challenge in Leeds, alongside the Executive Member for Health, Wellbeing and Adults' role as Member Champion for this initiative.

**RESOLVED** – That the Executive Board endorse and sign up to the 'Mental Health Challenge' initiative.

**DATE OF PUBLICATION:** FRIDAY, 25<sup>TH</sup> SEPTEMBER 2015

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00P.M., FRIDAY, 2<sup>ND</sup> OCTOBER 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 5<sup>th</sup> October 2015)

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## EXECUTIVE BOARD

WEDNESDAY, 21ST OCTOBER, 2015

**PRESENT:** Councillor J Blake in the Chair

Councillors D Coupar, M Dobson, S Golton,  
J Lewis, R Lewis, L Mulherin, M Rafique  
and L Yeadon

**SUBSTITUTE MEMBER:** Councillor J Procter

**APOLOGIES:** Councillor A Carter

**56 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, who had submitted his apologies for absence from the meeting.

**57 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 3 to the report entitled, 'The Regeneration of the New Briggate Area', referred to in Minute No. 71 is designated as exempt from publication 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 submitted appendix relates to the financial or business affairs of a particular organisation and of the Council. It is considered that the public interest in maintaining the content of the appendix as exempt from publication outweighs the public interest in disclosing the information, due to the impact that disclosing the information would have on the Council and third parties.
  
- (b) Appendix 2 to the report entitled, 'East Leeds Extension Update and Next Steps', referred to in Minute No. 74 is designated as exempt from publication 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 submitted 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 respect of certain companies and charities. It is

Draft minutes to be approved at the meeting  
to be held on Wednesday, 18th November, 2015

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

#### **58 Late Items**

There were no late items as such, however, prior to the meeting Board Members were provided with the following for their consideration:

- Correspondence which clarified that in relation to agenda item 16 (The Regeneration of the New Briggate Area), those references in paragraph 5.1, Recommendation 4(a) and Recommendation 6.1(a) should read *26-32 Merrion Street*, rather than *26-32 Merrion Way* (Minute No. 71 refers);
- An updated version of the covering report and appendix 3 to agenda item 18 (The Community Infrastructure Levy: Spending of the Neighbourhood Fund and Other Spending Matters) (Minute No. 73 refers);
- An updated version of appendix B to agenda item 20 (Learning Places Programme: Capital Programme Update) (Minute No. 75 refers).

#### **59 Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'The Regeneration of the New Briggate Area', Councillors J Procter and Yeadon drew the Board's attention to their respective positions on the Leeds Grand Theatre and Opera House Board of Management (Minute No. 71 refers).

#### **60 Minutes**

**RESOLVED** – That the minutes of the previous meeting held on 23<sup>rd</sup> September 2015 be approved as a correct record.

### **COMMUNITIES**

#### **61 Long Term Strategic Partnership with Leeds City Credit Union**

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the Council's continued joint work with Leeds City Credit Union (LCCU) to tackle poverty in Leeds. In addition, the report also presented the long-term strategy for ongoing partnership working and

specifically, set out the options available in respect of the Council's continuing financial support and future investment in such matters.

Members welcomed the contents of the submitted report, placed on record their thanks for the valuable and innovative work being undertaken in this area and highlighted how such work provided a key example of civic enterprise.

**RESOLVED -**

- (a) That the significant progress made and the projects developed through the partnership between the Council and Leeds City Credit Union, which has helped in the delivery of the Council's strategic objectives on financial inclusion and poverty alleviation be noted and welcomed, and that the ongoing strategic approach towards the partnership work also be welcomed;
- (b) That authority be given to the Council entering into an agreement with the Credit Union in connection with the continuing support from the Council to the Credit Union, with the approval of the terms of such an agreement being delegated to the Assistant Chief Executive (Citizens and Communities);
- (c) That approval be given to the re-scheduling of the loan to the Credit Union, as set out in paragraph 3.38 of the submitted report, with the detailed arrangements being subject to determination by the Assistant Chief Executive (Citizens and Communities).

**62 Re-location of Red Hall Horticultural Nursery to Whinmoor Grange**

Further to Minute No. 76, 4<sup>th</sup> September 2013, the Director of Environment and Housing submitted a report regarding the latest designs and costs relating to the relocation of the Parks and Countryside horticultural nursery from Red Hall to Whinmoor Grange along with the relocation of other operational services currently based at Red Hall. In addition, the report sought approval of an injection into the capital scheme and subsequent expenditure of £6.5m for the construction and relocation works from Red Hall to Whinmoor Grange.

The Board paid tribute to the valuable work undertaken by the horticultural nursery service. Furthermore, Members emphasised the ongoing partnership work taking place between the service and community organisations across the city and highlighted the need for such partnership working to continue and develop further with the help of the proposed new facility.

A Member raised the issue of the proposed entry point to the facility and highlighted the need to ensure that it remained in keeping with the wider area.

**RESOLVED –**

- (a) That an injection of £6.5m into Capital Scheme No. 32415/000/000 be approved;

- (b) That expenditure of up to £6.5m to design and build a replacement horticultural nursery for Leeds City Council Parks and Countryside at Whinmoor Grange and for the relocation of other services from the existing Red Hall depot, be approved, subject to planning approval and Local Growth Fund loan agreement;
- (c) That in accordance with Contracts Procedure Rule 3.1.8, approval be given to the selection of a single stage develop and construct procurement approach via an open non-EU procurement, in order to obtain a specialist contractor to undertake the proposed construction of a horticultural nursery glasshouse at Whinmoor Grange, with the evaluation criteria of 70% of marks for the lowest compliant cost and 30% of marks for quality criteria;
- (d) That the current designs, as detailed at appendix 1 to the submitted report, and the costs for Whinmoor Grange nursery, be approved, subject to the necessary planning approval;
- (e) That it be noted that the Chief Officer (Parks and Countryside) will be responsible for the implementation of such matters, and to ensure that the Parks and Countryside service vacate the Red Hall site by the end of 2016.

### **63 Commissioning a new model for the delivery of Supporting People Services**

The Director of Environment and Housing submitted a report providing a performance summary of the Housing Related Support commissioned programme during 2014/15 and updating the Board on the review and progress made towards developing a new model for the city which included the intended outcomes and benefits. In addition, the report sought the Board's input and guidance on the model and forward work programme.

Members welcomed the proposed key principles and features of the new model, with reference being made to the person centred approach and the potential establishment of a triage system.

#### **RESOLVED –**

- (a) That the progress of the review, as detailed within the submitted report, be noted;
- (b) That approval be given to proceed with the recommendations within the submitted report for the re-procurement / re-contracting of housing related support services in the context of the proposed key principles and features of a new model to a maximum budget of £10.4 million;
- (c) That it be noted that the Director of Environment and Housing will use his delegated authority in order to take commissioning and decommissioning decisions which will be a direct consequence of this key decision. (For example, approval of the detailed specifications for the procurement and subsequent contract awards, which will be at

most significant operational decisions. This is subject to the decisions being in line with the key principles and features as described within the submitted Executive Board report).

## **ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY**

### **64 Improving Air Quality within the City**

Further to Minute No. 139, 17<sup>th</sup> December 2014, the Director of Environment and Housing and the Director of Public Health submitted a joint report providing an update on the progress which had been made since the submission of the previous report. In addition, the report also provided details of health implications arising from air quality levels, on the West Yorkshire Low Emission Strategy Paper, Leeds' action plan and also on a number of current and related funding opportunities.

Responding to Members' enquiries, officers provided an update on the range of actions currently being taken to improve air quality in Leeds. In addition, it was highlighted that further monitoring of air quality levels was to be undertaken which would enable more quantifiable actions to be identified, and it was noted that such information would be presented to the Board for consideration.

Furthermore, Members highlighted the pivotal role to be played by the public in improving air quality levels in Leeds, and emphasised the vital importance of raising the public awareness and understanding of such matters.

#### **RESOLVED –**

- (a) That the raising of the public's awareness and understanding of such matters be identified as a key priority in the approach towards improving air quality levels in Leeds;
- (b) That the progress which the Council has made to date and its plan for the expansion of its own alternative fuel vehicles and associated infrastructure, be noted;
- (c) That the West Yorkshire Low Emissions Strategy (WYLES) and Leeds' Air Quality Action Plan, be endorsed;
- (d) That the PM2.5 targets for 2020 and 2030, as referred to within paragraph 3.6 of the submitted report be adopted;
- (e) That the allocation of parking spaces for electric vehicles in Council car parks, to be implemented by the end of the financial year as part of the 'Cutting Carbon and Improving Air Quality' breakthrough project, be supported;
- (f) That the enforcement of the planning conditions on new developments to increase charging infrastructure across the city be supported, which is an on-going action that falls under the Chief Planning Officer's responsibility to monitor all new developments;

- (g) That the establishment of walking and cycling friendly infrastructure be supported, with the use of appropriate planning conditions to ensure that new developments support alternative modes of transport;
- (h) That support be given to further work being undertaken to determine the scope and number of potential Clean Air Zones required within the city in order to ensure that compliance with EU directives is met as a minimum, and which will look to improve public health outcomes for the citizens of Leeds;
- (i) That it be noted that the Director of Environment and Housing will oversee the delivery of the study and will submit a progress report to Executive Board as part of the breakthrough project's annual report.

(Under the provisions of Council Procedure Rule 16.5, Councillor S Golton required it to be recorded that he abstained from voting on the matters referred to within this minute)

## **ECONOMY AND CULTURE**

### **65 Strong Economy, Compassionate City**

The Chief Executive submitted a report which presented the Council's vision for a strong economy and compassionate city and highlighted the actions being taken to sustain and accelerate the economic progress that the city has achieved, whilst also ensuring that all people and communities in Leeds contributed towards and benefitted from such economic success.

Responding to Members' enquiries, it was noted that the update report, scheduled to be submitted to the Board in Spring 2016 would provide further information on the actions being taken in the areas of social enterprise and also inward investment.

Members highlighted the linkages between the Council's breakthrough projects and the vision to have a strong economy and be a compassionate city. Also, the Board considered the role played by the Government in the development of the city's economy. Furthermore, emphasis was placed upon the important contribution made by Leeds' cultural offer towards the Council's overarching vision.

### **RESOLVED –**

That the following be approved:-

#### **Tackling Low Pay**

- i) **Living wage city** – Leeds City Council will work with partners to develop a Living Wage City campaign to encourage employers to pay the Living Wage as accredited by the National Living Wage Foundation. The aim should be to significantly increase the number of Living Wage businesses in Leeds over the next year.



- ii) **Supporting people to get better jobs** – Leeds City Council will work with the Leeds City Region Enterprise Partnership, the Chamber of Commerce and education and training providers in order to develop proposals to create a careers advice and in-work progression service, and support for employers, aimed at helping people move out of low paid work into better jobs.

#### **Regenerating places**

- iii) **A new approach to regeneration** – the Council will identify a rolling programme of prioritised schemes in deprived areas, with an emphasis upon bringing together the approach to supporting people and communities with interventions to deliver positive physical development and change, with a particular focus on early intervention to tackle the causes of poverty. A report recommending the details of the approach be submitted to Executive Board by early 2016.

#### **A life ready for learning – putting children at the heart of the growth strategy**

- iv) **Strengthening business engagement in schools** – The Council will work with business leaders, head teachers, universities and colleges and leading experts and enterprises in the third sector to look at how to build on existing work to strengthen business engagement in Leeds schools, with the aim of ensuring that all secondary schools, particularly those with a high proportion of pupils from deprived areas, have strong partnerships with business.
- v) **Enhancing careers advice and guidance for young people** – The Council will work with business leaders, head teachers, universities and colleges, leading experts in the third sector, and the national Careers and Enterprise Company to look at how to strengthen independent careers advice in schools, with the aim of ensuring that all secondary schools are offering good quality careers advice.

#### **Supporting business to invest in growth and communities**

- vi) **Key Account Management** – the Key Account Management approach to working with businesses should be extended across the Council and a wider range of businesses in order to strengthen the approach to promoting business growth and community investment, with the aim of ensuring regular contact with 150 businesses that are significant strategically.
- vii) **Promoting community investment** – the Council works with other organisations and business leaders in order to develop an initiative to encourage more businesses in Leeds to commit to investing in their workforce and their local communities, with the aim being for 50 businesses to strengthen their community investment work.

### **Creating quality places and spaces**

- viii) **Creating quality places and spaces** – we will continue to seek to improve the quality of design of new development, including through refreshing the ‘Neighbourhoods for Living’ design guidance document.
- ix) **Securing good jobs and skills outcomes from major development and infrastructure projects** – we will set out how we will build on the achievements and learning over recent years to set out how we can strengthen our approach to using major developments and infrastructure projects to support training and jobs for local people. A report setting out the details of this approach be submitted to Executive Board by early 2016.

### **Backing innovators and entrepreneurs**

- x) **Keeping graduates in Leeds** – we will develop an initiative to improve levels of graduate retention in Leeds, including interventions to help tackle skills shortages and fill vacancies at graduate level in the digital sector, and a Leeds graduate careers fair and clearing system to connect students to future job opportunities in Leeds. A report setting out the details of this approach be submitted to Executive Board by early 2016.
- xi) **Backing innovators** – we will develop an initiative to support the future growth of innovative businesses that have been incubated by Universities and other bodies, and are now looking to grow and move on to new business space and employ more people. A paper setting out the details of this approach should be submitted to Executive Board by early 2016.
- xii) **Backing entrepreneurs** – we will develop a new enterprise programme using European Funds to provide support for people starting new businesses. We will also provide support for small business accelerators in the city, including the proposed digital business accelerator.

### **Next Steps**

- xiii) That it be noted that the Chief Executive, supported by the Chief Officer Economy and Regeneration, is responsible for the implementation of such matters, and will update Executive Board on progress in spring 2016.

## **66 Medium Term Financial Strategy 2016/17 - 2019/20**

The Deputy Chief Executive submitted a report setting out the principles and assumptions underlying the proposed financial strategy for the Council covering the years 2016/17 to 2019/20.

Members were provided with the timescales and framework for the preparation of the 2016/17 Initial Budget Proposals which were scheduled to be presented to the Board in December 2015 and which would inform the Council’s future priorities and strategies. It was also noted that announcements regarding the Government’s Spending Review and details of

the Local Government Settlement would not be released until November and December 2015 respectively.

Furthermore, the Board was provided with an update on the current position regarding the Public Health grant and the implications arising from the in-year reduction which was announced in June 2015. Also, cross-party support was sought in relation to raising the Council's concerns on the current in-year grant reduction, and also in respect of the Council's future allocation of Public Health grant.

**RESOLVED** – That the Medium Term Financial Strategy for 2016/17 – 2019/20 be approved, and that agreement be given for the assumptions and principles, as outlined within the submitted report, being used as a basis for the detailed preparation of the Initial Budget Proposals for 2016/17 and which will inform the Council's future priorities and strategies.

## **RESOURCES AND STRATEGY**

### **67 Financial Health Monitoring 2015/16 - Month 5**

The Deputy Chief Executive submitted a report setting out the Council's projected financial position for 2015/16 together with other key financial indicators, after 5 months of the financial year.

Responding to a Member's enquiry, it was undertaken that the Member in question would be provided with an update on the financial position regarding the healthy schools initiative and also the Early Years service. Furthermore, officers undertook to provide an update to the same Member on the projected shortfall in advertising income.

**RESOLVED** - That the projected financial position of the Council for 2015/16, as detailed within the submitted report, be noted.

### **68 Gambling Act 2005 Statement of Licensing Policy**

Further to Minute No. 29, 15<sup>th</sup> July 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report on the Statement of Licensing Policy in respect of the Gambling Act 2005. The report included the comments of the Scrutiny Board (Citizens and Communities) and recommended that the matter be referred to full Council for formal approval, in accordance with the Council's Budget and Policy Framework Procedure Rules.

In considering the report, emphasis was placed upon the importance of the national lobby regarding the impact of gambling and also on the introduction of Local Area Profiles and the proposed involvement of Community Committees in the development of such profiles.

**RESOLVED** – That the contents of the submitted report be noted, which includes the comments of the Scrutiny Board (Citizens and Communities), and that the matter be referred to full Council for the purposes of formal approval.

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to within this minute were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules, which includes those resolutions above)

## **EMPLOYMENT, ENTERPRISE AND OPPORTUNITY**

### **69 Equality Update: Improvement Priorities 2016-2010, and the Equality Framework Re-accreditation**

The Assistant Chief Executive (Citizens and Communities) submitted a report setting out the approach taken to develop the Equality Improvement Priorities 2016-20 and how these priorities supported the ambitions of the city. In addition, the report also outlined the plans for the Council's reassessment against the Equality Framework for Local Government, in which the local authority currently held an 'excellent' accreditation.

Members welcomed the contents of the submitted report, and it was emphasised that equality improvement was a key priority for the Council. In addition, it was acknowledged that a proactive approach needed to continue in order to ensure that the Council was an attractive employer to all communities.

Responding to a Member's specific enquiry, an update was provided on the actions being taken to promote the Council as an employer at graduate level.

#### **RESOLVED -**

- (a) That the contents of the submitted report, be noted;
- (b) That the contents of the Equality Framework narrative be noted, and that an update on the outcomes and actions arising be provided to Executive Board in Spring 2016;
- (c) That the Equality Improvement Priorities 2016-20 be endorsed, and that it be noted that annual reports will be provided on progress against these.

## **REGENERATION, TRANSPORT AND PLANNING**

### **70 An Approach to Street Design and the Public Realm in Leeds City Centre**

The Director of City Development submitted a report outlining an approach towards street design and the public realm. The report identified some key principles to ensure schemes were designed and implemented within agreed corporate parameters and objectives, and included artist impressions of how the city centre may look if such an approach was adopted. Additionally, the submitted report included a prioritised programme for public realm improvements in the city centre.

Members discussed the potential approach towards the promotion of more pedestrian accessible spaces in the city centre and the impact of such an

approach. In addition, the Board considered the benefits of simplistic and consistent designs and also the sources of funding which could be used for such initiatives.

In conclusion, emphasis was placed upon the need for the associated consultation exercise which was proposed to be as comprehensive and inclusive as possible.

**RESOLVED –**

- (a) That the principle of the Council developing a strategic plan for public realm improvements in the City Centre, based upon the principles as outlined in paragraph 3.7 of the submitted report, be endorsed;
- (b) That approval be given to the Council consulting and engaging with stakeholders on potential schemes to be brought forward, based upon the design ideas and opportunities document, as detailed at Appendix 1 to the submitted report;
- (c) That subject to the outcome of the consultation, officers be requested to submit a report to a future Executive Board outlining a proposal plan of public realm improvements, costings and funding, and that it be noted that the Head of Strategic Projects, City Development, will be responsible for the submission of this report.

**71 The Regeneration of the New Briggate Area**

The Director of City Development submitted a report regarding the issues and opportunities related to the regeneration of the New Briggate area. The report identified how the area could be re-energised through partnership working between the Council and other stakeholders.

It was noted that prior to the meeting, correspondence had been circulated to Board Members clarifying that those references in paragraph 5.1, Recommendation 4(a) and Recommendation 6.1(a) should read *26-32 Merrion Street*, rather than *26-32 Merrion Way*.

Following consideration of Appendix 3 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 approval be given to 26-32 Merrion Street being declared surplus and marketed, with the property being added to the capital receipt programme. In addition, it also be agreed that the approval for the terms of any such disposal be delegated to the Director of City Development;
- (b) That in principle support be given to the invitation of proposals for the potential development of the pay and display car park and the re-ordering of the public open space at Belgrave Gardens, for further

consideration by the Council, in order to provide an additional capital receipt;

- (c) That officers be requested to undertake an initial 'expressions of interest' marketing exercise for the lease of 34-40 New Briggate (i.e. the vacant shops under The Grand and Howard Assembly Rooms) with a reverse premium payment available (as detailed within the exempt Appendix 3 to the submitted report);
- (d) That officers be requested to develop an initial feasibility scheme for improvements to the public realm of New Briggate and the immediate surrounding area;
- (e) That officers be requested to continue partnership working and improvements to the public realm in order to stimulate the regeneration of this area, and to develop options above and beyond the 'match funding' of any contribution by the Council; and
- (f) That officers be requested to report back to Executive Board on progress in due course;
- (g) That it be noted that the Head of Land and Property will be responsible for the implementation of matters relating to resolutions a), b) and c) above and that the Head of Strategic Projects, City Development, will be responsible for the implementation of matters regarding resolutions d), e) and f) above.

## **72 Our Transport Vision for a 21st Century Leeds**

The Director of City Development submitted a report setting out a transport vision for Leeds as a prosperous, liveable, healthy and sustainable 21st century city. In addition, the report recognised the challenges and complexities of changing the way we travel into and around the city in order to create a more people friendly and productive urban core, identifying the key policy principles that the Council would need to adopt in order to deliver a transport system fit for a Leeds as a 21<sup>st</sup> century city.

Members discussed the range of initiatives which were currently being used to address the volume of car journeys within the city centre, and also considered the issue of car parking provision and the role which such provision could play in the overall transport vision.

When considering the suite of reports which had been submitted to the Board regarding pedestrian movement, transport and the public realm, it was suggested that when such matters were presented to the Board in the future, consideration be given to them being presented as one package.

### **RESOLVED –**

- (a) That the transport vision, as outlined in paragraph 3.11 of the submitted report be approved, and that the key policy principles, as

presented within the paragraphs (a) – (i) of the same report, be adopted;

- (b) That officers be requested to use the vision and principles to work with the West Yorkshire Combined Authority in order to help shape the Single Transport Plan, and that as part of this, develop a compelling ambition for investment in an integrated mass transit network with supporting strategic park and ride infrastructure, and HS2 connectivity package;
- (c) That officers be requested to submit a report to Executive Board in 2016 which reviews the long term options for the Leeds Inner Ring Road;
- (d) That in accordance with the Leeds Core Strategy Local Development Framework, officers be requested to submit a Car Parking Supplementary Planning Document to Executive Board for the purposes of adoption during 2016;
- (e) That in partnership with the Communications Team and the West Yorkshire Combined Authority, officers be requested to develop a holistic transport communications strategy, compatible with social media that engages key stakeholders, government, and the general public in a city wide conversation;
- (f) That the Director of City Development be instructed to co-ordinate the work, as detailed within the resolutions above, with an update being submitted to Executive Board in 2016.

### **73 The Leeds Community Infrastructure Levy - Spending of the Neighbourhood Fund and Other Spending Matters**

Further to Minute No. 156, 11<sup>th</sup> February 2015, the Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report detailing the process undertaken to generate spending guidance for Community Committees in making decisions on the Community Infrastructure Levy (CIL) Neighbourhood Fund, with a number of potential options being presented for consideration. Additionally, the report also proposed some minor changes to the Regulation 123 List and the withdrawal of the Council's policy allowing discretionary charitable relief for investment activities to address and clarify some implementation issues following 6 months of charging.

Prior to the meeting, Board Members had been provided with an updated version of the covering report and appendix 3, for their consideration, which superseded the versions contained within the original agenda papers.

Responding to an enquiry, the Board was provided with details of how receipts from CIL could potentially be brought forward and incorporated into the Council's budget process.

Having discussed the issue of the CIL neighbourhood fund being allocated to the local Community Committee in those areas where there was no town or parish council, it was highlighted that such matters were already being discussed with Community Committee Chairs, and it was noted that Executive Board would be kept fully informed as discussions in this area continued.

**RESOLVED –**

- (a) That approval be given to the CIL neighbourhood fund spending guidance for use by Community Committees, as set out in Appendix 1 to the submitted report;
- (b) That the proposed minor changes to the Regulation 123 List, as set out in Appendix 2 to the submitted report be agreed, that it be noted that such changes will be subject to local consultation and that the Chief Planning Officer be authorised to consider any representations made and to make any further amendments considered necessary as a result of the consultation, prior to the implementation of the revised list;
- (c) That approval be given to the removal of the Council's policy allowing discretionary charitable relief for investment activities, to take effect from 1 December 2015;
- (d) That the amendment to the Community Committee Executive Delegation Scheme, as set out within Appendix 3 to the submitted report, as revised and circulated to Board Members prior to the meeting, be approved, noting that the delegation is shared with the Assistant Chief Executive (Citizens and Communities);
- (e) That it be noted that the Chief Planning Officer will be responsible for the implementation of such matters.

**74 East Leeds Extension update and next steps**

The Director of City Development submitted a report regarding the progress made in planning for the delivery of major housing growth and infrastructure investment in the East Leeds Extension. The report also sought specific approval on a number of matters which would enable the investment to progress.

Members noted how the East Leeds Orbital Road was a key piece of infrastructure which was integral to the East Leeds Extension development, and as such, raised concerns regarding the lead role that the Council was being required to take in order to ensure that the Orbital Road was delivered.

Following consideration of Appendix 2 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 submitted report, together with the positive progress made by the Council in its enabling activities to bring forward the major strategic growth area of the East Leeds Extension and the major infrastructure project for the East Leeds Orbital Road, be noted;
- (b) That in principle approval be given to the Council continuing to develop a funding case for the costs of the East Leeds Orbital Road through the West Yorkshire Plus Transport Fund, prudential borrowing and developer contributions, with the Council also continuing to explore alternative means of financing;
- (c) That the commitment to the East Leeds Orbital Road Roof Tax be reaffirmed as the principle mechanism through which developer contributions will be secured from the East Leeds Extension towards the delivery costs of the East Leeds Orbital Road, as set out in paragraphs 3.1.6 – 3.1.8 of the submitted report;
- (d) That the programme for the planning, procurement and construction of the East Leeds Orbital Road, as set out in paragraphs 3.1.10 – 3.1.13 of the submitted report be noted, and that approval be given for the Chief Officer (Highways and Transportation) to submit a detailed planning application for the project, in consultation with the Executive Member for Regeneration, Transport and Planning;
- (e) That the progress made in assembling land to facilitate the route of the East Leeds Orbital Road at the Northern Quadrant be noted, and that the recommendations, as detailed within the exempt Appendix 2 to the submitted report, be approved;
- (f) That it be noted that the Council will make land available on the Red Hall site for the initial A58 junction infrastructure which will enable access to the Northern Quadrant site, as set out in paragraphs 3.3.12 – 3.3.14 of the submitted report, subject to the discharge of relevant statutory processes by the Head of Land and Property and the delegated approval of the Director of City Development;
- (g) That approval be given for the Chief Planning Officer to prepare and publish a Draft Planning Brief for Red Hall, with the detailed timetable to be agreed with the Executive Member for Regeneration, Transport and Planning;
- (h) That approval be given to the approach towards marketing and disposal of the Red Hall site, as set out in paragraphs 3.4.18 – 3.4.22 of the submitted report, with the details to be confirmed by the Director of City Development in consultation with the Executive Member for Regeneration, Transport and Planning;
- (i) That approval be given for the Chief Planning Officer to prepare and publish a Draft Development Framework for the Southern and Middle

Quadrants, with the detailed timetable to be agreed with the Executive Member for Regeneration, Transport and Planning;

- (j) That a co-ordinated programme of public and stakeholder engagement for the East Leeds Extension from November 2015 be approved, which will include public consultation on the East Leeds Orbital Road, Red Hall and the Southern & Middle Quadrants, with the details being confirmed by the Head of Regeneration in consultation with the Executive Member for Regeneration, Transport and Planning and also Ward Members.

## **CHILDREN AND FAMILIES**

### **75 Learning Places Programme - Capital Programme Update**

Further to Minute No. 187, 22<sup>nd</sup> April 2015, the Director of Children's Services, the Deputy Chief Executive and the Director of City Development submitted a joint report presenting an update on the three year strategy for providing sufficient school places in the city, and also on the progress made in respect of the projects currently forming part of the Learning Places Programme. In addition, the report sought the Board's approval for further authority to spend on the programme, and provided an update on the applications submitted and approved for access to the programme risk fund.

Prior to the meeting, Board Members had been provided with an updated version of appendix B to the submitted report, for their consideration, which superseded the version contained within the original agenda papers.

Responding to a Member's enquiry, the Board received an update on the outcomes of the research undertaken by Leeds Beckett University regarding the relationship between the size of a school and the educational outcomes, and it was undertaken that full details would be provided to the Member in question.

The Board also received an update on the continued work of the cross-party steering group, with emphasis being placed upon the Council's commitment to continue such work on a cross-party basis.

In discussing the approach being taken by the Council in respect of the Learning Places Programme, it was highlighted that although all available options would be considered as part of the strategy to ensure there were sufficient good quality learning places in Leeds, the key priority was to ensure that the specific needs of the local community were met.

### **RESOLVED –**

- (a) That additional authority to spend on the Learning Places programme for the Roundhay scheme, with a value of £13m, be approved, which resets the overall approval of the schemes currently in the programme to £56.355m;

- (b) That approval be given for the balance of the programme risk fund to be reset to £5.635m, in order to facilitate effective risk management at programme level;
- (c) That approval be given for any savings made on applications to the programme risk fund being returned to the risk fund in order to support the continued management of programme risks;
- (d) That the scale of identified need at primary level, and the indicative financial implications of £146m, be noted;
- (e) That the projected funding deficit which currently stands at £69.5m and is based on Education Funding Agency (EFA) rates, be noted, and that it also be noted that this figure is likely to increase due to a number of factors, as set out in paragraph 4.4.5 of the submitted report;
- (f) That it be noted that the Head of Learning Systems continues to have client responsibility for the programme, and that the Chief Officer, Projects, Programmes and Procurement Unit continues to be responsible for the delivery of the projects in the Learning Places programme.

**DATE OF PUBLICATION:** FRIDAY, 23<sup>RD</sup> OCTOBER 2015

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 30<sup>TH</sup> OCTOBER 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 2<sup>nd</sup> November 2015)

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## SCRUTINY BOARD (CHILDREN'S SERVICES)

THURSDAY, 10TH SEPTEMBER, 2015

**PRESENT:** Councillor S Bentley in the Chair

Councillors N Dawson, C Dobson, J Elliott,  
C Gruen, J Jarosz, A Lamb, P Latty,  
A Ogilvie, B Urry and F Venner

### CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)  
Mr A Graham – Church Representative (Church of England)  
Mrs J Ward – Parent Governor Representative (Secondary)  
Ms J Hazelgrave – Parent Governor Representative (SEN)

### CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote – Teacher Representative  
Ms S Hutchinson – Early Years Representative

## 20 Late Items

The Board received the following late / supplementary information:

- Agenda item 7 – School attendance by Special Educational Needs and Disabled (SEND) children and young people in the 2014/15 academic year (Minute no. 24 refers)
- Agenda item 9 – Draft terms of reference for the Board's inquiry into Preparing for the Future, Supporting Special Educational Needs and Disabled Young People. (Minute no. 26 refers)

The above information was subsequently made available on the Council's website.

## 21 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

## 22 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor K Renshaw and Co-opted Members; Ms C Bewsher, Ms K Jan and Ms T Kayani. Notification was received that Councillor J Jarosz was substituting for Councillor K Renshaw.

## 23 Minutes - 23 July 2015

**RESOLVED** – That the minutes of the meeting held on 23 July 2015 be approved as a correct record.

Minutes approved as a correct record  
at the meeting held on Thursday, 15th October, 2015

## **24 Review of the School Attendance Inquiry Actions (2014) and General Progress Update on School Attendance**

The Director of Children's Services submitted a report which provided the Board with an update on the outstanding actions arising from the School Attendance Inquiry.

The following information was appended to the report:

- Review of Improving School Attendance Inquiry (September 2015)
- Details of changes to national attendance legislation (September 2013)

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Gillian Mayfield, Targeted Services Area Lead
- Martyn Stenton, Targeted Services Area Lead
- Becky Lawrence, Performance Programme Manager

The key areas of discussion were:

- The role of head teachers and governing bodies to challenge suspected term time holidays recorded as illness.
- Potential difficulties arising from schools operating different holiday arrangements.
- Persistent regular unauthorised absences.
- The positive work undertaken by clusters to improve school attendance and the need to share good practice.
- An acknowledgement of some complex issues regarding unauthorised absence linked to behaviour and disability.
- Concern regarding attendance at secondary school and the need for children to form good attendance habits at an early age.
- Exploring best practice across local authorities.
- Clarification that different arrangements existed for data collection at SILCs and a request that data regarding this be reported back to the Board.
- Cultural attitudes to school attendance and the need to work with families new to the UK.
- The rationale behind the potential increase from one penalty notice per year to two. The Board also sought confirmation regarding how many cases had resulted in court proceedings.

The status of recommendations for the Board's inquiry into Improving School Attendance were agreed as follows:

- Recommendation 2 – Achieved
- Recommendation 6 – Achieved
- Recommendation 11 – Stop monitoring
- Recommendation 12 – Stop monitoring.

**RESOLVED –**

- (a) That the above requests for information be provided.
- (b) That the Board approves the status of recommendations as set out above and the inquiry actions be closed as progress has either been made or the actions are no longer relevant due to changes in legislation or practice.
- (c) That the Board supports the proposal to change the number of penalty notices that can be issued per year for unauthorised school attendance from one per year to two per year.

**25 Increasing the Number of Young People in Employment Education or Training**

The Head of Scrutiny and Member Development submitted a report which presented information in relation to increasing the number of young people in employment, education or training.

The following information was appended to the report:

- Recommendation tracking flowchart
- Review of increasing the number of young people in employment, education or training
- Report submitted by Children's Services providing a detailed update on key areas of activity to increase the number of young people in employment, education or training
- Performance information containing city-wide and cluster level data
- A plan of the journey to sustained employment
- Employability support work plan
- Details of post 16 infrastructure collaboration
- Success and progression for young people on devolved youth contract (June 2015)
- Data flow into and out of the Local Authority for 16-18 year olds.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Board Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Barbara Newton, Head of Complex Needs

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- Richard Amos, Partnership Team Senior Manager 14-19
- Sally Lowe, Partnership Manager 14-19.

The key areas of discussion were:

- Concern regarding the quality of independent careers advice and guidance for young people due to the reduction in Aspire, IGEN and Connexions service.
- Concern regarding a number of funding streams that had been reduced or due to end.
- An update on the network arrangements in place across schools in Leeds, including details of a survey being undertaken in relation to independent careers advice and guidance. The Board requested to be updated on the outcome of this survey.
- Development of the Leeds pathways website and online prospectus.
- The perceived benefits of starting careers advice at an earlier age, in year 7 and 8.
- Transition from education to training, including an update on development of the Leeds Universal Technical College (UTC) specialising in advanced manufacturing and engineering (opening September 2016)
- The role of the Leeds Apprenticeship Training Agency (ATA), particularly in terms of supporting young people into small and medium sized businesses.
- The provision of short courses and other study programmes aimed at the 16-19 year group.
- An update on work undertaken by Voluntary Action Leeds (VAL) and Department of Work and Pensions (DWP) to support long term NEETs. The Board asked to receive an update on this.
- Breaking the cycle of worklessness in families to reduce the risk of NEET and the need to focus on supporting young people to develop 'soft' skills such as communication and presentation.
- Development of supported internships for special educational needs (SEN) group. Details of a pilot being undertaken later in the year to be included as part of a future reporting update.

The status of recommendations for the Board's inquiry into Increasing the Number of Young People in Education, Employment or Training were agreed as follows:

- Recommendation 1 – Stop monitoring
- Recommendation 2 – Achieved
- Recommendation 5 – Achieved
- Recommendation 6 – Not achieved (Progress made acceptable. Continue monitoring.)
- Recommendation 7 – Not achieved (Progress made acceptable. Continue monitoring.)
- Recommendation 8 – Achieved
- Recommendation 9 – Stop monitoring

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- Recommendation 10 – Not achieved (Progress made acceptable. Continue monitoring.)
- Recommendation 11 – Not achieved (Progress made acceptable. Continue monitoring.)
- Recommendation 12 – Achieved.

**RESOLVED –**

- (a) That the Board approves the status of recommendations as set out above.
- (b) That the above requests for information be provided.

**26 Draft Terms of Reference - Scrutiny Inquiry**

The Head of Scrutiny and Member Development submitted a report which presented draft terms of reference for the Board's inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Board Member (Children and Families)
- Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Barbara Newton, Head of Complex Needs.

**RESOLVED –** That the Board approves the terms of reference for the inquiry, subject to the inclusion of adult social services representatives under the list of witnesses.

**27 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

The following updates were provided:

- A joint working group proposal to consider safeguarding arrangements in relation to taxis.
- Potential involvement for the Board in relation to school transport following a report to October Executive Board.

**RESOLVED –** That subject to the above comments, the work schedule be approved.

**28 Date and Time of Next Meeting**

Thursday, 15 October 2015 at 9.45am. (Pre meeting for all Board Members at 9.15am)

(The meeting concluded at 12.24pm)

## **SCRUTINY BOARD (CHILDREN'S SERVICES)**

**THURSDAY, 15TH OCTOBER, 2015**

**PRESENT:** Councillor S Bentley in the Chair

Councillors B Anderson, N Dawson,  
C Dobson, J Elliott, C Gruen, H Hayden,  
J Jarosz, A Lamb and B Urry

### **CO-OPTED MEMBERS (VOTING)**

Mr A Graham – Church Representative (Church of England)

Mrs J Ward – Parent Governor Representative (Secondary)

Ms J Hazelgrave – Parent Governor Representative (SEN)

### **CO-OPTED MEMBERS (NON-VOTING)**

Ms C Foote – Teacher Representative

Ms K Jan – Teacher Representative

Ms T Kayani – Young Lives Leeds

Ms C Bewsher – Looked After Children and Care Leavers

#### **29 Late Items**

There were no late items.

#### **30 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

#### **31 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors P Latty, A Ogilvie and F Venner. Notification had been received that Councillor B Anderson was to substitute for Councillor P Latty, Councillor J Jarosz for Councillor A Ogilvie and Councillor H Hayden for Councillor F Venner.

#### **32 Minutes - 10 September 2015**

**RESOLVED** – That the minutes of the meeting held on 10 September 2015 be approved as a correct record.

#### **33 Preparing for the Future, Supporting Special Educational Needs and Disabled Young People**

The Head of Scrutiny and Member Development submitted a report which presented information as part of the Board's Inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People'.

The following information was appended to the report:

- Local Authority Disabled Children's Charter
- Responses to Every Disabled Child Matters (EDCM) Charter Commitments
- Making Leeds a great place to learn for all our children and young people: the Leeds Special Educational Needs and Disabilities (SEND) Strategy 2014-17
- Leeds Local Offer Annual Feedback Report
- Education Health Care Plan (EHCP) Review Report – Special Educational Needs Statutory Assessment and Provision (SENSAP), Complex Needs Service
- Children and Young people with SEND – Demographic information
- Leeds SEND attainment and attendance data
- National Sensory Impairment Partnership (NATSIP) benchmarking data.

The following were in attendance:

- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Sue Rumbold, Chief Officer (Partnership Development and Business Support)
- Barbara Newton, Head of Service (Complex Needs)
- Andrew Eastwood, Head of Service (Learning Improvement)
- Hannah Lamplugh, Voice and Influence Lead.

The Board received a brief presentation on recent voice and influence work that had been undertaken, particularly in terms of improving services for children and young people with SEND.

The key areas of discussion were:

- Clarification sought about feedback on the EHCP. The Board was advised that feedback from partners and young people cohort had been positive. The Board requested a copy of the EHCP template and details about the action plan that was being developed.
- Confirmation of a multi-agency approach to the assessment process.
- The importance of tracking destinations and preparing SEND young people for adulthood. The Board sought clarification about restorative approaches to service provision by Adult Services and how this differed from Children's Services. The Board was advised about support available to those with severe complex needs and other vulnerable groups. In addition, the Board was advised that preparation for adulthood and the work of the Transitions team was being discussed at the December Scrutiny Board.
- The different settings to support SEND young people with their educational or life skills development.
- An emphasis on providing services with people and not to them.

- A rise in the number and complexity of children and young people with SEND and the challenges associated with balancing increased need, available resources and school places.
- Ensuring that young people felt empowered and involved in discussions about service delivery. The Board was advised that an advocacy service was in place to support this process where necessary.
- A request that the outcome of priorities identified by children and young people in a recent 'Make Your Mark' ballot be brought back to the Board.
- A further request that attendance and attainment data be included in the next inquiry session.
- Concern that some of the information contained within the SEND Strategy Action Plan was in need of updating. It was requested that an updated version be brought back to the Board.
- The Leeds Local Offer, 'You Said We Did' Annual Report 2015 regarding feedback about the local offer website and the documented response.

#### **RESOLVED –**

- (a) That the issues raised as part of the Board's Inquiry be noted.
- (b) That the above requests for information / updates be provided.

(Ms K Jan joined the meeting at 10.20am, during the consideration of this item.)

(Councillor J Elliott left the meeting at 11.15am and Ms C Bewsher at 11.40am, during the consideration of this item.)

#### **34 Leeds Residential Children's Homes review and update**

The Head of Service (Children Looked After) submitted a report which provided an update on the findings and recommendations of the Residential Review and progress towards modernising the provision for Leeds' children.

The following were in attendance:

- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Sue Rumbold, Chief Officer (Partnership Development and Business Support)
- Rob Murray, Head of Service (Children Looked After)
- Jacquie Edhouse, Service Delivery Manager (Children's Homes).

The key areas of discussion were:

- Clarification that placements to external providers were required to be rated 'good' or 'outstanding'.

- The benefits of developing good practice with external providers and acting as a 'critical friend'.
- A request that the Board be kept updated on the outcomes of the review.
- Development of a model to increase the level of wrap around support across children's homes in Leeds.
- An update on the recruitment of foster carers and a more targeted approach to kinship care.
- The need to maintain existing school provision for children in need of care.
- A request that an update on respite care be included in future reporting.

## **RESOLVED –**

- (a) That the above requests for information / updates be provided
- (b) That the Board supports the following:

- The development of children's homes as an integral part of the Children's Services offer to vulnerable children and families in Leeds;
- The plan to provide small homes for up to four children which reflect the accommodation of a family home rather than an institution; and
- The refurbishment of the children's homes to reflect modern family living.

(Mr A Graham left the meeting at 11.55am, Ms K Jan at 11.55am, Ms T Kayani at 12 noon and Ms C Foote at 12.20pm.)

## **35 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

The following updates were provided:

- Confirmation that a joint working group with Adult Social Services, Public Health, NHS, was taking place next week to consider safeguarding arrangements in relation to taxi and private hire licensing.
- The Board was advised that consultation on BESD / SILC provision had been deferred by Executive Board. It was agreed that the Scrutiny Board's work schedule be amended accordingly.
- A request that the Board received an update on the review of Leeds Residential Children's Homes, possibly in early 2016/17 municipal year.
- Potential visits to SILCs and other educational settings as part of the Board's ongoing inquiry work.
- A request to receive information about the role of 'Empowering Parents Improving Choice' (EPIC).

**RESOLVED** – That subject to the above comments, the work schedule be approved.

**36 Date and Time of Next Meeting**

Thursday, 12 November 2015 at 9.45am. (Pre-meeting for all Board Members at 9.15am.

(The meeting concluded at 12.30pm)

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## **SCRUTINY BOARD (ENVIRONMENT AND HOUSING)**

**TUESDAY, 15TH SEPTEMBER, 2015**

**PRESENT:** Councillor J Procter in the Chair

Councillors D Collins, A Gabriel,  
R Grahame, P Gruen, A Khan, M Lyons,  
J Pryor, K Ritchie and G Wilkinson

### **22 Late Items**

There were no late items.

### **23 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **24 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors J Bentley, P Grahame and M Iqbal. Notification was received that Councillor R Grahame was substituting for Councillor M Iqbal and Councillor P Gruen for Councillor P Grahame.

### **25 Minutes - 21 July 2015**

**RESOLVED** – That the minutes of the meeting held on 21 July 2015 be approved as a correct record.

### **26 Matters arising from the minutes**

#### **Minute No. 17 – Refreshed Safer Leeds Strategy 2015-16**

The Board requested an update regarding a breakdown of PCSOs across all Wards. This was to be provided at the October Board meeting as part of the community safety theme.

#### **Minute No. 20 – Work Schedule**

Members were advised that the Police and Crime Commissioner was unable to attend the October Board meeting. He was also unable to attend in November and December. It was suggested that an additional Board meeting or working group meeting be arranged involving the Police and Crime Commissioner.

It was advised that Tenant Scrutiny Board was undertaking an inquiry on the environment of estates. The agreed terms of reference had been circulated for information.

Minutes approved as a correct record  
at the meeting held on Tuesday, 13th October, 2015

**RESOLVED** – That the Board be kept informed regarding arrangements for meeting the Police and Crime Commissioner.

## **27 Housing related matters**

The Director of Environment and Housing submitted a report which provided a summary of housing issues that the Board had previously identified.

The following were in attendance for this item:

- Councillor Debra Coupar, Executive Member (Communities)
- Councillor Richard Lewis, Executive Member (Regeneration, Transport and Planning)
- Neil Evans, Director of Environment and Housing
- Liz Cook, Chief Officer (Housing Management)
- Mark Ireland, Service Manager (Private Sector Housing)
- Maggie Gjessing, Executive Manager (Regeneration).

The key areas of discussion were as follows:

### **Council House Growth Programme**

- An update on development of the Council House Growth Programme.
- Exploring opportunities to more evenly distribute affordable housing across Leeds.
- Grant funding arrangements to Registered Providers and the need to encourage greater appetite for future developments.
- Concern about the future of housing associations and the support arrangements in place.

### **Empty Homes Strategy**

- The reduction in long term empty homes over recent years.
- Clarification sought regarding Council Tax collection rates for empty homes that had been unoccupied for more than 2 years. Members also sought clarification as to whether the current charging threshold of 150% could be increased.
- Supporting the work of local organisations to buy empty homes and the need to be more proactive in informing Ward Members of which empty properties were under the care of such organisations.

### **Standards within the Private Rented Sector**

- Inspection of properties and ensuring value for money.
- Recognition that this remains the fastest growing housing sector which requires a different funding mechanism to help tackle issues in relation to raising standards within the private rented sector.

- The need to tackle rogue landlords by working more collaboratively with responsible landlords.
- New legal responsibilities being placed upon letting agents and landlords to respond to tenant complaints.

### **Estate Management Arrangements**

- An update that the Tenant Scrutiny Board had started an inquiry on the environment of estates.
- The importance of partnership working with other key service areas and the role of the locality teams, particularly in terms of ensuring that estates were kept clean and tidy.
- Development of area actions plans that could be shared with Community Committees.
- Skills learning for staff and the need to offer formal qualification opportunities.
- Development of specific approaches to high rise and sheltered housing.
- Raising awareness and education in relation to managing waste and recycling. Specific issues associated with the removal of bulky waste in high rise housing.
- Identifying issues through tenancy sign-up and the annual home visit.

### **Community Lettings Policy review**

- The need for greater involvement of Ward Members, especially in terms of developing the principles for community lettings. The Board expressed a wish to consider and comment on the proposals prior to being formally approved and therefore requested a further report in November.
- A suggestion that a Members' seminar be arranged regarding community lettings.

### **Estate Management arrangements – Enforcement of tenancy agreements**

- Concern about inconsistent approaches to breaches of tenancy agreement.
- Clarity and the need for better communication surrounding Council and tenant responsibilities.
- Development of a single approach for those tenants that may require assistance in maintaining their gardens.

### **Housing Forums**

- The role of existing Forums and the recognised need to encourage external representatives to have a greater input in terms of sharing their views and best practices.

## **Temporary Accommodation**

- Development of supported housing provision and a review to be undertaken of the Council's requirements. The Board asked to receive further information on this.
- Clarification sought regarding the support needs of refugees. It was advised that the Citizens and Communities Scrutiny Board was undertaking some work in relation to this.

### **RESOVLED –**

- (a) That the contents of the report be noted.
- (b) That the requests for information / clarification be provided.

(Councillor R Lewis left the meeting at 2.30pm, Councillor D Coupar at 2.40pm, Councillor A Khan at 3.00pm and Councillor P Gruen at 3.40pm during the consideration of this item.)

## **28 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

Further to the Board's discussion, it was agreed that the following be added to the work schedule:

- That the environment themed report scheduled for November also includes details surrounding the management of waste, and particularly the disposal of bulky waste, in high rise housing.
- That a report on the Community lettings policy proposals be scheduled for the Board's November meeting.
- That the housing themed report scheduled for December also includes information on how the role of the West Yorkshire Combined Authority and the Devolution Agenda may impact on local housing decision-making.
- That the community safety themed report in October also includes details of the role and funding arrangements relating to LeedsWatch.

**RESOVLED –** That the work schedule, as amended, be approved.

## **29 Date and Time of Next Meeting**

Tuesday, 13 October 2015 at 1.30pm (Pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 3.50pm)

## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 13TH OCTOBER, 2015

**PRESENT:** Councillor J Procter in the Chair

Councillors J Bentley, A Gabriel,  
P Grahame, M Iqbal, A Khan, M Lyons,  
J Pryor, K Ritchie and G Wilkinson

### 30 Late Items

The Board received the following supplementary information that was subsequently made available on the Council's website:

- A breakdown of Council funded Police Community Support Officers (PCSOs) per Ward. (Minute no. 36 refers)

The Board also received the following exempt supplementary information:

- Police Community Support Officers in Leeds – background relating to current city-wide allocation. (Minute no. 36 refers)

### 31 Exempt Information - Possible Exclusion of the Press and Public

**RESOLVED** – That the press and public be excluded from the meeting during part of agenda item 8, 'Police Community Support Officers (PCSOs) in Leeds – background relating to current city-wide allocation', which has been designated as containing exempt information, as defined in Access to Information Procedure Rule 10.4 (7) 'information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime'. (Minute No. 36 refers)

### 32 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 33 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor D Collins.

### 34 Minutes - 15 September 2015

**RESOLVED** – That the minutes of the meeting held on 15 September 2015 be approved as a correct record.

### **35 Tackling Domestic Violence and Abuse - Tracking of Scrutiny recommendations**

The Head of Scrutiny and Member Development submitted a report which outlined the progress made from the Scrutiny Inquiry aimed at tackling domestic violence and abuse.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Supt Sam Millar, Chief Officer (Community Safety)
- Gail Faulkner, Head of Social Work, Children's Social Work Services
- Louise Hackett, Domestic Violence Breakthrough Programme Lead, Safer Leeds.

The key areas of discussion were:

- An update on support for male and same sex victims of domestic violence.
- Ongoing initiatives to address adolescent to parent abuse, with particular reference to the PACT programme which had now received additional Family Valued funding to help increase capacity.
- The newly established Front Door Safeguarding Hub which aimed to provide an immediate pro-active response to all high risk cases.
- Advocacy and support to those victims which required school places for their children.
- The new perpetrator programme funded by the Police and Crime Commissioner which was expected to be available in Leeds from December 2015.

The status of recommendations were agreed as follows:

- Recommendation 1 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 2 – Achieved
- Recommendation 3 – Achieved
- Recommendation 4 – Achieved
- Recommendation 5 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 6 – Achieved
- Recommendation 7 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 8 – Achieved
- Recommendation 9 – Achieved
- Recommendation 10 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 11 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 12 – Achieved

- Recommendation 13 – Achieved
- Recommendation 14 – Achieved
- Recommendation 15 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 16 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 17 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 18 – Achieved
- Recommendation 19 – Achieved
- Recommendation 20 – Achieved
- Recommendation 21 – It was agreed by the Scrutiny Board in February 2015 that this recommendation had been agreed
- Recommendation 22 – Achieved
- Recommendation 23 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 24 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 25 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 26 – Achieved
- Recommendation 27 – Achieved
- Recommendation 28 – Achieved
- Recommendation 29 – Achieved.

#### **RESOLVED –**

- (a) That the above status of recommendations be approved.
- (b) That a further tracking report be brought back to the Board before the end of the municipal year.

### **36 Community Safety Related Matters**

The Director of Environment and Housing submitted a report which presented a series of summaries of community safety related issues identified by the Scrutiny Board.

The following were in attendance:

- Neil Evans, Director of Environment and Housing
- Supt Sam Millar, Chief Officer (Community Safety)

The key areas of discussion were:

#### **New Psychoactive Substances (NPS)**

- The role of West Yorkshire Trading Standards in tackling NPS.
- The need to review best practice of other local authorities in tackling this issue.

- Making best use of existing legislation to adopt a proactive response to tackling NPS. The Board requested to be kept informed of progress linked to the new Psychoactive Substances Bill, due to be law in early 2016, and the implications surrounding the new legislative powers.
- An update on the police response to NPS at local festivals.

### **Human Trafficking**

- An update on human trafficking in Leeds. The Board noted that West Yorkshire Police had undertaken a major investigation over the last 18 months involving an organised operation.
- Initiatives in place to address the interconnected safeguarding issues.
- The important role of the UK Border Agency in terms of working more closely with partners in tackling human trafficking.

### **Prostitution**

- A continuing decline of visible prostitution in terms of street sex work.
- The need for greater intelligence regarding the extent of indoor sex work and impacts on individuals, families, businesses and communities.
- An update on progress made in tackling prostitution in Holbeck and the effectiveness of a managed area approach.
- The need for more practical support to address issues in the Holbeck area. In particular, the need to invest more street cleansing resources and improve pathways to housing support for individuals wanting to exit prostitution. It was requested that the directorate formulates proposals aimed at addressing the additional support needs of the Holbeck area and reports this back to the Scrutiny Board by the next Community Safety themed meeting.
- Concern about the responsiveness of the 101 non-emergency service.
- Acknowledgement of the positive work undertaken by the Third Sector in engaging with sex workers, particularly in terms of improving relationships with the Police and increasing confidence to report a wide range of safeguarding concerns.

### **Leedswatch**

- Confirmation that concerns had been expressed by Community Committees about the costs levied by BT for cameras in their areas. The Board was advised that the service was aiming to move towards a more cost effective solution in 2018 when the current contract came to an end.
- The Board requested to receive a scoping report outlining potential future options for delivery of this service. Linked to this, the Board also requested comparator information in terms of CCTV systems operated by other local authorities.



## **Police Community Support Officers (PCSOs)**

- The current allocation and deployment of Council funded PCSOs across Leeds.
- That the original cohort of 294 budgeted PCSOs at the beginning of 2014/15 had continued to reduce as vacancies were not being filled (the current number of PCSOs across Leeds is now 230). However, it was noted that vacancies involving Council funded PCSOs were prioritised to be filled.
- That the negotiations regarding the number and deployment of PCSOs within Leeds from April 2016 were not finalised. However, the West Yorkshire Police and Crime Commissioner (PCC) had indicated that he will continue to support joint funded PCSOs but will require a higher contribution from local authorities or other sponsoring partners.
- Confirmation that initial discussions had taken place with the PCC regarding a proposal to increase the current contribution for Council funded PCSOs from 21% to 50%.
- The potential budget implications in maintaining the current level of Council funded PCSOs.
- The Board agreed to set up a working group in order to undertake further Scrutiny into this matter.

Following consideration of the supplementary document 'Police Community Support Officers in Leeds – background relating to current city-wide allocation', designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (7), which was considered in private during the meeting, it was

### **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That a working group meeting of the Scrutiny Board be set up as soon as possible to undertake further Scrutiny into the provision of PCSOs in Leeds.

(Councillor A Khan left the meeting at 3.00pm and Councillor P Grahame at 4.15pm, during the consideration of this item.)

## **37 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

The Board received a brief verbal update on migration following a discussion at the most recent meeting of Scrutiny Board (Citizens and Communities). It was highlighted that the minutes to the meeting would be shared with Board Members.

In relation to the Board's request to set up a working group meeting regarding the provision of PCSOs, the Chair advised that arrangements for this meeting would be made as soon as possible and communicated to Board Members in due course.

**RESOLVED** – That the work schedule, as amended, be approved.

(Councillor M Lyons left the meeting at 4.45pm during the consideration of this item.)

**38 Date and Time of Next Meeting**

Tuesday, 17 November 2015 at 1.30 p.m. (pre-meeting for all Board Members at 1.00 p.m.)

(The meeting concluded at 4.47pm)

## SCRUTINY BOARD (ADULT SOCIAL SERVICES, PUBLIC HEALTH, NHS)

TUESDAY, 8TH SEPTEMBER, 2015

**PRESENT:** Councillor P Gruen in the Chair

Councillors C Anderson, B Flynn,  
A Hussain, G Hussain, S Lay, C Macniven,  
B Selby, A Smart, E Taylor and S Varley

***NB** Cllr P Truswell – Chair of Scrutiny Board (City Development) was also in attendance for consideration of the details outlined at Minute 35*

### 26 Chair's Opening Remarks

The Chair opened the meeting by welcoming all those present and invited formal introductions.

### 27 Late Items

There were no additional late items, however the followings details were provided as supplementary information:

- Leeds City Council consultation response/ submission (minute 33 refers)
- Revised Appendix 1: Summary of recent CQC inspection outcomes (minute 34 refers)
- Details of correspondence from the Care Quality Commission (CQC) (minute 34 refers)
- Leeds Local Medical Committee (LMC) – GP survey results (minute 35 refers)

The above details were not available at the time of agenda despatch, but were pertinent to the areas under discussion at the meeting.

### 28 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however the following matters were brought to the attention of the Scrutiny Board for information:

- Councillor G Hussain outlined that two close family members were employees within the local NHS.

Councillor G Hussain remained present for the duration of the meeting.

## **29 Apologies for Absence and Notification of Substitutes**

An apology for absence was submitted by Dr Richard Taylor, HealthWatch Leeds.

## **30 Minutes - 28 July 2015**

The draft minutes from the previous meeting held on 28 July 2015 were presented for consideration.

The Principal Scrutiny Adviser provided a verbal update on the actions arising from the meeting and associated progress.

In terms of accuracy, Councillor G Hussain highlighted an error under Minute 13 (Declarations of Disclosable Pecuniary Interest) and requested this to be corrected.

### **RESOLVED –**

- (a) That the verbal update and associated progress outlined at the meeting be noted.
- (b) That, subject to the necessary amendment highlighted at the meeting, the minutes of the Scrutiny Board (Adult Social Services, Public Health, NHS) meeting held on 28 July 2015, be approved as an accurate and correct record.

## **31 Chair's Update**

The Chair presented a verbal update on the scrutiny activity since the previous Board meeting in July 2015, and not otherwise included on the Board's meeting agenda. In particular, the Chair raised the following matters:

- Progress against issues identified at the previous meeting, in particular Children's Oral Health, Leeds Maternity Strategy and Public Health budgetary issues.
- Details discussed at the recent meeting with representatives from Leeds Local Medical Committee (LMC).
- Discussions held with representatives from Leeds and York Partnership NHS Foundation Trust (LYPFT) regarding concerns in relation to procurement practices and the proposed response from Monitor (the regulator). The Chair proposed to raise concerns with the appropriate body on behalf of the Scrutiny Board.
- The forthcoming meeting of West Yorkshire Health Scrutiny Chairs, which would consider progress of the 'Healthy Futures' Programme across West Yorkshire and an update around the West Yorkshire Urgent Care Vanguard – recently announced.

**RESOLVED –** That the verbal update provided at the meeting be noted and the actions proposed by the Chair be agreed.

(Councillor S Lay joined the meeting at 2:15pm during consideration of this item.)

## **32 Public Health Budget Update**

The Head of Scrutiny and Member Development submitted a report to introduce a further update from the Director of Public Health regarding the Public Health budget for 2015/16.

The following representatives were in attendance during consideration of this item:

- Ian Cameron (Director of Public Health) – Public Health, Leeds City Council

Apologies from Councillor Lisa Mulherin (Executive Member for Health, Wellbeing and Adults) were reported at the meeting.

The Director of Public Health gave a brief update following the details presented to the Board at its July meeting, including:

- Consultation was launched on 31 July 2015 and ran until 28 August 2015. It remained unclear when the Department of Health would make a formal announcement or decision.
- As expected, the consultation focused on how to implement the overall £200M savings across England.
- The Department of Health's preferred option was a blanket 6.2% reduction across all relevant local authority areas.
- A 6.2% reduction was the working assumption being used when considering possible reductions. This equated to £2.8M in Leeds, across an overall budget of £45M.
- The Council's Public Health budget remained approximately £6M below the target level based on the Department of Health's assessment of need.
- Work on potential options to achieve the assumed budget savings continued, with proposals likely to be reported to the Executive Board later in September 2015.
- Current considerations focused on targeting non-recurrent expenditure in 2015/16.

The Chair addressed the Board and highlighted concern regarding both the timing of the Department of Health consultation and its duration. The Chair also confirmed that given the very short consultation period, he had submitted a consultation response on behalf of the Board, which had been shared with members at the time of submission.

The Scrutiny Board discussed the information presented in the report and outlined at the meeting, raising a number of issues, including:

- Likely implications for the general public and the potential longer-term impact on the health gap across the City.
- The likely impact on NHS services in the longer-term.
- The potential impact of the likely budget reductions on the voluntary and community sector (the Third sector) in Leeds.
- Concern regarding the potential direction of travel for public health funding in the future.

The Chair summarised the discussions and invited the Director of Public Health to consider how to involve the Scrutiny Board prior to any decisions being made, and to keep the Scrutiny Board updated on any developments.

#### **RESOLVED –**

- (a) That the details presented in the report and highlighted at the meeting be noted.
- (b) That, the Director of Public Health continues to keep the Scrutiny Board updated on developments as work progresses and considers how to involve the Scrutiny Board in considering how the savings are to be achieved.

(Councillor B Selby joined the meeting at 1.25pm and Dr J Beal at 1:30pm during the consideration of this item.)

### **33 Care Quality Commission Inspection Outcomes**

The Head of Scrutiny and Member Development submitted a report that provided details of recently reported Care Quality Commission inspection outcomes for health and social care providers across Leeds.

The following representatives were in attendance:

- Dr Wendy Barker (Deputy Director of Nursing) – NHS England (North) – Yorkshire and Humber sub-region
- Ged McCann (Senior Supplier Manager) – Specialised Commissioning Group, NHS England (North)
- Shona McFarlane (Chief Officer (Access and Care Delivery)) – Adult Social Services, Leeds Council
- Albert Chelliah (Group Operations Director) – Inmind Healthcare Group
- David Ramage (Hospital Director (Waterloo Manor Independent Hospital)) – Inmind Healthcare Group.

It was noted that Mr Jonathan Hepworth (Inspection Manager) from the Care Quality Commission had been invited to attend the meeting for this discussion, but was unable to attend due to a prior engagement and had formally sent his apologies.

In introducing the report, the Principal Scrutiny Adviser drew the Board's attention to the updated Appendix 1, which was circulated at the meeting. This had been updated to include some additional inspection outcomes

published since the publication of the agenda. The Chair confirmed the intention was to provide the Board with an overview and 'snapshot' of recent inspection outcomes for consideration.

The Chief Officer (Access and Care Delivery) highlighted that the Care Quality Commission (CQC) had recently changed its inspection methodology, which was considered to be much more robust. It was also highlighted that regular monthly meetings between Adult Social Services and the CQC, provided opportunities to share intelligence and any particular areas of concern. This helped inform the CQC's risk-based approach for inspection plans and scheduling. It was anticipated that over time, future overview reports will provide a more balanced service quality landscape in Leeds.

The Board's attention was also drawn to two specific inspection reports included with the agenda, in relation to Yorkshire Ambulance Service NHS Trust and Waterloo Manor Independent Hospital.

### **Yorkshire Ambulance Service NHS Trust**

The Principal Scrutiny Adviser advised the Board that, given the large geographical covered by the Trust, it had been agreed that Wakefield Council's Health Overview and Scrutiny Committee would oversee improvement planning against the recommendations and monitor progress. Health Scrutiny Chairs from other relevant authorities would be invited to participate at appropriate meetings. Members of the Scrutiny Board were invited to highlight any particular matters to be raised in such discussions.

### **Waterloo Manor Independent Hospital**

The Chair invited those present to comment on the CQC inspection report that had judged service provision at the hospital to be 'inadequate' overall and across each of the five domains within the inspection process. A number of comments were made, including:

- NHS England (NHSE) had been working with the provider at Waterloo Manor since February/ March 2014 when concerns had originally emerged.
- NHSE had been surprised by the recent CQC inspection outcome, which took place in February 2015 and was reported in August 2015.
- Following the inspection in February 2015, NHSE confirmed admissions had been suspended and a review of all patients' had been undertaken.
- NHSE confirmed that the following had improvement actions had occurred since the inspection:
  - A case management review.
  - There had been significant changes to the provider's leadership and governance arrangements.
  - Change to care planning for patients.
- Representatives from Leeds City Council's Adult Social Care Directorate had been involved in undertaking safeguarding reviews (as

the host safeguarding authority) and had been working with the provider since February/ March 2014.

- Inmind Healthcare Group acknowledged there had been a clear disconnect between the senior leadership and ward staff at the hospital, but was satisfied that the hospital is now safe.
- It was confirmed that the CQC had recently re-inspected provision at Waterloo Manor, provisionally rating services as 'good'.

Members of the Scrutiny Board discussed the information presented and highlighted at the meeting, raising a number of issues, including:

- Significant concern regarding the 6-month delay from the CQC undertaking the inspection to publishing its report.
- Concern that despite NHS England and Adult Social Care working closely with the provider since February / March 2014, the CQC had rated service provision as 'Inadequate'.
- Concern that the Scrutiny Board had not been made aware of the significant concerns regarding service provision at Waterloo Manor in a more timely and appropriate manner.
- Concern regarding an inspection methodology where service provision can be rated as 'inadequate' in February and then seemingly rated as 'good' 6-months later.
- Assurance that the inadequacies highlighted within the CQC inspection report were not repeated across other hospitals/ service points that formed part of the Inmind Healthcare Group and that similar levels of care were not being undetected in other NHSE held contracts.
- Requests for a more detailed report of lessons learned across each of the organisations involved.

In summarising the discussion and future actions, the Chair made the following remarks:

- The table of published CQC inspection outcomes provided a useful 'snapshot' for the Scrutiny Board to consider on an ongoing basis.
- Changes to the CQC's inspection methodology had been noted, however the 6/7 month delay in publishing post-inspection reports was unsatisfactory.
- The distinct and legitimate role of scrutiny in maintaining an overview of quality across health and social care services is well documented. However, events surrounding Waterloo Manor have highlighted that improvements to local arrangements are needed to ensure the Scrutiny Board is kept informed in an appropriate and timely manner.
- There was a need to maintain a 'patient' focus at all times when considering issues of quality.
- In respect of Waterloo Manor and the events over the preceding 18-months, the Scrutiny Board would request a more detailed report of lessons learned across each of the organisations involved, particularly focusing on the journey from 'inadequate' to 'good'.



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

**RESOLVED –**

- (a) That the details presented and discussed at the meeting be noted.
- (b) That, in respect of Waterloo Manor and the events over the preceding 18-months, a more detailed report be prepared and presented to a future meeting of the Scrutiny Board, highlighting the lessons learned across each of the organisations involved – particularly focusing on the journey from ‘inadequate’ to ‘good’.
- (c) That the more detailed report referred to in (b) (above) be reflected in the Scrutiny Board’s future work programme.

**34 Primary Care**

The Head of Scrutiny and Member Development submitted a report that presented a range of information relating to the Scrutiny Board’s inquiry around Primary Care.

The following representatives were in attendance during consideration of this item:

- Brian Hughes (Locality Director for West Yorkshire) – NHS England (North) – Yorkshire and Humber sub-region
- Kathryn Hilliam (Head of Co-Commissioning) – NHS England (North) – Yorkshire and Humber sub-region
- Matt Ward (Chief Operating Officer) – NHS Leeds South & East CCG
- Adam Brannen (Head of Regeneration) – City Development, Leeds City Council
- Ian Cameron (Director of Public Health) – Public Health, Leeds City Council

Councillor P Truswell, Chair of the Scrutiny Board (City Development) was also in attendance.

The Locality Director for West Yorkshire addressed the Board and confirmed the principals outlined in the previous report (November 2014) remained relevant and the principal aims for primary care in Leeds and across West Yorkshire were:

- Sustaining and improving the quality of services
- Improving the patient experience.
- Driving integrated care (where appropriate).
- Creating a sustainable workforce: This being particularly relevant in the context of the development and redevelopment of particular areas of the City.

The Head of Commissioning (NHS England) and Chief Operating Officer (NHS Leeds South & East CCG) confirmed that primary care, and in particular

general practice, faced significant challenges and the current landscape was likely to be significantly different within 5-years. Some of the specific points included:

- Significant challenges around the workforce, finances and access to services. As a result, it was likely that:
  - GPs would have to work together (across larger footprints);
  - Current ways of working would need to adapt, including access routes to primary care and management of long term conditions.
  - There would be a need to examine different funding models – which was currently based on a core contract (£s/ head) and additional incentivised activity.
- Current pilots across England examining different ways of working, but new models of care would be needed. Such changes might include:
  - Federations or mergers of GP practices – thus reducing back office pressures.
  - Focusing on specialisms with GP practices.
  - Establishing extended access schemes (existing pilot in Leeds West CCG are currently being evaluated).
  - Considering the suitability and availability of estate / premises.
  - Providing more GP trainee places.
  - Patient access and experience significantly influenced by capacity, capability and quality of all local primary care services (not just GPs).

The Head of Regeneration confirmed the engagement of the local NHS in the planning process, stating an iterative approach was adopted around planning services to reflect housing growth and development. Reference was also made to the availability of supplementary planning guidance to assist the 'Good Place Making' responsibilities and role of the Council. Further reference was made to the recently launched NHS England and Public Health England 'Healthy New Towns' initiative.

The Scrutiny Board discussed the information presented in report and outlined at the meeting, raising a number of matters, including:

- The need to address current issues around access and equality of access to services, in addition to considering the longer-term landscape for primary care.
- How commissioners were encouraging GPs to come back into practice and how general practice was being promoted as a credible and rewarding career path for medical students.
- Concern about how successful providing additional 'GP trainee' places would be in addressing some of the workforce issues, particularly given the relatively high number of place that currently remained unfilled.
- The need to consider more details around workforce planning in general, including additional health and allied health professional roles.
- The importance within communities that primary care offered appropriate locally based services.

- Concern regarding access to dental care in Leeds – with evidence suggesting Leeds had the lowest access rate across West Yorkshire.
- Concern that historically engagement of the local NHS in the planning process was not as sophisticated as it could or should have been, however there appeared to be a willingness and desire from all parties to improve.

In summarising the discussion and future actions, the Chair made the following remarks:

- There was some concern that some of the issues discussed around workforce planning and estate infrastructure did not adequately address some the current issues faced by patients around access and equality of access to services.
- It had been surprising that the issue of missed appointments and the associated impacts had not been raised.
- Further evidence sessions would be held to consider some additional and specific details, including the evaluation of the extended access pilots in Leeds West.
- The aim of the Board was also to hear evidence from GPs, patients and the public.

**RESOLVED** – To note the information presented and discussed at the meeting and to progress further evidence sessions as outlined.

(Councillor A Hussain left the meeting at 3.00pm and Councillor S Lay at 3.15pm during the consideration of this item.)

### **35 Work Schedule**

The Principal Scrutiny Adviser provided a report that introduced an updated work schedule for the remainder of the municipal year.

The Chair advised the Board that the updated work schedule reflected previous discussions while taking account of details associated with scheduling items for the remainder of the municipal year.

**RESOLVED** – That, subject to any on-going scheduling decisions, the Board's work schedule as presented be agreed.

### **36 Date and Time of Next Meeting**

Tuesday, 20 October 2015 at 2:00pm (pre meeting for all Board Members at 1:30pm)

(The meeting concluded at 3:25pm)

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## SCRUTINY BOARD (CITY DEVELOPMENT)

WEDNESDAY, 9TH SEPTEMBER, 2015

**PRESENT:** Councillor P Truswell in the Chair

Councillors A Castle, D Cohen, P Davey,  
R Harington, M Harland, J Heselwood,  
M Ingham, C Townsley and P Wadsworth

### 18 Late Items

The Board received the following supplementary information in relation to agenda item 7, Road casualty reduction and 20mph speed limits in Leeds:

- Updated information submitted by West Yorkshire Police and the Police and Crime Commissioner for West Yorkshire (Minute no. 22 refers)

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

### 19 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 20 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor J Walker. Notification was received that Councillor M Harland was substituting for Councillor J Walker.

### 21 Minutes - 22 July 2015

**RESOLVED** – That the minutes of the meeting held on 22 July 2015 be approved as a correct record.

### 22 Road Casualty Reduction and 20mph Speed Limits in Leeds

The Head of Scrutiny and Member Development submitted a report which presented information in relation to the Board's review of road casualty reduction and 20mph speed limits in Leeds.

The following information was appended to the report:

- Extract from the West Yorkshire Police and Crime Plan 2013-18 in relation to road safety
- Extract from the Draft Annual Report 2014/15 of the Police and Crime Commissioner for West Yorkshire

Minutes approved as a correct record  
at the meeting held on Wednesday, 14th October, 2015

- Report and supporting information to Scrutiny Board (City Development) in relation to road casualty reduction and initiatives
- Previous reports and minutes to Scrutiny Board (Sustainable Economy and Culture) regarding 20mph speed limits in Leeds held on 18 November 2014 and 17 March 2015.

The following representatives were in attendance:

- Councillor Mark Dobson, Executive Member (Environmental Protection and Community Safety)
- Councillor Gerry Harper, Deputy Executive Member (Regeneration, Transport and Planning)
- Councillor Kim Groves (Chair of former Scrutiny Board (Sustainable Economy and Culture) which undertook an inquiry into the provision of 20mph speed limits in Leeds
- Christopher Slade, 20's Plenty for Us
- Inspector Nick Berry, Safer Leeds / West Yorkshire Police
- Andrew Hall, Head of Transportation, City Development
- Becky James, Team Leader (Road Safety), City Development.

The key areas of discussion were:

- Following concern that killed and seriously injured (KSI) statistics were higher than target, the Board was advised that road injuries and fatalities in Leeds were previously at an all-time low, however the half year figure for 2015 showed an increase when compared to last year. The majority of casualties occurred on busy roads. An increase in people cycling had resulted in more cycling casualties.
- The development of 20mph zones, particularly targeting areas close to schools.
- The review and refresh of the Leeds Safer Roads action plan as part of the Single Transport Plan.
- Raising awareness and education in schools, especially in terms of tackling pedestrian safety. The Board was advised that education programmes continued to be rolled out across the city. Approximately 250 schools had signed up to 20mph programme and 7,000 children had signed up to bikeability cycle training.
- Acknowledgement regarding the importance of focusing on education and modification of driver behaviour, but also the clear need for robust enforcement to tackle the minority of reckless drivers.
- The need for greater enforcement of 20mph zones and introduction of tougher penalties for speeding. The Board was advised that 20mph zones should be self-policing through the use of traffic calming measures in addition to speed restriction signs.
- Clarification regarding the process for commissioning 20mph zones.
- The various approaches implemented in other parts of the UK and their effectiveness. The consideration of the approach and cost to identify whether a blanket or targeted strategy to the implementation of 20mph zones should be supported by the Scrutiny Board.

- The role of Neighbourhood Policing Teams (NPTs) and the need for greater consistency across the city.
- Confirmation that speed indicator devices (SIDs) were available for loan-outs to NPTs, Ward Members and local neighbourhood groups.
- An update on initiatives aimed at addressing poor cycling behaviour, including, red light running and cycling on pavements.
- Development of the city connect programme to improve road infrastructure and make the city more cycle friendly.
- The role of the local community in terms of gathering intelligence and identifying hotspot areas.
- The dangers posed by off-road motorcycles and quad bikes.
- The use of Section 59 notices in tackling driving related anti-social behaviour.
- Concern regarding response when reporting incidents using the police non-emergency number.
- The need for improvements to road markings and traffic calming measures in some parts of the city.
- The road safety priority for the West Yorkshire Police and Crime Commissioner and a suggestion that the Safer Leeds Strategy be updated to include reference to road safety.

**RESOLVED –**

- (a) That the Board endorses the approach undertaken regarding road casualty reduction and targeted approach to the introduction of 20mph speed limits in Leeds.
- (b) That the Board be updated on inclusion of road safety in the Safer Leeds Strategy.

**23 Draft Terms of Reference - Inquiry into Bus Service Provision**

The Head of Scrutiny and Member Development submitted a report which presented draft terms of reference for the Board's inquiry into Bus Service Provision.

**RESOLVED –** That the Board approves the terms of reference for the Board's inquiry into Bus Service Provision.

**24 Draft Terms of Reference - Inquiry into Digital Inclusion**

The Head of Scrutiny and Member Development submitted a report which presented draft terms of reference for the Board's inquiry into Digital Inclusion.

**RESOLVED –** That the Board approves the terms of reference for the Board's inquiry into Bus Service Provision.

**25 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the 2015/16 municipal year.

**RESOLVED** – That the work schedule be approved.

**26 Date and Time of Next Meeting**

Wednesday, 14 October 2015 at 10.30am (pre meeting for all Board Members at 10.00am)

(The meeting concluded at 12.25pm.)



## **SCRUTINY BOARD (CITY DEVELOPMENT)**

**WEDNESDAY, 14TH OCTOBER, 2015**

**PRESENT:** Councillor P Truswell in the Chair

Councillors A Castle, D Cohen, P Davey,  
R Harington, M Ingham, J McKenna,  
P Wadsworth, J Walker and N Walshaw

### **27 Late Items**

There were no late items.

### **28 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **29 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillor S McKenna and Councillor J Heselwood who were substituted by Councillor J McKenna and Councillor N Walshaw.

### **30 Minutes - 9 September 2015**

**RESOLVED** – That the minutes of the Scrutiny Board (City Development) meeting held on 9 September 2015, be approved as a correct record.

### **31 Session 1 - Scrutiny Inquiry into Digital Inclusion**

The Director of City Development and the Chief Information officer submitted a report which provided the Scrutiny Board with the information required to undertake the first session of the inquiry into digital inclusion.

The following information was appended to the report:

- Internet use, quarter 1 (Jan – Mar) 2015, by NUTS 3 area, United Kingdom
- 2014 Digital Nation? – Tinder Foundation

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

- Councillor J Lewis – Exec Board Member – Resources and Strategy
- Councillor D Coupar – Exec Board Member – Communities
- Richard Hart – Deputy Head of Service (Libraries)
- Katie Dunlevey – Senior Economic Development Officer

Draft minutes to be approved at the meeting  
to be held on Wednesday, 18th November, 2015

- Phil Cole – Head of Funding Programme and Business Support
- John Bullivent – Contract Manager
- Lee Hemsworth – Chief Officer (Customer Access)
- Ian Jones – Solutions Architect

The key areas of discussion were:

- The main elements to digital inclusion, people and infrastructure and the introduction and expansion of digital services by Leeds City Council since 1994.
- The variables that cause the digital divide and their impact.
- National internet usage and how this information is used to assess usage in Leeds. The Scrutiny Board requested if intelligence existed specific to Leeds and were advised that work is being undertaken to gather this type of information.
- Super connected cities, the Governments broadband strategy , BDUK and the delivery of phase 1of Superfast West Yorkshire. The Scrutiny Board requested clarification of the cabinets upgraded under phase 1. This will be provided in a future session of the inquiry.
- The use of council assets to deliver free public wifi across the district and the pilot project using council high rise space to provide wifi for the tenants living there.
- Clarity was sought about the services available to people across the City to provide digital literacy training and support, how this is communicated, motivating people to get on line and understanding the technology that people already have such as smart phone technology. The Board were advised that it is not clearly understood what is currently being provided across the City and gathering of this information is required.
- The Board requested further information about the Smart Cities project and Smart Cities Steering Group and its role in reducing the digital divide.

#### **RESOLVED –**

- a) The report was noted.
- b) That the information requested by the Scrutiny Board be brought to a future session of the inquiry.
- c) That a representative from the Smart Cities Steering Group be invited to the November inquiry session to advise the board about their role, aspirations, plans and achievements.

### **32 Leeds Lets Get Active and the role of the Local Authority in providing accessible Leisure Centres**

The Head of Sport and Active Lifestyles submitted a report which provided an update on Leeds Let's Get Active (LLGA) project and the ongoing challenges in developing the Vision for Leisure Centres.

The following information was appended to the report:

- Report to the Health and Wellbeing Board, Leeds Let's Get Active 30th September 2015, author Mark Allman

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

- Councillor Lisa Mulherin – Executive Board Member
- Mark Allman – Head of Service for Sport
- Susan Haigh – Active Lifestyles Manager

The key areas of discussion were:

- Cuts to public health funding and the uncertainty of funding for Leeds Let's Get Active after March 2016. The cost effectiveness of early intervention to prevent ill health in the future and the cost benefits to the NHS in the future. The importance of investment in ill health prevention.
- The challenge of the current leisure centre stock and ensuring that there is sufficient investment to keep them fit for purpose in the areas where they are needed the most. Some leisure centres will require significant investment in a time when significant savings have to be made.
- The successful outcomes from the LLGA scheme which has resulted in the collection of an extensive amount of data and better engagement with inactive people.
- The extent of reaching inactive people through digital communication using digital platforms.
- Clarity regarding the re-engagement with those 30k people who registered but did not attend sessions. The Board were advised that there is due to be some automatic communication in the new future.
- Clarity regarding numbers of people attending and frequency of visits. The Board was advised that this information was not available at the meeting but could be provided. The Board stated the information would identify what amount of investment per person has been made to generate that level of activity compared to the cost of NHS treatment and the saving that represents. The Board was further advised that there is going to be a return on investment study done by Leeds University, interim results may be available in the new year, the whole project will take 3-4 years.
- Clarity about facilities to meet the needs of disabled people and to train staff to use equipment. The Board were advised that the approach is inclusion, with extensive staff training and improvement is always a priority.
- Clarity about the strength of relationships with NHS to ensure referral to Leeds Let's Get Active. The Board were advised that some CCG's are making referrals and that social prescribing could be enhanced. Work is being done to consider this further.

**RESOLVED –**

- a) The report was noted
- b) That the draft Vision for Leisure Centres be brought to a future meeting of the Scrutiny Board (City Development)
- c) That the information requested by the Scrutiny Board be provided.

**33 Work Schedule**

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's draft work programme for the current municipal year.

The draft Scrutiny Board (City Development) work schedule for 2015/2016 and the Executive Board minutes for 23 September 2015 were appended to the report.

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

**RESOLVED –** The Scrutiny Board (City Development) noted the content of the report and agreed the revised work programme.

**34 Date and Time of Next Meeting**

Wednesday, 18 November 2015 at 10.00am (pre meeting for all Board Members at 9.30am)

(The meeting concluded at 12.25pm)

## SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

MONDAY, 14TH SEPTEMBER, 2015

**PRESENT:** Councillor B Anderson in the Chair

Councillors A Blackburn, Mrs A Carter,  
C Dobson, R Grahame, M Harland,  
J Illingworth, K Maqsood, M Robinson,  
K Wakefield and N Walshaw

### 19 Late Items

The Chair circulated a letter from Councillor Matthew Robinson setting out a formal request for Scrutiny.

The Board also received a copy of the draft terms of reference relating to its forthcoming inquiries on Universal Credit; the development of Community Hubs; and the development of Community Committees.

The above information was not available at the time of agenda despatch, but was subsequently made available on the Council's website (Minute No. 22 and 27 refers).

### 20 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 21 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor C Campbell. Apologies for absence were also submitted on behalf of Councillor G Hyde, with Councillor C Dobson in attendance as substitute. Members of the Board asked that their best wishes for a speedy recovery be sent to Councillor Hyde.

### 22 Minutes - 27 July 2015

Further to Minute no. 17 'Work Schedule', the Chair highlighted the written request made by Councillor Matthew Robinson for the Board to look, with urgency, at the matters related to Leeds on immigration, refugees and asylum seekers, particularly in response to the current crisis in the Middle East and Mediterranean. In discussion with the Assistant Chief Executive (Citizens and Communities), it was agreed that an update report would be brought to the Board's October meeting.

#### **RESOLVED –**

- (a) That the minutes of the meeting held on 27 July 2015 be approved as a correct record.
- (b) That an update report on matters related to Leeds on immigration, refugees and asylum seekers be brought to the Board's October meeting.

Minutes approved as a correct record  
at the meeting held on Monday, 12th October, 2015

## 23 **Gambling Act 2005 Statement of Licensing Policy**

The Head of Elections, Licensing and Registration submitted a report presenting details of the review of the Gambling Act 2005 Statement of Licensing Policy. As a Budget and Policy Framework document, the Scrutiny Board was invited to consider and provide any comment on the draft revised Policy prior to it being formally approved.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor James Lewis, Executive Member for Strategy and Resources
- John Mulcahy, Head of Elections, Licensing and Registration
- Susan Holden, Principal Licensing Officer

The key areas of discussion were:

- The health impacts of gambling – whilst acknowledging that health-related issues linked to gambling were being addressed under the current objective linked to protecting children and other vulnerable persons, Members questioned what work was being undertaken nationally to make public health a specific licensing objective under the Gambling Act? It was noted that the LGA continues to call for the introduction of a public health objective but also acknowledges that other new initiatives linked to local risk assessments are being progressed to help explore area-based vulnerability and gambling related harm.
- Local Area Profiles – the Board welcomed the introduction of Local Area Profiles aimed at informing local risk assessments. However, the Board identified the need for such profiles to be compiled in conjunction with local Community Committees as well as Community Hubs.
- Identifying the impacts of gambling on communities – Members agreed that further research is needed in this regard which would also help inform Local Area Profiling.
- Social Inclusion Fund – it was noted that Community Committees could apply for Social Inclusion Funding to help address any social impacts relating to gambling within their localities.
- Enforcement of the Policy – Members raised concerns regarding children accessing gaming machines and noted that applicants and existing licensees must satisfy the Council that there will be/are sufficient measures to ensure under 18 year olds do not have access to their premises. Reports of any breaches should therefore be reported to the Council.
- Members welcomed the ongoing partnership working with the LGA, the Gambling Commission and other local authorities in this regard.

### **RESOLVED –**

- (a) That the Scrutiny Board notes the report.
- (b) That the Scrutiny Board agrees with the further amendment proposed by Licensing Committee at paragraph 3.12 of the report.

Minutes approved as a correct record  
at the meeting held on Monday, 12th October, 2015

- (c) That the above issues raised by the Scrutiny Board are taken forward and where appropriate included in the revised Policy Statement.

## **24 Equality Improvement Priorities 2016-2020 and Equality Framework Reaccreditation**

The Assistant Chief Executive (Citizens and Communities) submitted a report on the Equality Framework Reaccreditation and invited the Scrutiny Board to consider and provide any comment on the draft Equality Improvement Priorities 2016-2020.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Mohammed Rafique, Executive Member for Employment, Enterprise and Opportunity
- Shaid Mahmood, Acting Chief Officer for Communities
- Pauline Ellis, Senior Policy and Performance Officer
- Beverley Benjamin, Executive Officer, Citizens and Communities

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

- Stonewall Accreditation – in response to Members' questions, it was noted that the Council had dropped out of the top 100 employers' index in 2014 as a result of more organisations, primarily private organisations, applying for accreditation and demonstrating greater progress in achieving an inclusive workplace. The Board was pleased to learn that the Council still continues to develop this area and has submitted a recent application to reapply for accreditation.
- Perinatal education – Members acknowledged the importance of improving perinatal education particularly for those in poverty and welcomed this as a new key priority.
- Developing a skilled and diverse workforce – Members felt that further work is still needed to create a diverse workforce and particularly in relation to improving opportunities to progress to middle and senior levels in the organisation. The Board was therefore pleased to note that a new Inclusion and Diversity Member Steering Group had been established to address this area.
- Sign language – Members emphasised the need to address the 2 week waiting time for an interpreter to support sign language users at Customer Services and also put forward a suggestion to provide a sign language interpreter at Full Council meetings.
- Income inequality – whilst acknowledging that the Council already monitors the diversity of its workforce based around salary grades, a suggestion was made for the Council to look into the feasibility of undertaking comparator research involving other large employers within the city.
- Inclusive design – the Board welcomed this as a key priority particularly in terms of having external input from the Council's Equality Assembly and the Access and User-Ability Group. As part of this, particular emphasis

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was also made around including the Parks and Countryside programme of works.

- Children in poverty – whilst acknowledging that Free School Meals had previously correlated with many other indices, Members recognised the need to ensure that recent changes in eligibility were being reflected.
- Improving opportunities for children – in acknowledging the proactive work being undertaken by the Council around improving opportunities for Looked After Children, Members felt that this needed to be reflected more within the document.
- Learning outcomes linked to Free School Meals – Members felt that this focused heavily on GCSE outcomes and suggested exploring a broader range of progress measures.

#### **RESOLVED –**

- (a) That the Scrutiny Board notes the report.
- (b) That the above issues raised by the Scrutiny Board are taken forward and where appropriate included in the revised Equality Improvement Priorities.

## **25 Contact Centre Performance**

The Head of Customer Contact (Contact Centre) presented an update report on contact centre performance and the centres of excellence model.

The Chair also highlighted that he and the Principal Scrutiny Adviser visited the contact centre on Friday 11 September 2015 and shared his observations from this visit with the Board.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Adam Quesne, Head of Customer Contact

The key areas of discussion were:

- Call answer rates – some concerns were raised around the decline of call answer rates, particularly involving housing related calls. In response it was noted that staff turnover had been exceptionally high and that any new members of staff need to be appropriately trained first.
- Career progression opportunities – as highly trained staff, it was noted that many Customer Service Officers will apply for higher grade jobs elsewhere in the Council and particularly within Housing Leeds. To help retain staff, Members agreed that more career progression opportunities within the contact centre environment are needed.
- Call answer rates – Members acknowledged that there will be peak times when customers will be calling the contact centre and noted that the service is able to monitor call answer rates by time of day and is already aware of such peak times.



- Recruitment initiatives – to help address call demands during peak times, it was noted that a new recruitment initiative based around offering flexible contracts to cover peak times was also being progressed.
- Out of Hours Service – it was highlighted that a full review of this service was now being undertaken to reflect on the demand and level of service provided in response to the floods during August.
- Digital access – in welcoming the introduction and development of the new customer portal, Members requested to be kept informed of progress in this regard.

**RESOLVED –**

- (a) That the Scrutiny Board notes the report.
- (b) That a further update report on contact centre performance is brought back in February 2016.
- (c) That any other Board Members wishing to visit the contact centre should make arrangements through the Principal Scrutiny Adviser.

**26 Summer Budget Welfare Reforms**

Following a request from the Scrutiny Board in July, the Assistant Chief Executive (Citizens and Communities) provided a report setting out more detailed information about the welfare reforms announced in the Government's Summer Budget and the implications for the Council.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Steve Carey, Chief Officer Welfare and Benefits

The Chief Officer Welfare and Benefits explained that an error had been made in the report in relation to the implementation timeline for the reforms (paragraph 2.2 within the report). It was noted that the reference made to 'April 2017' should read 'April 2016'.

The key areas of discussion were:

- Universal Credit – Members acknowledged that the impact of these changes on Universal Credit entitlement will need to be considered as part of its separate inquiry this year.
- Support for children and families – it was highlighted that the proposed changes to the support provided for children and families do not acknowledge circumstances involving those families that foster and adopt children. As such, it was reported that the DWP is yet to provide clarity in this regard.

**RESOLVED –** That the Scrutiny Board notes the report.

(Councillor K Wakefield left the meeting at 11.45 am, during the consideration of this item.)

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## 27 Scrutiny Reviews - draft terms of reference

The report of the Head of Scrutiny and Member Development highlighted that the Scrutiny Board had agreed to undertake the following inquiries this year:

- Universal Credit
- The development of Community Hubs
- The development of Community Committees

Following working group meetings during August to discuss the potential scope of these inquiries, the draft terms of reference relating to the above inquiries were presented at the meeting for formal approval.

The following were in attendance during this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- Shaid Mahmood, Acting Chief Officer for Communities

**RESOLVED** – That the draft terms of reference relating to the Scrutiny Board's forthcoming Inquiries be approved.

## 28 Work Schedule

The report of the Head of Scrutiny and Member Development invited Members to consider the Board's work schedule for the municipal year.

The following updates on areas of work were noted:

- That an update report on matters related to Leeds on immigration, refugees and asylum seekers will be considered in October.
- That an update report on contact centre performance will be scheduled for February 2016.
- That the Chair will liaise with the Assistant Chief Executive (Citizens and Communities) to consider how best to address concerns raised by a Member of the Board around Corporate Welfare.

**RESOLVED** – That the work schedule be updated to reflect the above areas of work.

## 29 Date and Time of Next Meeting

Monday, 12 October 2015 at 10.00 am (pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.55 am)

## SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

MONDAY, 12TH OCTOBER, 2015

**PRESENT:** Councillor B Anderson in the Chair

Councillors A Blackburn, C Campbell,  
C Dobson, R Grahame, G Hyde,  
J Illingworth, J Jarosz, K Ritchie and  
M Robinson

### 30 Late Items

There were no late items.

### 31 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 32 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors A Carter, M Harland, K Maqsood, K Wakefield and N Walshaw. Notification was received that Councillor C Dobson was substituting for M Harland; Councillor J Jarosz was substituting for Councillor K Wakefield; and Councillor K Ritchie was substituting for Councillor K Maqsood.

### 33 Minutes - 14 September 2015

**RESOLVED** – That the minutes of the meeting held on 14 September 2015 be approved as a correct record.

### 34 Migration and Refugee Update - Leeds Position

Last month, the Board requested information about the current position in Leeds in relation to migration generally, but to also have an informed discussion about the Leeds response to the current Middle East refugee crisis.

The report submitted by the Assistant Chief Executive (Citizens and Communities) provided background information on a range of issues relating to migration in Leeds and how services are addressing the issues and the implications arising. The report also explained the Leeds response to the current Middle East refugee crisis. Appended to the report was a copy of the Executive Board report dated 23<sup>rd</sup> September 2015 which also included the Council's response to the Home Office consultation 'Reforming support for failed asylum seekers and other illegal migrants'.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Board Member for Communities
- Shaid Mahmood, Acting Chief Officer Communities
- Lee Hemsworth, Chief Officer Customer Access
- Steve Carey, Chief Officer Welfare and Benefits
- Sue Rumbold, Chief Officer Partnership Development and Business Support, Children's Services
- Rob McCartney, Head of Housing Support, Housing Leeds
- Mick Ward, Head of Commissioning, Adult Social Care
- Pria Bhabra, Commissioning Officer (Migrant Access), Adult Social Care
- Inspector Nick Berry, West Yorkshire Police
- David Brown, Migration Yorkshire

Given the complexity of this issue, the Chair explained that he had also extended an invitation to other Scrutiny Board Chairs to attend, or nominate a Board representative to attend, and contribute to the discussion. The following Members were in attendance in this regard:

- Councillor Hayden – Strategy and Resources Scrutiny Board
- Councillor Ghulam Hussain – Adult Social Services, Public Health, NHS Scrutiny Board
- Councillor Catherine Dobson – Children and Families Scrutiny Board
- Councillor Ritchie – Environment and Housing Scrutiny Board

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

- Definition of terms used in relation to migration – a simplified definition of terms used had been appended to the report which Members welcomed. However, a suggestion was made to make clear within the definition of Asylum Seekers that once granted asylum, those individuals will also have the right to work as well as claiming benefits.
- Migrant Access Project – the Board welcomed the initiatives linked to this project, particularly in training community people who speak the same language of new arrivals to help inform and empower them to successfully settle and integrate. Particular importance was also placed on delivering more drop-in and outreach services.
- Syrian refugees – Members were pleased to learn that Leeds has offered to take an additional 200 Syrian refugees over the next two years, equating to approximately 20 families for each of the next two years.
- Housing for the Syrian refugees – it was highlighted that less than 10 council houses are expected to be used to house the Syrian refugees as the Council is also working closely with the private rented sector and housing associations.
- Addressing housing misconceptions – the Board discussed the number of applicants on the council housing waiting list (following the meeting, the directorate verified the figures to be approximately 25,000 applicants currently on the council housing waiting list, of which only approximately 6,000 have been awarded priority status (Band A or B) and that very few

are without any form of accommodation - approximately 15 rough sleepers). Acknowledging that refugees would be granted priority status under the same processes, the Board agreed that greater clarity was needed to help address particular misconceptions about refugees 'queue jumping' the housing waiting list.

- Local welfare scheme funding – the Board welcomed the allocation of £100k to support third sector organisations in providing assistance to refugees and asylum seekers. The principle of enabling numerous organisations to access this funding was also welcomed.
- Application of the asylum process – the Board sought further clarification of this process and concerns were raised about refused asylum seekers becoming destitute as they will have very little incentive to stay in touch with the authorities once support is withdrawn.
- Reforms to asylum support – the Board also shared the concerns expressed by the Council to the Home Office consultation on the proposed reforms to asylum support. Members were informed that local MPs had also been consulted in this regard.
- Unaccompanied asylum seeking children – the Board welcomed the positive response of Children Services in already assisting Kent County Council in accommodating 8 children as part of the Council's looked after children arrangements, with the possibility of taking more. It was also noted that additional assistance would be offered to those schools that offered placements for these children.
- Child friendly welcome pack for new children in the city – the Board praised the development of a new initiative with Migration Yorkshire aimed at helping children to express themselves by providing a welcome pack that will include a variety of art tools.
- Access to English language learning – the Board recognised the importance of providing assistance to those individuals needing to improve their written and spoken English to enable them to access further education and employment. The Board therefore welcomed the launch of the 'Learning English in Leeds' website which signposts individuals to where they can access lessons.
- City of Sanctuary – acknowledging that Leeds is part of the UK wide network of Cities of Sanctuary, the Board was informed that a progress report was due to be produced in 2016 and would be shared with Scrutiny.

In conclusion, the Chair thanked everyone for their positive contributions and explained that the Scrutiny Board will continue to monitor the broader issues surrounding migration in Leeds and will schedule a specific update on the Middle East refugee crisis in January/February 2016. In the meantime, the Chair requested that the comments and suggestions raised during the meeting are reflected as part of the ongoing work surrounding this matter.

#### **RESOLVED –**

- (a) That the Scrutiny Board notes the report
- (b) That the comments and suggestions arising from today's meeting are reflected as part of the ongoing work surrounding this matter.

- (c) That the Board will continue to monitor the broader issues surrounding migration in Leeds and will schedule a specific update on the Middle East refugee crisis in January/February 2016.

### **35 Poverty Truth Commission Leeds**

The report of the Assistant Chief Executive (Citizens and Communities) presented information on the Poverty Truth Commission run by Together for Peace and supported by the Council.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Board Member for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- Lee Hemsworth, Chief Officer Customer Access
- Andrew Grinnell, Together for Peace

A report on the activity and conclusions of the Commission, which was produced in the form of postcard packs, was also distributed to Board Members during the meeting for information. The innovative format of this report was praised by the Board.

The Chair invited Andrew Grinnell to summarise the key outcomes arising from the Commission. In doing so, it was also noted that Together for Peace, in conjunction with the Joseph Rowntree Foundation and the Scottish Poverty Truth Commission, were exploring opportunities to roll out the Poverty Truth Commission across the country as well as expanding it further in Leeds. This was welcomed by the Board.

**RESOLVED** – That the report be noted.

(Councillor C Campbell left the meeting at 11.40 am during consideration of this item).

### **36 Work Schedule**

The report of the Head of Scrutiny and Member Development invited Members to consider the Board's work schedule for the municipal year. The Chair highlighted that the work schedule would be updated to reflect today's discussions and reminded the Board of forthcoming working group meetings linked to its inquiry on Universal Credit.

**RESOLVED** – That the work schedule be updated to reflect the Board's discussions today.

**37 Date and Time of Next Meeting**

Monday, 9 November 2015 at 10.00 am (pre-meeting for all Board Members at 9.30 am).

(The meeting concluded at 12.00 pm).

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## **SCRUTINY BOARD (STRATEGY AND RESOURCES)**

**MONDAY, 28TH SEPTEMBER, 2015**

**PRESENT:** Councillor K Groves in the Chair

Councillors B Anderson, S Bentley,  
C Dobson, M Harland, H Hayden, J Jarosz,  
J McKenna, D Nagle, T Wilford and  
R Wood

### **17 Late Items**

There were no late items.

### **18 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **19 Apologies for Absence and Notification of Substitutes**

Apologies for absence were received from Councillor D Cohen, Councillor B Anderson substituted and Councillor Sobel, Councillor M Harland substituted.

### **20 Minutes - 20 July 2015**

**RESOLVED** – That the minutes of the meeting held on 20 July 2015 be confirmed as a correct record.

### **21 Matters arising from the minutes**

#### **Minute 14 – Effective procurement and contract management**

The Chair reported that since the last meeting contact had been made to those in charge of various feeder systems to request that PPPU had access to these in order to manage and have greater insight into spend. Progress had now been made in obtaining access. PPPU to provide an update report in November.

The Chair also reported that the Chief Officer Human Resources would be attending the October meeting to discuss career families.

#### **Minute 15 – Work Schedule**

The Chair advised that draft terms of reference for an Inquiry into ICT resources would be circulated to Board Members, prior to formal approval at the October meeting.

The Chair also advised that 'Commissioning' would be discussed at the December meeting.

### **Representative to attend Scrutiny Board (Citizens and Communities)**

The Citizens and Communities Scrutiny Board had agreed to use its October Board meeting to discuss matters relating to immigration, refugees and asylum seekers. As such, the Chair of the Scrutiny Board, Councillor Barry Anderson, extended an invitation to all Scrutiny Boards to send a representative, if thought appropriate, to participate. It was agreed that Councillor Hayden would represent Scrutiny Board (Strategy and Resources).

## **22 Fees and Charges**

At the Board's July meeting, members agreed to undertake an Inquiry into income generation. The agreed terms of reference provided the rationale behind the Inquiry. These focused on the belief that a critical examination of fees and charges may be an effective way to help ease budget pressures and focus spend and subsidy on the highest priorities. As part of the first session of this Inquiry, the Head of Scrutiny Support and Member Development and the Head of Revenue Savings Programme submitted a joint report providing a broad outline of current fees and charges and associated issues. The report also contained comparative analysis of the Core Cities fees and charges using 2013/14 'Value for Money' profile data.

The following were in attendance to respond to Members' questions

- Doug Meeson, Chief Officer (Financial Services)
- Steve Clough, Head of Revenue Savings Programme.

In summary the main areas of discussion were:

- The financial context in which the Council is operating and the pressures faced as a result of grant reduction, demand and inflation.
- The key findings arising from the comparative analysis of the Core Cities fees and charges including the fact that Leeds is ranked 5th in terms of all income from fees and charges per head of population (php) (£207 php compared with highest £262 php and average £210 php).
- That overall, the Council's income per head of population is £3 lower than the average, which equates to £2.25m per annum.
- That every 1% increase in fees and charges equates to £1m additional income.
- The importance of having a clear understanding of costs and subsidy and the acknowledgement that where the Council chooses not to recover full costs the tax payer is effectively subsidising the service.
- The importance of undertaking business cases and cost benefit analysis when increasing or introducing new fees and charges and the need to understand unintentional consequences.
- The need to understand collection rates and collection costs.

- Whether there should be geographical flexibility in the level of fees and charges.
- The services provided to schools and whether any of these services are currently subsidised.

In terms of next steps the Board agreed that they should receive detailed information on the current type and level of fees and charges by Directorate. The Board also requested that officers bring forward suggestions for new fee areas. A questionnaire would be sent to Directors asking various questions prior to them being invited to attend Scrutiny.

**RESOLVED –**

- (i) That the Board note the contents of the report.
- (ii) That Directors be sent a questionnaire in relation to fees and charges prior to their attendance at Board.
- (iii) That the Board receive detailed information regarding fees and charges for each Directorate.
- (iv) That officers report back on the level of subsidy provided to schools for services received.
- (v) That officers report back to this Board on options for new fees and charges.

**23 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which provided information regarding the Board's work schedule.

Draft terms of reference were also submitted into an Inquiry into income generation.

**RESOLVED –** That the Board's work schedule be noted.

**24 Date and Time of Next Meeting**

Monday 26 October 2015 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.30am).

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## CITY PLANS PANEL

THURSDAY, 3RD SEPTEMBER, 2015

**PRESENT:** Councillor J McKenna in the Chair

Councillors P Gruen, R Procter,  
D Blackburn, S Hamilton, G Latty,  
T Leadley, N Walshaw, M Ingham, A Khan,  
K Ritchie and E Taylor

### 32 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves. The Chair extended a warm welcome to Councillor Procter's daughter, who was sitting in on this meeting

### 33 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

### 34 Apologies for Absence

Apologies for absence were received from Councillor Campbell

### 35 Minutes

**RESOLVED** - That the minutes of the City Plans Panel meeting held on 13<sup>th</sup> August 2015 be approved subject to the amendment of minute 26, which related to an amendment to minute 18 of the City Plans Panel meeting held on 23<sup>rd</sup> July 2015, as follows:

- 'how the 5 year land supply had been arrived at with reference to the Housing Market Characteristic Areas' to be amended to read ' how the 5 year land supply had been arrived at with/without reference to the Housing Market Characteristic Areas'

### 36 Application 14/02521/FU - The Site remediation works including demolition of existing buildings, removal of hard standing, extraction of coal, removal of mine shafts and other below ground structures and reinstatement of ground at Former Vickers Factory - Manston Lane LS15

Further to minute 11 of the City Plans Panel meeting held on 26<sup>th</sup> June 2014, where Panel considered a position statement on site remediation works, including the extraction of coal, demolition of existing buildings, removal of hard standing, mine shafts and other below ground structures and

reinstatement of ground at the Former Vickers Factory, Members considered a further report of the Chief Planning Officer setting out the formal application Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

The East Deputy Area Planning Manager provided an overview of the site and its relationship to several other strategic developments including Thorpe Park, Green Park, the Northern Quadrant of the East Leeds Extension and The Limes and former Optare site, housing sites close to the site which were under construction but where some parts of the approved development could not take place until the Manston Lane Link Road (MLLR) had been constructed. In terms of the proposals for a residential development on the former Vickers Factory, two current applications remained to be determined (the older of which was likely to be withdrawn). A further position statement on the later application was expected to be presented to Panel shortly

Details of the works required to deal with the Great Crested Newts on the site were outlined to Members and the latest timescale for when the MLLR would be open was provided, this being that work would start in the second quarter of 2016 with a 12 month contract for construction, meaning that the road should be complete in the second quarter of 2017

The Minerals, Waste and Contaminated Land Manager presented the application and for context and information for Members showed a series of photographs which illustrated examples of various stages of coal extraction works which had occurred on development sites in the City and the wider region

Members were informed of the extent of site remediation works which would be necessary and which would include the demolition of the former Vickers Factory, breaking up the concrete from the factory floor and substantial areas around the building and site, reuse and removal of concrete together with the removal of numerous buried structures and mineshafts on the site

The methodology for the site remediation works - which would commence at the west of the site and move towards the east - and the coal extraction process were outlined to Panel

The level of representations - 2700 - which had been received when the application was advertised in May 2014 was noted with the main concern being the proposed access route. Panel in considering the position statement on the proposals had been clear that the proposed route was unacceptable and that the MLLR once open, should be used. The applicant had taken on board these comments and had now decided to delay the necessary site remediation works until the MLLR had been provided

In terms of representations, further objections had been received, including one from the local MP, the details of this being summarised for Members

Details of the likely noise nuisance, particularly for those residents of The Limes, were outlined to Members together with details of the proposed method statement; the mitigation measures to be provided and the guidance on noise from mineral working which allowed for a period of 8 weeks for higher sound levels. Whilst it was clear that noise nuisance would impact particularly on those residents of The Limes who lived closest to the site, Members were informed that the applicant had advised the works which

would create the highest noise levels would be done quickly, possibly within three weeks

The Minerals, Waste and Contaminated Land Manager stressed that as this was a minerals application, planning conditions could be attached to all activities on site, however if the coal was not being removed the concrete removal would form part of the residential application, as such, the minerals application afforded the LPA more control

A slide showing the list of reports and information which had been submitted with the application was outlined for Members' information

Details of the Community Benefit Fund were provided, with a sum of 25p per tonne being proposed by the applicant, which could yield around £35,000 to fund local community projects. As the applicant had yet to sign a Unilateral Undertaking for this, Members were asked that the recommendation be amended to defer and delegate the application to the Chief Planning Officer

Minor amendments were proposed to conditions relating to condition 12 – relating to a condition survey of the highway prior to commencement to be clear that it relates to roads outside the site and condition 19 relating to dust to include all potential dust generation on site including mounds and moving equipment as well as from roads and circulation

Prior to the public speaking on the application, the Chair invited the local MP, Mr Burgon, who was in attendance, to confirm that the summary of his representation was correct. Mr Burgon stated that he and local residents were insistent that no work should occur until the MLLR was in place

In view of the level of representations which had been received, on this occasion the Chair allowed a period of 5 minutes for the objector to address the Panel with the same amount of time being allowed for the applicant's representations

The Panel heard from the Chair of the Cross Gates Watch Residents Association who outlined concerns about the application which included:

- local objections had been ignored
- the application breached regulations
- the timescales for completion of the works were unrealistic and that conditions 1 and 14 were not compatible
- the 5m buffer zone to The Limes was too small
- that concerns raised by the Environmental Protection Team had been ignored
- critical conditions had been omitted, particularly relating to child safety
- the lack of a flood risk assessment or conditions to address possible flooding
- lack of regard to possible buried munitions within the site and accompanying conditions to address this in the event the area had to be evacuated if munitions were discovered
- that remediation options had not been fully considered and that the removal of the coal was unnecessary and undesirable
- the absence of an Environmental Impact Assessment

Reference was also made to expert professional advice which had

been obtained to support some of these concerns, however the Chair of the organisation declined to provide the names of those who had given professional advice without having their prior agreement to this information being provided

Through questions from the Panel further information was provided on details from the Lithos report and the issue of possible munitions buried on the site. The Panel established that the munitions factory at the time of an explosion in 1916, was not on the same site as the former Vickers factory which was proposed for demolition, however the Chair of the Cross Gates Watch Residents Association was of the view that munitions could have been dispersed around the site, particularly where emergencies had occurred

The Panel then heard representations from the applicant's agent who addressed Members and provided information which included:

- the amount of information which had been provided in support of the application
- that the proposed method of working had been prepared by an experienced company
- that work on the site would not be progressed until the MLLR was operational
- the impact of the works on residents of The Limes and 10 Ethel Jackson Avenue; the mitigation measures proposed and the timescales for the most noisy works, with these being within the timescales set out in guidance
- the buffer zone which was considered to be appropriate to the scheme which was not a stand-alone minerals site
- protection of trees and replacement planting
- the need to ensure a stable development platform for the proposed housing application

Through questions from the Panel to the applicant's agent and their development team who were in attendance, further information was provided relating to:

- the prevention of dust dispersal; how this would be managed and the tried and tested mitigation measures which were proposed Reference was made to recent incident which had occurred during the demolition of a building close to the City Centre with Panel being informed that this had been caused by inadequate plant, with prosecution action now being taken by the Council as a result
- that some steel enforced concrete was present on the site but that further investigations would be needed to assess the extent of this
- that the possibility of migration of grouting from The Limes into the site would not be known until excavation works had reached the necessary levels to ascertain this
- the hours of operation which would be 07.30 – 18.30 Monday to Friday and to 12.30 on Saturdays but the hours for the coal extraction this would be 08.00 – 16.00 Monday to Friday and none on Saturday



- regarding protection for residents on The Limes, the first 15m of concrete would be removed which would take three days, with an acoustic fence then being erected temporarily before it was then sited on the bund. In terms of the provision of a buffer zone, beyond that being proposed, this would not protect local residents from the noisiest elements of the breaking up of the concrete
- that residents of the The Limes were aware that housing development would be continued on the site adjacent to the current estate; that the application being considered had been submitted in 2014 and that it was likely to have shown up in a title search
- the possibility of compensation for residents of the The Limes. Members were informed on behalf of the applicant that compensation could be considered for those immediate neighbours for those days where higher noise levels occurred during remediation and coal removal, however it was not reasonable to compensate people for living next to a housing development site
- details of how other contaminants would be dealt with
- land stability issues. The applicant's representative stated that Officers were satisfied with conditions on this matter and that monitoring would be included to enable any remedial action to be taken. Furthermore the box cuts would be open for a period of 2-3 weeks which would also enable any issues relating to land stability to be resolved as quickly as possible. On the issue of compensation this would be a matter for the land owner to address and could be part of the household insurance

Members then questioned Officers on elements of the application, which included:

- the mitigation measures to The Limes with Members being informed that a 2m high bund and 2m high acoustic fence was being proposed; that to increase the height of the bund would require more material and that the effort of creating a higher bund and removing it once the works were completed became a significant factor in itself. The proposals would blank out the ground storey of the affected dwellings, with the direct line of noise remaining only to the bedrooms of the properties, with work ceasing in the evenings
- predicted noise levels. The Minerals, Waste and Contaminated Land Manager advised that all reports which had been submitted with the application were from quality companies and consultants; that predicted noise levels were assessed with reference to methodologies; British Standards and computer modelling; that condition no.20 required the submission of noise reports and that if noise levels were considered not to be in accordance with the agreed levels, the LPA would be able to require the cessation of works and further mitigation measures to be taken

- the level of objections received to the application, that 24 additional representations had been made directly to a Ward Member and whether sufficient value had been given to the weight and volume of these objections by Officers and that a clearer breakdown of the issues contained in the objections and how these had been addressed should have been set out in the submitted report. The Head of Planning Services accepted that there had been few applications which had attracted more representations; that the Panel consideration had gone into considerable detail on a range of issues and that whilst there were some conditions to be reworded, the impression should not be given to the local community that their concerns and comments had not been considered
- the Community Benefit Fund and the need for Ward Members to be involved in this

Members then discussed the application with the following key issues being raised:

- the controversial nature of the application and that the applicant's willingness to accept the Panel's previous views about the access route was welcomed, however there was a need to consider the conditions relating to this and the timescale for commencement of works to ensure that no work commence prior to the MLLR being operational
- the hours of operation with one Member expressing concern at proposed week-end working and that works should not commence before 09.00 during the week
- the need for further discussions to take place with Ward Members on the proposed working hours at the site; the compensation arrangements for residents; information on jobs and skills arising from the development and further information on the Community Benefit Fund, with a mechanism in place relating to the amount which would be provided to ensure the best possible outcome was achieved to maximise the benefits to the community of enduring the work associated with the extraction of coal on the site
- the importance of the Council's Building Inspectors carrying out the building inspections and associated monitoring
- concerns that the applicant's agent was not aware of the extent of the steel mesh reinforced concrete on the site which would be more difficult to deal with
- the boundary to The Limes which was critical and concerns that covering this by household insurance was not sufficient and that this issue should be clarified prior to works commencing to safeguard residents who could be affected in the future

The Head of Planning Services suggested that condition no.1 be reworded to state 'No development shall take place until the Manston Lane Link Road has been constructed. The development hereby permitted shall be begun within 2 (or 3) years after the completion of the Manston Lane Link Road'. In terms of the hours, vehicle movements; compensatory arrangements; rewording of condition no.19 relating to dust to include all the

dust generated on the site, these could be looked at, together with further safeguards around the monitoring and discussions relating to jobs and skills, the establishment of a Community Benefit Fund in consultation with Ward Members, and survey work of adjoining houses on The Limes prior to work starting, if Panel was in agreement

An amendment to the recommendation in the submitted report to defer and delegate the application to the Chief Planning Officer subject to the conditions set out in the submitted report and the amendments to the conditions now made and subject to discussions with Ward Members on the range of issues outlined above by the Head of Planning Services was moved and seconded

**RESOLVED** - To defer and delegate the application to the Chief Planning Officer subject to conditions, including amended conditions as proposed and subject to further discussions with Ward Members on the range of issues as outlined by the Head of Planning Services

### **37 Chair's closing remarks**

The Chair announced that this had been Max Rathmell's - the Minerals, Waste and Contaminated Land Manager - last meeting as he was to retire from the Council after 40 years of service

He paid tribute to Max for all his hard work and referred to Max's deep understanding of his specialist area and his keenness for enforcement matters. The work he undertook at St Aidan's was just one example of his detailed approach with a dragline being purchased which was now a visitor attraction. Max's helpfulness to Members was also referred to

The Head of Planning Services also put on record his thanks for all the work Max had undertaken in Leeds and beyond, especially the restoration works at a variety of locations around the City and for his work which had led to the adoption of the Natural Resources and Waste Local Plan

In responding, Max Rathmell stated that he had enjoyed his time in Leeds and had been able to require people to improve the natural environment through minerals work

All Members wished him a long and happy retirement

### **38 Date and Time of Next Meeting**

Thursday 24<sup>th</sup> September 2015 at 1.30pm in the Civic Hall, Leeds

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## CITY PLANS PANEL

THURSDAY, 15TH OCTOBER, 2015

**PRESENT:** Councillor J McKenna in the Chair

Councillors P Gruen, R Procter,  
S Hamilton, T Leadley, N Walshaw,  
C Campbell, A Khan, K Ritchie,  
S McKenna, E Nash and B Anderson

### 39 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves. The Chair extended a warm welcome to a group of planning students who were attending the meeting, with their lecturer, from Leeds Beckett University

### 40 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 48 and 49 under Schedule 12 of the Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that these contain 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

### 41 Late Items

There were no late items

### 42 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

### 43 Apologies for Absence

Apologies for absence had been received from Councillors, Ingham, Taylor, Latty and Blackburn, with Councillors S McKenna, Nash and B Anderson substituting for their respective colleagues

Draft minutes to be approved at the meeting  
to be held on Thursday, 5th November, 2015

#### 44 Minutes

**RESOLVED** - That the minutes of the City Plans Panel meeting held on 3rd September 2015 be approved

#### 45 Application 14/03735/FU - Student residential accommodation building comprising 110 studio flats, communal facilities and retail unit, landscaping and car parking - 46 Burley Street LS3 - Appeal Decision Summary

Further to minute 128 of the City Plans Panel meeting held on 12<sup>th</sup> February 2015, where Panel resolved to refuse planning permission for a student residential scheme, Members considered a report of the Chief Planning Officer outlining the Inspector's decision to the appeal lodged by the applicant

Members were informed that the appeal, which was dismissed by the Inspector, raised important issues relating to space standards and amenity, issues which Panel had voiced concerns about on this and other schemes, In this case the size of the internal space being proposed – 20sqm for the smallest flats – whilst being considered suitable by the applicant for daily living, was not accepted by the Panel, and the Inspector found the living conditions to be unacceptable on amenity grounds but gave no weight to space standards as the Council had not gone through a Local Plan process yet to adopt the national technical space standards

An application for costs from the Council was rejected, with the Inspector noting that Panel had visited the site and had not acted unreasonably in adding a second reason for refusal to that proposed by Officers

The Panel discussed the appeal decision, with the main comments relating to:

- the strategic significance of the decision
- the work which had been undertaken to achieve the Leeds Standard; its application to residential developments undertaken on behalf of the Council and that developers were encouraged to adopt this same standard to their schemes
- the work done by City Plans Panel on this issue
- the need to be clear on the Council's aspirations regarding space standards and the need for consistency of approach to this element across the three Plans Panels
- the costs application

Regarding space standards, the Deputy Area Planning Manager advised that whilst there was the Leeds Standard this was not adopted planning policy and that the only standard the LPA could have was the recently introduced national standard, with work having commenced on the process of adopting this. Concerns were raised that the Leeds Standard also included issues relating to energy and environmental issues which should be taken into account when considering applications

**RESOLVED** - To note the appeal decision and that a briefing note comparing the national standard with the Leeds Standard be provided to all Panel Members

**46 Application 15/03519/FU - Proposed alterations and two storey extension, change of use to units 51-59, new restaurant, change of unit of units 41-49, associated public realm works, highway works, infrastructure for hotel and retail units - Merrion Hotel Wade Lane LS2**

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

Officers presented the report which sought approval to alterations and extensions to the Merrion Hotel, Wade Lane LS2, to form an upgraded, 134 bedroom hotel, with a new 491sqm A3 Use Class restaurant, together with new shop fronts to the existing retail units, with flexible A1,A2, A3 and A4 uses being sought. The proposals would also require the demolition of the octagonal building, a former public house

The issue of land levels across the site had been dealt with by the use of steps, balustrades, planters and the provision of an outdoor seating area for the restaurant

A new drop off area would be provided to the front of the footway on Wade Lane with a Traffic Regulation Order (TRO) being introduced to control parking in this area

Improved pedestrian access along Wade Lane would also be created as part of this scheme by widening of the footpath

In terms of the existing disabled car parking bays fronting onto Wade Lane, Members were informed that these would be retained

The Panel considered the application, with the main issues being raised relating to:

- access for coaches dropping off at the hotel; the need to ensure modern coaches which were longer could be accommodated and the possibility of creating additional space by moving the existing bus stop and shelter towards Merrion Street
- employment opportunities arising from the scheme. Members were informed that details of the likely number of jobs which would be created could be provided
- that the scheme would regenerate a tired part of the city centre
- the design of the scheme; concerns from some Members that this was uninspiring and required improvement; but a general recognition that it was an improvement on the existing situation and addressed a need in this area of Leeds
- the landscaping proposals and that further planting should be considered
- the historic nature of this area and that artwork within the scheme reflecting this should be considered

Officers provided the following responses:

- that a TRO was proposed to accommodate a time restricted drop off point that could be used by coaches as well as private vehicles/taxis

- in terms of design, it was accepted that the finished scheme would not be iconic but the proposals were considered to be appropriate and would enhance the area; would sit comfortably with the work already undertaken to improve the external appearance of the Merrion Centre and would create activity and vibrancy in this area which was currently lacking
- on the landscaping/public realm, the scheme responded to the constraints of the site and it was considered that one feature tree was more preferable

The Chair invited a representative of the applicant to address the Panel on the inclusion of art within the scheme. Members were informed that the applicant - a national chain of hoteliers - sought to reflect the local area in their buildings. Images of proposed decorative elements in the hotel rooms depicting landmark buildings in Leeds were distributed for Members' information. The Panel was also informed that concept designs for the interior of the hotel referenced the local area

Discussions continued on the design of the extension with some concerns that this did not reflect aspirations for securing the best design for buildings in the city. The Deputy Area Planning Manager advised that the detailing of the scheme, which he considered to be a key factor, could be controlled by planning condition

**RESOLVED** - To defer and delegate to the Chief Planning Officer for approval, subject to the specified conditions appended to the submitted report (and any others which he might consider appropriate), and following completion of a Section 106 Agreement to cover the following additional matters:

- a Travel Plan monitoring and evaluation fee of £2500.00
- Employment and training opportunities for local people
- £6000 contribution for a Traffic Regulation Order for a new drop off area to Wade Lane

In the circumstances where the Section 106 Agreement 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

#### **47 Merrion Centre mosaic**

Officers took this opportunity to inform Members that the mosaic which had been situated on the northeast face of the Merrion Centre had been relocated to the College of Art - which was fitting as the artist had been the Principle of the College - and was now in a more prominent position

Tributes were paid to City Plans Panel Members for insisting this work of art be returned to the College of Art and to the students who had worked hard to restore this historic feature

#### **48 Application 15/03167/FU - Residential and commercial development comprising 72 dwellings, A1/A2/B1 flexible space at ground floor, associated covered parking area and landscaping - Land at David Street Holbeck LS11**

Draft minutes to be approved at the meeting to be held on Thursday, 5th November, 2015



Further to minute 175 of the City Plans Panel meeting held on 16<sup>th</sup> April 2015, where Panel considered pre-application proposals for a mixed use development in Holbeck Urban Village, Members considered a further report setting out the formal application. Appended to the report was an appendix which contained detailed financial information which Panel had resolved to consider in private

Plans, photographs, drawings, graphics and artist's impressions were displayed at the meeting

Officers presented the report which sought approval for a major mixed used scheme, comprising 72 dwellings; commercial space and retail space: car parking and landscaping on a brownfield site within the setting of several listed buildings and the Holbeck Conservation Area

Key details of the proposals were outlined and included:

- parking provision; the inclusion of a covered parking area in the middle of the site providing cycle storage and 46 car parking spaces although 17 of these were required to be retained for existing tenants of adjacent offices
- the highly sustainable location of the site
- the accommodation would cater for families
- the energy efficient features of the scheme
- the landscaping and public realm features of the proposals
- vehicular and pedestrian access routes
- the retention and repositioning of the popular Wonderwood feature
- the palette of materials which was predominantly red brick with Corten steel features
- the massing of the proposals which was considered to be appropriate for this site, particularly in view of the mix of building heights in the area
- space standards and that the proposals exceeded space standards set out in both the Leeds Standard and the national standard

The Panel discussed design elements of the scheme, with the main issues being raised relating to:

- air quality issues. Members were informed that additional ventilation measures would be provided to the internal car park, with these being controlled by condition
- building heights with concerns that a precedent could be set for future developments. Officers advised that the proposals were for a 7 storey building fronting David Street with the lower, 3 – 4 storey town houses next to the Round Foundry site. The street views which had been provided and which showed the development in the existing context were outlined to Members. Whilst the listed Matthew Murray House adjacent to the site and modern offices on the opposite side of David Street, were lower in height, it was the view of Officers that the height of that building did not need to be retained in the proposed scheme. The wider area comprised a variety of building heights, including

buildings of a similar scale or taller than that proposed, and it was considered that the views of the proposed scheme in this wider context were acceptable

- car parking, particularly around safety and security. The Chair invited the applicant's architect to address Members with the Panel being informed that the car park was fully secure; that it had four access points which would be controlled by the residents; that the building would be managed constantly and that the car park would be covered by CCTV
- the chimney features of the building; their prominence and differing views about the success of these in the overall scheme. The applicant's architect advised that the shape and size of the chimney features reflected the capacity of the lifts they encased and provided a reference to the history of the area
- privacy issues to the town houses. Members were informed that the use of landscaping and changes in levels would create a 'zone' along the front doors of the town houses to indicate the areas which were not public realm

Having resolved to discuss the financial information in private, the public were asked to withdraw from the meeting at this point

The Chair welcomed a representative of the District Valuer who was attending for this application and the following one (minute 49 refers)

Members were advised that the affordable housing requirement on this site was for 4 units. The applicant indicated this was not financially viable, with 3 units being offered. Members were asked to consider this offer, which was not policy compliant, and if in agreement to indicate whether this provision should be on-site or be a commuted sum

The representative of the District Valuer explained the process which had been adopted in assessing the financial viability of the scheme and outlined his conclusions

A detailed discussion took place with the main issues considered relating to:

- the range of abnormals used to consider costings
- the requirement for quality schemes
- the likely popularity of the development and related assumptions about the level of developer risk and return on investment being sought
- the need for 4 units (3.6 of average value) to be provided

At this point, the public were re-admitted to the meeting

Members continued to discuss the proposals with further points being raised in respect of:

- the small difference between what was required under policy and what was being offered with concerns this showed a degree of poor judgement on behalf of the applicant
- car parking levels with concerns that 29 spaces was insufficient

- the affordable housing contribution and that Officers should be asked to negotiate a contribution of 5% of the total number of units proposed, with some preference for this being, subject to discussions with Housing and Ward Members, in the form of a commuted sum with the proceeds going to the local or adjacent Wards

Members considered how to proceed

**RESOLVED** - To defer and delegate to the Chief Planning Officer for approval, subject to the specified conditions set out in the submitted report (and any others which he might consider appropriate), and further discussions on the affordable housing provision, with 5% being sought on site or in lieu of this, Officers to negotiate an equivalent off site contribution in discussion with Housing colleagues in the local area and following completion of a Section 106 Agreement to cover the following additional matters:

- affordable housing provision of 5% either on site or equivalent off site sum
- access and maintenance of publicly accessible public realm areas
- a Travel Plan monitoring and evaluation fee of £2500.00
- a contribution to the sustainable travel fund of £36,500.00 as detailed in the Travel Plan
- employment and training opportunities for local people

In the circumstances where the Section 106 Agreement 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

**49 Application 14/06918/OT - Outline application (all matters reserved except for partial means of access to, but not within, the site) for circa 335 residential units and 149 sqm of ancillary retail (Class A1) - Woodside Quarry Clayton Wood Road West Park LS16**

Prior to consideration of this matter, Councillor R Procter left the meeting

Plans, including those from the 2010 application, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which sought approval for an outline application for the redevelopment of a large brownfield site – a former quarry - which had been granted outline planning in 2010 for a residential scheme, but had not been brought forward for development due to a number of issues, including the cost of remediation works

The current proposals were for an outline application for circa 335 residential units with a small – 149sqm of ancillary Class A1 retail space. Members were informed that around 275 dwellings was the likely maximum number of dwellings for the site, mainly in the form of 2 – 2.5 storey housing

A 10m ecological buffer would be created with an area at the southern end of the site being safeguarded for possible use for a multi-storey car park to serve a potential rail halt

In terms of access arrangements, these were similar to what had been agreed in the previous scheme, with, as in the 2010 permission, the access off Silk Mill Way going through Ancient Woodland with the loss of 25 trees

Brief details of some of the quarry treatments which would be required to enable the site to be made developable were outlined for Members' information

Members were informed that the site had not been able to be successfully marketed to volume house builders and that the site was causing some anti-social issues in the area. Despite the Council's interim affordable housing policy which had lowered the affordable housing provision on this site from 25% to 15% the site had not come forward during that time. The adoption of the Core Strategy and the introduction of CIL set the requirements of the site at 35% affordable housing and CIL at £90 per sqm. As part of the S106 package, a hopper bus service to serve Horsforth train station and off peak destination including Holt Park was proposed; the scheme would also preserve the Great Crested Newt colony which was currently living on the floor of the quarry and would be relocated to a new facility which had already been created, and would pay out the full CIL contribution

The Chair invited representatives of the owners of the site and their marketing team to address the Panel, with further information being provided on issues which included:

- the level of expenditure incurred on bringing the site forward
- that the site was a stalled site and had significant technical challenges
- that some level of interest had been generated however the S106 requirements of the 2010 permission were proving to be an obstacle
- that the current level of affordable housing being proposed for the site which equated to 19 units, was more manageable when taking into account the other obligations and the remediation works
- that the Great Crested Newt colony could only be relocated in Summer, so if outline permission was granted and Reserved Matters could be secured in Spring 2016, it was hoped the remediation works could commence around October 2016

The Panel discussed the proposals and commented on the following key issues:

- the indicative layout with concerns that this was too dense
- the grassed area to be set aside for a possible rail halt and how residents would be advised this open area might be a temporary feature only
- the need to retain land for a rail halt and that the provision of such a feature would add value to the property price
- the highway implications of the proposals, particularly the cumulative impact of increased vehicles on the wider area

- the route of the hopper bus and where the stops would be located
- the need to ensure safe access to schools over busy roads
- the cumulative impact of the proposals on Horsforth station
- the absence of a review mechanism of the S106. On this matter a representative of the owner's marketing team advised that to incentivise the site, prospective developers required a level of certainty about the commitments associated with a scheme, with Members being informed that it would not be possible for developers to take the site forward if the full extent of the commitments were not known up front

In relation to the hopper bus, Members were informed that a 15 minute frequency was proposed, In terms of the bus route, this would go to Holt Park and the route could be changed if required. On the impact on Horsforth Station, it was reported that some improvements were already taking place e.g. the provision of cycle lockers

The Transport Development Manager advised that to enable safe access to schools, pedestrian crossings would be provided across the Ring Road

In terms of the impact of the scheme on off site junctions, this had been assessed and whilst there would be impacts it was not felt that the scheme in its own right required works at the roundabout and the impact of this scheme was less than the previous, agreed scheme, albeit this had been required to fund off-site highway improvements. Concerns were raised that highway improvement works should not be funded solely by the developer in view of the existing highway problems and that future infrastructure requirements should be identified through the Site Allocations Plan (SAP) process

Having resolved to consider the financial information in private, the public withdrew from the meeting at this point

The Panel heard from a representative of the District Valuer who had assessed the financial viability statement provided on this application and who proceeded to outline his approach when considering the information which had been provided

A detailed discussion took place on this aspect of the submitted report, with the key issues raised relating to:

- CIL charges
- possible ways of maximising the level of affordable housing provision by re-examining the level of public transport contributions
- the need for a S106 review mechanism to be in place

The Panel's legal adviser reminded Members that the site was a brownfield site and that the issue of the sustainability of the site had to be considered, particularly in view of appeals which were scheduled for early 2016

At this point, the public were re-admitted to the meeting

The Head of Planning Services summarised the discussions and stated that Members acknowledged the particular challenges the site posed and were keen for development to commence. A two year time limit for submission of Reserved Matters had been considered to be appropriate although Officers expected close working to take place around progress on marketing the site and pre-application discussions

In terms of the S106 and the affordable housing contribution, Officers had been asked to look at the contributions being made to see whether some of these could be altered, with more money being put towards affordable housing (for example reducing the metocard contribution) and that the gap between what had been offered and the higher level suggested in the District Valuer's report needed to be bridged. Furthermore a review mechanism of the S106 was required to test out aspects of the Agreement to relate to two parts, firstly the hopper bus and to see how the site was progressing and whether the bus was being used or the money could be directed to affordable housing. Secondly, to review the profit being generated by the sale of the open market housing and to assess whether this then allowed some kind of profit sharing arrangement between the developer and the Council (over and above the 18% profit level agreed by the DVS and the developers). Any extra profit could be used by the Council to add to affordable housing, with further discussions on this to take place

Further comments were made regarding the indicative layout plan with the suggestion being made that the site should be designed around the principle of a stand-alone site. The matter of land being set aside for a rail halt was also discussed further with a requirement for the land to be safeguarded for this possible use for 25 years, rather than the 13 year being proposed, as this longer time period would tie in with the proposed electrification of the Harrogate/Leeds line

The issue of works relating to Rights of Way and their diversion was also highlighted to Members

**RESOLVED** - To defer and delegate to the Chief Planning Officer for approval, subject to the specified conditions in the submitted report (and any others which he might consider appropriate), further discussions as indicated above on the level of affordable housing provision; having regard to Panel's views on this; a review of the mix of units and the nature of the package of contributions as indicated in the report before Panel; together with works relating to Rights of Way; the reserving of land for a rail halt for a period of 25 years and for two elements of a review mechanism to be included within the S106 Agreement

In the circumstances where the Section 106 Agreement 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

**50 PREAPP/15/00587 - City Reach - Site south of Kirkstall Road Burley fronting the River Aire (former Yorkshire Chemicals Site)**

Prior to consideration of this matter, Councillors Nash and P Gruen left the meeting

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

The Panel considered a report of the Chief Planning Officer setting out pre-application proposals for a mixed use scheme comprising private sector residential for sale, private rented sector residential and student housing with ancillary ground floor active uses, small scale retailing, café/restaurants and bars at the former Yorkshire Chemicals Site, Kirkstall Road fronting the River Aire

The strategic context of the site was outlined to Members, with the site being opposite the Otter Island residential development, approved by City Plans Panel in 2014 and now being implemented. Members had also visited this development earlier in the day. The site was located in an area in transition and formed part of a wider allocation in the emerging Site Allocations Plan which included a requirement for a school

Members were informed that the proposals to be presented showed buildings which were one storey higher adjacent to the river than set out in the Officer report before Panel

The Panel then received a presentation from representatives of the developer

The main points outlined in the presentation included:

- the credentials of the applicant and their global experience of financing, developing and operating residential developments
- the vision to create a new community of 1000 new homes in three different sectors across the site, supported by retail and leisure facilities in an environment which people would choose to live in
- that the private rented sector would help meet the demands of the changing urban demographic and would enable younger professionals to remain in Leeds
- the proposals would bring a stalled, brownfield site back into use
- that reference would be paid to the Kirkstall Road Renaissance Plan; that the river would be used as an asset with the aim being to open river access to everyone
- good pedestrian connectivity would be created
- that the site was in a highly sustainable location
- that a range of apartment sizes would be provided, including family-sized accommodation
- on site, basement car parking was proposed of around 530 car parking spaces, with vehicular access being from Kirkstall Road
- general public open space would be provided, with around 40% of the site being given over to public open space

The Panel discussed the proposals, with the following matters being raised:

- the mix of residential accommodation proposed and whether any problems were envisaged. Members were informed that the scheme would be highly managed and that it was likely that

the student accommodation would be sold to a student housing provider

- the ownership of the bridge across the site. Members were informed that it was in the ownership of the proposed applicant with the intention being to retain and repair it in view of its importance in creating cohesive communities
- wider links from the site
- car parking levels and whether sufficient was being proposed. Members were informed that the car parking would be fully managed and that a more flexible approach to this was being proposed. Furthermore, no parking was being proposed for the student accommodation. Cycle storage would be provided on the site and a car club was also proposed

On the specific questions posed in the report, the Panel provided the following responses:

- that further details were required on whether the scheme could be developed without prejudicing the provision of a school on the wider SAP site
- that the city centre high rise approach to residential development was acceptable on this site
- that the overall scale and articulation in the heights of the buildings, with the taller flanks and the lower centrally located buildings with central focal point was an acceptable approach in the context of the existing area
- regarding the amount and location of publicly accessible open space and the pedestrian linkages to these spaces, more information was required on the proposed quality and nature of the proposed spaces and linkages
- that Members shared the SAP requirement to retain, if not the existing, then a replacement river crossing to improve/enhance north-south connectivity

Additionally, achieving connectivity particularly to the adjoining area of greenspace to the east of the site was stressed as being an important part of the proposals as they developed

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

During consideration of this matter, Councillors Campbell, Ritchie and Walshaw left the meeting

## **51 PREAPP/15/00600 - Centenary House North Street Sheepscar LS2**

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

The Panel considered a report of the Chief Planning Officer setting out pre-application proposals for a change of use and extension of Centenary House, North Street Leeds to form 79 residential apartments with an A4 drinking establishment or alternative use to the North Street frontage

The Panel also received a presentation on the proposals on behalf of the developer, with the main issues being outlined which included:

Draft minutes to be approved at the meeting  
to be held on Thursday, 5th November, 2015



- the current state of the building and the length of time it had been on the market
- that many of the consulting rooms from the initial use as the Leeds Public Dispensary remained and would easily convert to flats
- that the two storey waiting room void would be reinstated and would form a glazed atrium which would provide internal, communal space
- that two extensions were proposed; one a roof top extension and the other a 5/6 storey curved extension towards the Inner Ring Road
- the inclusion of a pocket park on the hard surfaced frontage area, although details on the landscaping had not been finalised
- that a taxi drop off point and disabled parking would be provided

The Panel discussed the proposals and commented on the following matters:

- the size of the apartments. Members were informed that only one unit was below the Leeds Standard and this by 1sqm
- the target market for the apartments, with the developer's representative stating that the accommodation was for private occupancy and was not a student-led development
- the proposed use of the ground floor retail unit. Members were informed that this might not necessarily be a bar as interest had now been expressed from other quarters

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

- that the proposed uses were acceptable in principle
- that the proposed alterations and extension, subject to detailed design and provision of an appropriate landscape scheme have an acceptable impact upon the listed building and wider townscape
- that subject to the provision of mechanical ventilation and suitable noise mitigation by way of acoustic glazing, that the amenities offered to occupiers of the building would be acceptable
- that the mix of residential accommodation proposed was acceptable
- that subject to the provision of suitable details of measures to service the building and how sustainable transport facilities would be provided, that limited car parking provision was acceptable at the site
- that subject to the issues listed above being resolved and no other significant issues arising that when submitted, the planning and listed building applications can be determined on a delegated basis

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

During consideration of this matter, Councillor Leadley left the meeting

**52 Date and Time of Next Meeting**

Thursday 5<sup>th</sup> November 2015 at 1.30pm in the Civic Hall, Leeds

## **SOUTH AND WEST PLANS PANEL**

**THURSDAY, 17TH SEPTEMBER, 2015**

**PRESENT:** Councillor C Gruen in the Chair

Councillors J Akhtar, J Bentley, A Castle,  
M Coulson, B Flynn, S McKenna, E Nash,  
A Smart and C Towler

### **38 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

### **39 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors R Finnigan, J Heselwood and R Wood.

Councillors B Flynn and S McKenna were in attendance as substitutes.

### **40 Minutes - 6 August 2015**

**RESOLVED** – That the minutes of the meeting held on 6 August 2015 be confirmed as a correct record.

### **41 Application 15/03417/FU - land adjacent to 141 King Street Drighlington**

The report of the Chief Planning Officer presented an application for the development of one detached house and one pair of semi-detached house on land adjacent to 141 King Street, Drighlington.

Site plans and photographs were displayed and referred to throughout the discussion on this application.

Issues highlighted in relation to the application included the following:

- The application had been referred to Panel at the request of a local Ward Member due to concerns regarding the impact on the highway.
- There was a PAS site to the rear which had been the subject of an application for 42 dwellings.
- Some low category protected trees would have to be removed. There would be a condition with regards to landscaping to replace these.
- The number of vehicular movements generated by this proposal were not considered to be of significant concern. The site had existing access arrangements and the visibility splays were considered to be adequate.
- The application was recommended for approval.

In response to Members comments and questions, the following was discussed

- The proposed development on the PAS site would not be accessed through this one.
- Replacement tree species had not been outlined in the condition relating to landscaping. Further consultation would be undertaken before discharge of the condition.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

#### **42 Application 15/01919/FU - Mary Morris House, 24 Shire Oak Road, Headingley**

The report of the Chief Planning Officer presented an application for alterations and extensions to form additional 41 bedrooms to existing student accommodation including partial cladding, car parking and associated cycle and bin stores at Mary Morris House, 24 Shire Oak Road, Headingley.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to during the discussion of the application.

Further issues highlighted in relation to the application included the following:

- The application had been referred to the Panel due to a high level of local interest.
- Proposed improvements to the existing buildings including replacement windows.
- Current access arrangements to the site would remain.
- Layout of the flats was shown.
- There would be a 5 storey extension to the rear with a steel cladding finish.
- It was proposed for there to be a 24 hour contact arrangement for local residents in case of any concerns.
- There would be a Section 106 agreement for mitigating highways measures if required. There would also be a greenspace contribution.

A local resident addressed the Panel with concerns regarding the application. These included the following:

- The character of the student accommodation had changed since it was operated by a charitable trust and aimed at overseas students. There was now more disruption in the area from students.
- It was felt that the saturation of student accommodation in the area was contrary to planning policy.

- It was felt that the proposals for management of the premises were insufficient and that there should be live in student wardens.
- It was requested that the application be deferred to develop the management plan which should include a live in manager and consultation with local residents.
- Noise disturbance late at night and in the early hours of the morning.

The applicant's representative addressed the Panel. Issues highlighted included the following:

- The application had been amended from an original proposal which would have created an additional 177 bedspaces.
- The applicant could extend by up to 20 bedspaces without seeking planning permission. With the proposed extensions there would be a further 41 bedspaces in total.
- All proposed bedrooms exceeded minimum guidelines for size.
- There would be a management plan to cover control of the use of the building and the applicant would be willing to consider the inclusion of a 24 hour on site warden to respond to complaints.

In response to Members comments and questions, the following was discussed:

- Parking arrangements – there would be one parking space per every four students which was an improvement on the current situation.
- Concern regarding the cladding finish to the building – it was suggested that Ward Members be consulted.
- Concern regarding parking directly outside ground floor bedrooms.
- Concern regarding existing issues in the area such as problems with parking, litter, disturbance and the need for more family housing.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report, Also the following conditions:

- Inclusion of onsite management plan and this to include a 24 hour on site Warden/Supervisor to respond to resident's complaints. This should clearly include contact details and methodology of proposed response to issues that might arise. Also communications strategy with residents regarding planned events.
- Discussion with Ward Members regarding external materials of refurbishment, in particular the cladding system.

(Councillor J Akhtar requested that his vote against the decision to recommend this application be recorded)

#### **43 Application 15/03255/FU - 12 Outwood Lane, Horsforth**

The report of the Chief Planning Officer presented an application for the change of use and alterations of dwelling house (C3) to residential institution (C2)

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 at the request of a local Ward Councillor due to concerns regarding parking, disturbance from staff changeovers and lack of local amenities. There had also been a number of local objections.
- The proposals would create residential accommodation for adults with learning difficulties.
- The garage block would be converted to create 2 flats. This would be the only major external change.
- The property had previously been used as a residential nursing home.
- There would be increased parking within the property's grounds to allow staff parking.
- There would be a condition for a £10,000 off-site highways contribution should this be necessary.
- It was recommended that the application be approved subject to conditions outlined in the report.

Local residents addressed the panel with concerns and objections to the application. These included the following:

- The property had been a family home since 2002. Since that time the area had gained conservation status and a residential institution would not fit within the conservation area status.
- A commercial institution would not preserve or enhance the area.
- There would be potential disturbance to residents for 24 hours a day over 365 days a year.
- There would be a loss of some greenspace for the extra parking.
- There would be overlooking to other properties and a loss of privacy.
- Nearby properties had traditional single glazed sash windows which could not be double glazed to prevent noise pollution.
- Many nearby properties were family homes and there would be disturbance to children late in the evening.
- There had been some disruption to neighbours when the property had previously been a residential care home.
- Previous applications to turn the property into flats or a nurse's home had been refused.

The applicant addressed the Panel. The following issues were highlighted:

- The ethos of the organisation was to enable residents to have access to community facilities.
- Residents were supported to attend work and college and to use leisure and retail facilities.
- Local residents had been invited to visit one of the organisations other centres to see how they operated.
- Proposals had been amended to address local residents concerns.
- Residents of the home would not include those detained under the Mental Health Act.
- The proposals would create 28 jobs.
- In response to questions from Members, the following was discussed:
  - The property was close to some of the organisations other facilities.
  - Local people would be encouraged to apply for employment.
  - Traffic surveys indicated that there would only be a two percent increase in traffic on Outwood Lane.
  - When fully occupied there would be ten residents at the property.
  - Residents would usually require one to one care when leaving the premises.
  - Should planning permission be granted further certification would be required from the Care Quality Commission.

In response to Members comments and questions, the following was discussed:

- There would be a condition to keep the number of maximum bed spaces to ten,
- There would be an average maximum of twelve staff present at any one time with fewer staff present during the night.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

#### **44 Application 15/04091/FU - 73a Low Road, Hunslet**

The report of the Chief Planning Officer presented an application for the change of use from Motor Vehicle and Accessories Sales and Service to a Private Adult Members Club at 73a Low Road, Hunslet.

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 brought to the Panel at the request of a Ward Councillor due to local interest.
- To the eastern side of the building was mainly industrial while the western side was mainly residential.

- The building was to the rear of another and screened by trees from the main road.
- The proposed use of the premises would not require Sexual Entertainment or Alcohol Licensing.
- The applicant wanted to relocate from current premises to allow disabled access.
- It was recommended to approve the application subject to conditions outlined in the report.

The Panel heard concerns and objections from the Headteacher of a nearby school. These included the following:

- The school had a responsibility to look after children's moral needs as well as educational needs and this application did not meet the aspirations of a Child Friendly Leeds.
- There was a nearby hostel for ex-offenders and potential for increased sexual activity in the area.
- The application had caused concerns to sponsors of projects carried out at the school.
- There had been further objections from the School Governors and local residents.

The applicant addressed the Panel. The following issues were highlighted:

- The existing premises in Leeds had been in operation for 14 years. The applicant now needed to relocate for disabled access.
- The club had always operated discretely and had been a good neighbour. There had never been any complaints to the Local Authority of Police.
- The premises were at the end of a private road and there would be no through traffic.
- Only those who were making a deliberate effort to find the club would know of its whereabouts.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

#### **45 Application 15/03561/RM - Plot J1, Kirkstall Forge, Kirkstall**

The report of the Chief Planning Officer presented a reserved matters application for a seven storey office block with basement parking (Phase1) at Kirkstall Forge, Kirkstall.

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:



- This would be part of the first phase of development at the Kirkstall Forge site.
- The location of the office block would be next to the new railway station.
- The building would have a mainly glass exterior and the design had resonance with the industrial past of the site.
- There had been concerns regarding car parking.
- It was recommended to grant the application.

Further to Members comments and questions, the following was discussed:

- Rail routes – the station was on the Leeds to Bradford line and it had not been possible to extend this to other routes.
- Importance of keeping the industrial heritage at the site.
- Members were supportive of the design of the building.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

#### **46 Application 15/02901/OT - Horsforth Campus, Calverley Lane, Horsforth**

The report of the Chief Planning Officer presented a position statement regarding an application for residential development of up to 66 dwellings at the Horsforth Campus, Calverley Lane, Horsforth.

Members attended a site visit prior to the hearing and site plans and photographs were displayed and referred to throughout the discussion of the application.

Further issues highlighted included the following:

- The application related to the already built up area of the site.
- An indicative layout of 66 dwellings was shown.
- School provision in the area.
- Sports pitches – it was likely that these would need to be retained.
- Affordable housing and independent living contribution.

In response to Members comments and questions, the following was discussed:

- The local highways network – it was reported that the access road would be sufficient to serve 200 dwellings once improvements had been made.
- School provision – there could be options for a new through school or expansion of existing schools in the area.
- Height of the dwellings – it was requested that these should not be higher than 2.5 storeys.

- Members supported the principle of residential development of the site although there were some concerns regarding the isolation of the area to be developed and maintenance of the open space and sports fields.

**RESOLVED** – That the report and presentation be noted.

**47 Date and Time of Next Meeting**

Thursday, 22 October 2015 at 1.30 p.m.

## **NORTH AND EAST PLANS PANEL**

**THURSDAY, 1ST OCTOBER, 2015**

**PRESENT:** Councillor N Walshaw in the Chair

Councillors M Harland, C Macniven,  
G Wilkinson, B Cleasby, S McKenna,  
A McKenna, P Wadsworth, B Flynn,  
J McKenna and C Towler

### **60 Chair's opening remarks**

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves.

### **61 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

### **62 Exempt Information - Possible Exclusion of the Press and Public**

At the start of the meeting the Chair informed the meeting that during discussions on application 14/00575/FU 56 The Drive there would be an exempt discussion relating to legal advice in connection with the case.

**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:

Discussions referred to in minute 69 under Schedule 12A (3) Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.14(5) and on the grounds that there would be disclosure of information in respect of which a claim to legal professional privilege could be maintained. It is considered that if this information was in the public domain there would be potential legal implications in respect of the information discussed

### **63 Late Items**

There were no formal late items. However, in respect of application 14/0057/FU – 56 The Drive - a copy of the exempt legal information which had been circulated with the report at the meeting on 27th August 2015 was tabled to Members for information. (minute 69 refers)

## **64 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disposable pecuniary interests.

However, in respect of application 15/03847/FU 29-35 Gledhow Lane, Cllr. Macniven brought to the attention of the Panel that she lived at 8 Gledhow Lane.(minute 71 refers)

## **65 Apologies for Absence**

Apologies for absence were received from Cllr. R Grahame, Cllr. J Procter and Cllr. B Selby.

Cllr. Towler attended for Cllr. Grahame

Cllr. Flynn attended for Cllr. Procter

Cllr. J McKenna attended for Cllr. Selby

## **66 Request to defer items on the agenda**

The Chair heard a request from Cllr. Wilkinson who reported a request from Cllr Rachael Procter to defer two items;

Item 12 - Application 15/04649/FU – Reighton House, Moor Lane, East Keswick on the grounds that the submitted report was incomplete.

Item 13 - Application 15/03918/FU – Conkers, The Ridge, Linton, Wetherby be deferred as although consultation had taken place with neighbours since the last meeting no agreement had been reached and that discussions should continue and include Ward Members and Officers

The Chair considered the requests and suggested that the Officers continue with their presentations on both these applications before Members took a view on whether to defer consideration of these items.

## **67 Minutes**

**RESOLVED** – That the minutes of the North and East Plans Panel meeting held on 27th August 2015 be approved subject to the following amendments:

Minute 49 – Declarations of Disclosure of Pecuniary Interests – that the minute be preceded by the following wording ‘There were no declarations of disclosable pecuniary interests, however.....’.

Minute 56 - Application 15/03918/FU Conkers – The Ridge Linton Wetherby. Councillor Wilkinson requested that the minute be altered to reflect concerns expressed that the site levels were not in accordance with the approved details

**68 Application 14/03958/OT - Land off York Road, Killingbeck Bridge**

The Panel's Lead Officer reported that a request for a site visit had been received from Councillor Selby who had raised concerns relating to access. In relation to a query from a member of the public, the Panel's Lead Officer clarified the Public Speaking Protocol at Plans Panels

**RESOLVED** – That the consideration of this application be deferred for one cycle so that Members can visit the site.

**69 Application 14/00575/FU - 56 The Drive, Cross Gates**

Further to minute 53 of the North and East Plans Panel meeting held on 27th August 2015, where Panel considered an update report on this application, accompanied by an exempt appendix relating to legal advice, Members considered a further report of the Chief Planning Officer.

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

Officers outlined the current position in respect of works to achieve a practical completion of the building and referred to additional correspondence received on behalf of the applicant requesting an extension of time for the completion of the works and from the Residents' Association raising concerns about the lack of progress; the safety of the building, with Officers pointing out that the Building Control function in this case did not rest with the Council and further concerns relating to detailed elements of the build which were beyond the planning merits of the Panel

Relating to the concern raised about the impact on neighbours of an overhanging tree on the site, Members were informed that the Environmental Action Team had contacted the applicant and that as a result, the tree issues would be considered comprehensively

The discrepancies between what was on site and the approved plans were outlined and the difference in the position of some windows were highlighted, which were largely due to the alterations to reduce the depth of the building

At this point, having resolved to undertake a discussion in relation to legal advice in private, the public withdrew from the meeting

A copy of the legal advice from Counsel which had been provided to Panel at its meeting on 27th August 2015 was circulated to Members

The Panel discussed the current position as seen on site and possible options to resolve this long-standing planning matter

The Panel's Legal adviser responded to queries from the Panel and provided information on issues relating to the Compulsory Purchase Act 1965 and the

process of serving of a Notice for demolition of the property and matters contained within Counsel's advice

Following these discussions, the public were readmitted to the meeting

In light of the legal advice Members had received on this matter, it was considered that three options were open to the Panel, these being:

- 1) whether the works to the property were at a stage where Members were content that no further action was required
- 2) that Officers should continue to monitor the works and bring back a further report
- 3) that the appropriate actions be taken to bring about the process for demolition of the property

Members discussed the options, with the second option being preferred at this stage, subject to regular progress reports being received and a strict deadline being set for completion of the works. For the avoidance of doubt, the Chair stated that if Panel resolved to pursue the second option at this time, the possibility of demolition as set out in option three and provided for in the signed Unilateral Undertaking, had not been discounted

In terms of a deadline for completion of the works a period of three weeks was suggested, with Panel considering this was a reasonable timescale. The need for a list of the works to be undertaken needed to be agreed with the applicant and that regular progress reports, i.e. every two days should be provided to Panel Members and Ward Members

The Panel considered how to proceed. The Chair commented that he considered that the Local Authority had acted reasonably in this matter and if the applicant did not meet his obligations and within the specified timescale he could be seen as acting unreasonably

**RESOLVED –**

- a) To note the report and the information provided as part of the verbal update
- b) That in light of the previous resolution and the further works undertaken in implementing planning permission 14/00575/FU that Officers continue to monitor building works on the site and that:
  - a list of works to bring about the practical completion of the external shell of the dwelling be agreed with the developer
  - that such works be completed within three weeks from the 1st October 2015
  - that Panel Members and Ward Members be updated on progress every two days
  - that a further report be presented to Panel at its meeting on 29th October 2015

## 70 Application 14/07389/FU - The Kiln, Brignall Garth LS9

Further to minute 54 of the North and East Plans Panel meeting held on 27<sup>th</sup> August 2015, where Panel resolved not to accept the officer's recommendation to approve an application for a change of use from public house to a community education and training centre (Class D1) at The Kiln, Brignall Garth, Members considered a further report of the Chief Planning Officer. The report included a possible reason for refusal of the application based upon Members' previous concerns.

Members were informed that subsequent to the Plans Panel of the 27<sup>th</sup> August 2015, a site meeting between officers and the applicant had taken place where concerns raised by Members were discussed, further information had been provided to address these concerns and this information including a timetable of proposed activities was included within the submitted report.

Members were informed that proposed changes included:

- The removal of the paved area to the front of the premises providing car parking spaces for 10 cars, therefore a total of 21 car parking spaces were now proposed
- The original proposal of a metal paladin fence to be removed and the proposal by the applicant for new boundary treatment around the perimeter of the site to comprise brick dwarf walls and brick piers with timber fencing in between.
- A 1 metre deep landscape buffer was proposed behind the front boundary treatment to help soften the current environment.

The Panel was informed that the group the Ayendah Sazan was a registered charity established in 2006. The applicants were members of the Hazara community, who came to the UK in the 1999 onwards to escape persecution from the Taliban. The scheme was supported by the local ward councillor and the Community Leadership Team who had received a presentation on the work of the group was satisfied with the amended proposals.

Two local residents spoke at the meeting against the application they outlined their concerns as:

- the size of the main room
- the access to the side of the building for vehicular access and the frequency this would be used
- noise levels
- opening hours
- possible unauthorised parking occurring on or around the premises
- the extent to which the community centre would cater for the residents living close by

In response to questions from the Panel the residents explained that when the Kiln had originally opened as a public house it had been well run, a nice social meeting place used by local people. However, when it had been sold with a change of landlord the public house became a meeting place for people from

outside the area and prior to its closure there had been problems with anti-social behaviour.

The Panel then heard representation on behalf of the applicant who informed them that he appreciated the concerns raised by the local residents. He said that the premises would be used as a training and educational facility to assist the Hazara community to integrate into society and assist their children with school work.

In response to questions about parking he informed the Panel that an attendant would be employed to control the parking arrangements.

The applicant said that the timetable within the submitted report was for information to show the type of courses that they would be running, the opening hours could be flexible but the opening times were to enable those who worked to attend classes and for children to attend after school. The representative said that the applicant would be open to suggestions for changes including:

- a reduction of opening hours at weekends.
- no more than 20 Cars on site at any one time
- an increase in the time between classes/meetings
- local residents would be welcome to visit the premises and to participate in the classes/meetings if they wished

The Panel's Lead Officer explained to the Panel that as planners they were unable to control ownership of a premises, however, they were able to restrict what the building was used for and set conditions to reduce the effects of the proposed use. He reminded the Panel that there was a fall-back position that the premises could again be used as a public house subject to a premises licence being granted.

The Head of Planning Services suggested Members may wish consider a revision for hours of opening to 10:00am to 8:00pm Monday to Friday, 10:00am to 6:00pm on Saturday and 10:00am to 4:00pm on Sunday and that an additional condition be included for the submission and agreement of a noise management plan, including for construction.

Members discussed the application with the main issues being:

- weekend opening hours, Saturday opening 10:00am -18:00 being acceptable but consider reducing the hours on a Sunday to 10:00am - 16:00
- requesting that permeable car parking surface be used
- concerns in relation to unauthorised parking particularly in view that a residents only parking is in operation in the area
- sufficient time being allowed between classes/meetings so as not to cause issues with parking

Members carefully considered the views of all parties.



**RESOLVED** –That the application be granted planning permission subject to the conditions specified on page 20 of the submitted report with the following amendments and additions:

- Opening hours be restricted to 10:00am to 8:00pm Monday to Friday, 10:00am to 6:00pm on Saturday and 10:00am to 4:00pm on Sunday.
- That a noise management plan (including for construction) be submitted.
- That external construction and building works shall cease before 5:00pm on any weekday, before 1:00pm on Saturday and no external construction / building works shall take place Sunday or Bank Holidays.
- Details of a scheme of permeable paving for the parking areas shall be submitted and approved and carried out in accordance with the approved details.

Cllr. Flynn left the meeting after the consideration of this item.

#### **71 Application 15/03847/FU - 29-35 Gledhow Lane**

Officers presented a report seeking approval for the demolition of existing outbuilding; conversion of existing buildings to three dwellings with associated parking and landscaping at 29-35 Gledhow Lane, LS8.

Plans and photos were displayed at the meeting and Members had visited the site prior to the meeting.

The Officers recommendation was to grant permission subject to conditions set out in the submitted report.

Members were informed that this was a sustainable location comprising of large semi-detached houses with good links in to the city.

The three two storey buildings located in the Roundhay Conservation Area which were adjacent to a Grade II Listed Building were currently used for commercial purposes. Number 29 the outbuilding was set slightly apart from the other buildings the proposal was to demolish this building to allow car parking for three cars.

The proposal for the three dwellings was to have skylights to the rear of the properties to allow sufficient light into the properties. The skylights would overlook the neighbouring property. The Panel was informed that the proposal stated that the skylights would not directly look over the property at the rear as the internal floor level in the three dwellings would be 2.5 metres. The proposal was to have openings only at the bottom of the skylights and for them to be fitted with obscured glazing.

The Panel heard from Councillor Urry the local ward member, on behalf of the local residents against the application.

The local ward member highlighted a number of concerns with the application including:

- that the buildings had a history of flooding several times a year
- the heritage nature of the building and its unique character due to the small businesses it housed
- bin storage
- addition of skylights could cause issues with the roof trusses
- the skylights overlooking the property at the rear and the need for fixed skylights with opaque glazing
- extraction of fumes for gas appliances
- access to the dwellings through a narrow opening and restricted view when leaving to properties and entering a busy main road.
- close proximity to primary schools and a nursery
- that the scheme represented overdevelopment and should be refused

The Panel also heard from the architect representing the applicant who stated that he did not wish to address the Panel but was available to respond to questions.

In response to questions from the Panel further information was obtained:

- flooding – if granted planning permission the developers would work with building control to address the issue of flooding prior to the start of any works.
- he told how his client had consulted with the business owners and was assisting in the search for new business premises within the local area.
- that currently some on-street car parking occurred from the premises but the inclusion of car parking for the proposed properties would reduce on-street parking
- that the location of extractor fans and flues would be sited either to the front elevation, or through the roof with a slate ventilator tower
- the properties if converted could be for sale or rent

Members were of the view that the size of the accommodation being proposed could possibly accommodate two dwellings but what was proposed was overdevelopment.

The Highways Officer informed the Panel that it was recognised that the parking area was tight and although the access gap was narrow it was wide enough to get a car through.

The Highways Officer explained to the Panel that the businesses currently on the site did generate some on street and commercial parking. The properties benefit from an established access within a sustainable location, and taking into account the guidelines it would be one low key use for another. He informed Members that there had been no relevant recorded accidents in the vicinity of the site access.

The Panel's Lead Officer addressed Members concerns on the issue of flooding explaining that flooding was a material planning consideration the test was not to resolve the issue but ensure that through flood risk management the development did not make the existing situation worse.

**RESOLVED** - Members resolved not to accept the officer recommendation to grant planning permission and delegated the refusal of the application to the Chief Planning Officer. The reason for refusal being along the following lines:

The proposal constitutes an overdevelopment of that site that will fail to provide an adequate level of amenity for the prospective occupiers of the accommodation by reason of the size of some of the rooms, inadequate parking and amenity space provision, as such the proposal is contrary to Policy P10 of the Leeds Core Strategy Saved Policies GP5 and BD5 of the Leeds Unitary Development Plan Review 2006, Supplementary Planning Guidance Neighbourhoods for Living, and the National Planning Policy Framework.

## **72 Application 15/01677/FU - 7 Fern Way, Scarcroft**

Officers presented a report on an application for single storey front/side and two storey side extension, with dormer windows at 7 Fern Way, Scarcroft, LS14. The application was brought to Plans Panel by Councillor R Procter as a result of a number of objections being raised and a number of trees that have been felled on land close to the site.

Plans and photos were displayed at the meeting.

The Planning Officer explained that this was a stone built two storey building along a private drive with no access to the property from Syke Lane, however, the recent removal of some trees including some with Tree Preservation Order (TPO) have provided a view into the property.

The applicant had agreed to replant trees and this was covered by a separate agreement for application to plant trees.

The letters of objection had raised the following concerns:

- the new access off Syke Lane would cause highway safety concerns and harm the character of the rural area.
- a number of mature trees have been removed from the site and from the grass verge off Syke Lane.
- the balcony would raise overlooking concerns.
- the extensions were too large for the plot
- the proposed dormers would appear at odds with the design of the building and the character of the area.
- the proposed new garage would over-dominant and overshadow No.9 Fern Way.

Concerns had also been raised by Highways to the proposed new access on to Syke Lane.

As a result of the concerns raised the drawings had been revised these were the subject of the submitted report. These omitted the access road from Syke Lane and the two storey extension and balcony which were proposed at the north-western elevation of the dwelling had now been reduced to single storey and the balcony omitted from the plans.

Since the revised drawings were submitted no further objections have been received.

Members were shown properties within the vicinity which have also been extended.

**RESOLVED** – That the application be granted subject to the recommendations within the submitted report.

### **73 Application 15/04649/FU - Reighton House, Moor Lane, East Keswick**

With reference to minute 134 of the North and East Plans Panel meeting held on 5th February 2015, where Panel considered a report relating to unauthorised works to dwelling at Reighton House East Keswick LS17, the Panel considered a further report of the Chief Planning Officer setting out the submitted application. Members noted that earlier in the meeting a request had been made by Cllr. Wilkinson on behalf of Cllr. R Procter to defer consideration of this application on the basis that the report was incomplete; that there were issues around the height of the dwelling and its size and that it did not comply with Green Belt Policy with it being decided to hear the Officer presentation and for the Panel to decide how to proceed.

Photos and plans were displayed at the meeting. Members had visited Reighton House prior to the meeting.

The Panel's Lead Officer informed Members that the height of the building had been surveyed as part of the monitoring process, but that Councillor R Procter did not share the conclusions which had been reached on this. Members were informed that the ridge height was in the region of 40cm lower than the original, however the roof tiles had not yet been put on and in respect of the size, it was accepted that the level of the extension was well above the 30% allowed under policy.

Reference was also made to the Certificate of Lawfulness which had been granted and which had been discussed at North and East Plans Panel meetings in November 2014 and February 2015

The application that had been submitted had been prompted by the Panel's comments at the meetings in November 2014 and February 2015 that a planning application be sought. The Panel was reminded that the applicant still had a fall-back position of a valid Certificate of Lawfulness.

Members were informed that although the proposed family room was now slightly larger there was a reduction in the overall cubic content. Planning permission would secure issues of landscaping where a Certificate of Lawfulness would not.

Officers considered that the proposals were better and had less impact.

Councillor Wilkinson drew Members' attention to points of concern raised by Councillor R Procter who had been unable to attend.

The points of concern being:

- the Green Belt Policy of 30%
- that temporary structures had been included in the area to be redeveloped which was not appropriate
- landscaping could be moved at any time
- no mention in the report of requests by Officers to stop work and building continuing
- that the application should have been referred to the Secretary of State

In response to the concerns raised the Panel were informed:

- that landscaping formed part of the conditions and should be in position for at least 5 years, replacing plants should they die during that time
- that the development was not of such a size to be referred to the Secretary of State and the applicants had made it clear that they would not stop the build as they had a valid Certificate of Lawfulness.
- officers had asked that works be stopped but the applicant had made it clear that he had a Certificate of Lawfulness and would carry on

The Panel was informed that there had been no objections raised by neighbours or the Parish Council.

The Panel noted the discussions that had taken place with Ward Members

**RESOLVED-** That the application be granted subject to the recommendations outlined in the submitted report.

#### **74 Application 15/03918/FU - Conkers, The Ridge, Linton, Wetherby**

Further to minute 56 of the North and East Panel meeting held on 27<sup>th</sup> August 2015, where Panel deferred determination of an application for changes to the design of a house – Conkers, The Ridge, Linton, which had been granted planning permission in early 2014, for discussions on a range of issues, the Panel considered a further report of the Chief Planning Officer.

Photos and plans including proposed landscaping were shown at the meeting.

A proposal for boundary treatment was to remove conifers at the side and rear boundary and replanted with evergreens and ornamental shrubs.

Members were reminded of the application and provided with a brief overview of the issues in relation to the objections received from neighbours.

During the presentation the Panel were shown slides that featured cross sections on how the slight differences in land levels between Nithbank and Conkers would be addressed.

The property at South Breeze was slightly higher than that of Conkers, the concerns raised by neighbours at South Breeze were in relation to the height of the wall adjoining the two properties; the boundary treatment would increase the rear wall and planting. The application also recommended that the link to the garage roof be altered to improve the outlook.

Councillor Wilkinson raised concerns on behalf of Councillor Procter in her absence and stated that although a meeting had taken place with the immediate neighbours nothing had been agreed. In view of this Councillor Wilkinson moved that the application be deferred but this was not supported.

**RESOLVED** -That the application be granted subject to the conditions set out in the submitted report.

Cllr. Wadsworth left the meeting after the consideration of this item.

**75 Applications 15/02634/FU & 15/02635/FU - Marks and Spencers, Horsefair, Wetherby**

Further to minute 51 of the North and East Plans Panel meeting held on 27<sup>th</sup> August 2015, where Panel agreed to defer consideration of applications relating to delivery hours and erection of a permanent storage facility at the Marks and Spencer store in Wetherby to enable a Members site visit to take place, the Panel considered a further report of the Chief Planning Officer.

Photographs were displayed at the meeting and Members had attended a site visit earlier in the day.

Objections to both applications had been received from Wetherby Town Council and concerns raised by residents at Victoria Court. It was stated that Cllr. J Procter did not object to the applications but had requested that they be considered by Plans Panel due to the concerns about the impact to local residents.

The changes to the delivery times sought a variation in condition 1 of a previous approval to allow deliveries to be received an hour earlier. Currently deliveries are allowed between 08:00 and 18:00 hours Monday to Saturday and 10:00 and 13:00 hours on Sunday and bank holidays.

Members were informed that historically there had been previous permissions for extending opening hours over the Christmas period.

A planning permission for longer hours had been refused in the past due to the impact on residents living above the premises.

The current application sought delivery hours to be increased by one hour in the morning, starting at 07.00 Monday to Saturday and 09.00 on Sundays and Bank Holidays

In terms of storage on the site, unauthorised storage was occurring at the front of the store as there was insufficient internal storage to cater for what was a busy and popular store. The proposals were for a timber building with a felt roof to be constructed, with Officers being satisfied on the visual appearance of the proposed building.

On the issue of extending the delivery hours, objections had been received from a number of residents who lived above the premises, with the issues raised being outlined to Panel. The receipt of two letters of support also from residents who lived above the store was reported.

Members were informed of the comments received from colleagues in the Environmental Protection Team who had given strong advice to the effect that deliveries commencing at the times proposed by the applicant would lead to noise and disturbance for local residents.

The Officer's recommendations in the submitted report to approve the storage building and refuse the extension of delivery hours were noted.

The Panel firstly discussed the application for the new storage facility with concerns being raised in respect of:

- the need for the additional storage in view of an existing building at the end of the car park which appeared not to be fully utilised, except for the storage of disused items
- the location and appearance of the proposed storage and that it was inappropriate in siting and design

As Members were minded to refuse the application, the applicant's agent was invited to address the Panel, with the main points being raised relating to:

- the lack of space at the store and that alternative locations for the storage had been considered but no other suitable, safe location had been identified
- that the existing storage area was used to capacity

The Panel considered how to proceed and the Chair asked if Marks and Spencer would enter into a constructive dialogue with Ward Members, with the applicant's agent stating there was no reluctance from his client to speak with Ward Members

Members then considered the second application relating to the extension of hours, with the applicant's agent being invited to address the Panel

The main points raised by the applicant related to:

- the benefits to the local road network and of taking deliveries out of the peak morning period
- the use of the company's quiet delivery protocol

- consultation with residents living above the store which had indicated initially there was broad support for the application
- deliveries at Morrisons supermarket located close by which began at 06.00

Members considered how to proceed

RESOLVED – To defer determination of both of the applications to enable further negotiations with the applicant in consultation with Ward Members and that a further report be submitted to Panel to enable Members to determine the applications and to note that the applicant's agent had agreed that Marks and Spencer would meet with Ward Members

## **76 Date and Time of Next Meeting**

Thursday 29<sup>th</sup> October 2015 at 1:30pm in the Civic Hall, Leeds



## Licensing Committee

Tuesday, 8th September, 2015

**PRESENT:** Councillor M Harland in the Chair

Councillors N Buckley, R Downes, J Dunn,  
M Harland, G Hussain, B Selby,  
C Townsley, B Flynn, S McKenna and  
A Ogilvie

### **39 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **40 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:-

The report entitled “Policing and the Night Time Economy” referred to in Minute No.48 was designated as exempt under Access to Information Procedure Rule 10.4 (3) because it contains information relating to, crime and disorder which may result in future legal proceedings.

It was considered that in respect of the above circumstances, the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information.

### **41 Late Items**

There were no late items submitted for consideration.

### **42 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

### **43 Apologies for Absence**

Apologies for absence were received from Councillors: Gettings, G Hyde, A Khan and Wilkinson.

### **44 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 4<sup>th</sup> August 2015 were approved as a true and correct record.

### **45 Matters Arising from the Minutes**

There were issues raised under matters arising.

### **46 Information report - De-Regulation Act 2015 and its effect on Taxi & Private Hire Licensing matters.**

The Head of Elections, Licensing and Registration submitted a report which set out proposals which are to be included into the De-Regulation Act 2015 which come into force in October 2015.

Appended to the report were a series of articles from organisations who had expressed concern about de-regulation measures relating to taxi and private hire vehicles. (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:

- Removing the discretion of a local Authority not to issue a driver licence for a period of more than one year.
- Allowing for Private Hire Operator licences to be granted for a period of 5 years only without discretion for the Council to grant for a lower period.
- Removal of the strict control of sub-contracting a Private Hire journey from within a licensing district only to enable sub-contracting to take place on a national basis

A number of Members expressed concern about the removal of controls around sub-contracting; querying how a vehicle/ driver could be traced if it had been sub contracted to an operator in another district and was involved in an incident.

In responding the Section Head, Taxi and Private Hire Licensing said in such circumstances the responsibility rested with the lead operator, but accepted if the booking had been sub contracted to several operators, tracing the vehicle/ operator could be difficult.

Commenting on Section 3.4 of the submitted report and the reference that the City Council had no powers to conduct any enforcement activity on Private Hire Vehicles not licenced by this authority, Members questioned who would carry out enforcement proceedings on out of town vehicles.

The Section Head, Taxi and Private Hire Licensing said the City Council were reliant on the local authority that licenced the vehicle to take the necessary action. Work was currently ongoing with the licensing sections from the West Yorkshire Combined Authorities to share enforcement powers across all authorities, so enforcement officers would be able to inspect vehicles that had been licensed by another authority.

Members referred to paragraph 2.9 of the report and the reference that "There currently was no detailed information or operational guidance on the de-regulation measures available from the Government, Department of Transport (Dft) or other organisations. Members expressed concern at the lack of guidance and the possible implications if something was to go wrong. It was suggested that issues be raised with Members of Parliament with a view to establishing what actions the Government were going to take.

In responding, the Head of Elections, Licensing and Registration said that the issues had been raised at great length by the Local Government Association during the public consultation stage. Following previous discussions with Members on the issues, a proposal had been made to put out a press release highlighting the council's concerns for public safety as a consequence of the new legislation. Currently there were ongoing discussions to determine the appropriate Member in whose name the press release should go out.

A number of Members expressed the view that this issue had cross party support and the press release should be from the Chair of the Licensing Committee.

**RESOLVED –**

- (i) That the contents of the report by noted
- (ii) To support the issuing of a Press Release highlighting concerns about the introduction of de-regulation measures relating to taxi and private hire vehicles.

**47 Licensing Committee Work Programme 2015/16**

Members considered the contents of the Licensing Committee Work Programme for 2015/16

**RESOLVED** – That the contents of the Licensing Committee Work Programme for 2015/16 be approved.

**48 Policing and the Night Time Economy**

Members received a Presentation from Sergeant Dave Shaw, West Yorkshire Police, who spoke about Policing and the night time economy.

A summary of the issues/ incidents involving licensed premises in City & South Leeds, West Leeds, East Leeds was presented.

(Due to the confidential nature of the information being presented, this part of the meeting was held in closed session)

The Chair thanked Sergeant Shaw for his attendance and presentation commenting that the session had been informative and interesting.

On a final note Sergeant Shaw extended an invitation to Members of the Licensing Committee to accompany night-time patrols operating in the City Centre at weekends.

A number Members expressed an interest to participate in a night-time tour

**RESOLVED –**

- (i) That the contents of the presentation be noted
- (ii) That in consultation with WYP, arrangements be made for Members to participate in a night-time tour of the City Centre

**49 Date and Time of Next Meeting**

**RESOLVED –** To note that the next meeting will take place on Tuesday, 6<sup>th</sup> October 2015 at 10.00am in the Civic Hall, Leeds.

## Licensing Sub-Committee

Tuesday, 1st September, 2015

**PRESENT:** Councillor J Dunn in the Chair

Councillors N Buckley and G Hussain

### **51 Election of the Chair**

**RESOLVED** – That Councillor Dunn be elected as Chair for the hearing.

### **52 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 that part of the agenda (agenda item 6 “Silks” Application for renewal of a Sex Establishment Licence) designated as exempt from publication in accordance with paragraph 10.4 (1, 2 and 3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the documents relate to an individual and include information which is likely to reveal the identity of an individual which that person would not ordinarily expect to be in the public domain. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, due to the impact that the disclosure of the information would have on the individual. (Minute 54 refers)

### **53 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests. Councillor G Hussain stated that he had previously sat on sub-committee hearings in relation to the licence at Silks and other Sexual Entertainment Venues.

### **54 Application for the renewal of a Sex Establishment Licence for Silks, 2 Sovereign Place, Leeds, LS1 4SP**

The report of the Head of Licensing and Registration presented an application for the renewal of a Sex Establishment Licence for Silks, 2 Sovereign Place, Leeds, LS1 4SP.

The Licensing Officer presented the application informing the sub-committee of the proposed hours of operation and history of previous applications and renewals.

The application had received an objection from Leeds City Council’s Development Department. Primary concerns related to the re-development of the surrounding area as a city park space. Further objections had also been submitted by local residents. There had also been late objections submitted which the sub-committee did not consider as they were outside the permitted period.

The following were in attendance at the hearing:

Philip Kolvin QC  
Darryl Butterworth – Licensing Consultant  
Rebecca Ingram – Solicitor  
Elizabeth Morris – Silks Owner

Maria Cunningham – Silks Designated Premises Supervisor

None of the objectors were in attendance.

Philip Kolvin QC addressed the sub-committee in support of the application. Issues highlighted included the following:

- The applicant wanted to propose a solution that would protect the livelihoods of the forty plus staff involved with Silks and would also meet the Council's policy requirements.
- It was not felt that the licence could be refused on any of the mandatory grounds and the only discretionary ground that could have any concern was in relation to the impact on the locality and due to the redevelopment of Sovereign Square. The main focus of the applicants submissions was on the impact of the use of Silks and the development of Sovereign Square and the recreational use of the area.
- Main use of Sovereign Square would be during the daytime when the premises were closed. It was proposed that the premises frontage could have an active use during the daytime such as a café or small retail with a discrete night time usage of the rear of the premises as a sexual entertainment venue, accessible by a single access door..
- There had been no objection to the renewal of the application from the Police, Licensing Authority or Ward Councillors.
- The applicant had tried to find an alternative location in the City but had been unable to find anything suitable.
- The premises were only open from 22:00 hours when Sovereign Square was unlikely to be used for any significant recreational purposes.
- Network Rail, as the owner of the premises, had not raised an objection to the licence or tenure of the building. They had also indicated that it would be preferable to have an active frontage use during the day.
- There was no impact as a sexual entertainment venue before 22:00 hours and then it was only a minimal impact with no illuminated signage at the premises.
- The premises were surrounded by major corporate organisations. There had not been any objections from any of these, with no suggestion that the premises were a blight on the area..
- As the Sovereign Square development was still some way from completion, it was suggested that a licence be granted for a period of four to six months to allow development of the proposals to bring the front part of the premises into an active daytime use.
- Although Silks is permitted to have an illuminated sign when the premises are open, the applicant does not use it at present.
- The premises did not directly face the Sovereign Square area and it was felt that the case against renewal due to this regeneration of the area was not compelling enough to refuse the granting of the licence.
- There had been a proactive response from the premises to previous concerns expressed about outdoor smoking areas and the parking of motorcycles. The applicant refuted the suggestion that anything more than dancing took place at Silks.

- In response to questions, Mr Butterworth offered the following observations made on an operational night at the premises:
  - The premises were generally attended by more mature customers in the 30 to 50 year old age range.
  - Alcohol was not the main purpose for people to visit and as a result there was not a problem with drunken behaviour. Alcohol was also priced at a premium at the venue.
  - Some normal night-time disturbance was observed in the area but none of this was connected to Silks. Silks had a positive impact on the immediate area as it kept some of the antisocial behaviour away due to the presence of door staff and customers.
  - Door staff at the premises kept the area immediately outside clean and tidy, including sweeping the area outside the front of the premise at the end of an evening.
- In response to questions from Members, the following was discussed:
  - The premises had around 300 customers on a busy evening, with approximately 50 in the premise at any one time.
  - The peak times of operation were usually between midnight and 02.00 hours.

The Licensing Sub-Committee carefully considered the application, the report, the representations made at the hearing and the representations made in objection to the application. Members noted the need to revoke or amend the following conditions:

- The condition *“The existing colour of the exterior of the premises to be changed from purple to light green”* is to be changed to *“the exterior of the premises shall remain light green”*.
- The following conditions remain:
  - *“During non-operating hours, i.e. at all those times when this licence is not in use, the premises will be anonymised. The signage must not be illuminated and there will be no other form of advertising including any reference to the name of the premises”*; and
  - *“During the permitted operating hours of the licence an illuminated sign bearing only the words “Silks – Gentleman’s Lounge” may be displayed.”*
- The condition *“The works to amend the premises to give effect to the above conditions must be completed by the end of November 2014”* is now revoked as it is a historical condition that is no longer applicable.

**RESOLVED** – That application for the renewal of the license in relation to Silks be granted until 05:00 hours on 1 March 2016.

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## Licensing Sub-Committee

Tuesday, 15th September, 2015

**PRESENT:** Councillor C Townsley in the Chair

Councillor A Ogilvie

**55 Election of the Chair**

Councillor Townsley was elected Chair of the meeting

**56 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items

**57 Late Items**

There were no late items

**58 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests

**59 Certification of Films**

Licensing Sub Committee considered an application for the certification of films to be shown at the No Gloss Film Festival to be held on 3<sup>rd</sup> and 4<sup>th</sup> October 2015

The report of the Head of Elections Licensing and Registration outlined the application and appended to it was a schedule of the films proposed to be shown, which included a synopsis of each film with a suggested rating, as proposed by the applicants

A representative of the applicants, Sophie Marfell, Development Director of No Gloss Film Festival attended the meeting

Copies of each of the films seeking certification were available to be viewed by the Licensing Sub-Committee, if required

Ms Marfell informed Members that the film festival was now in its fourth year and provided a programme of films from student and up and coming film makers, together with workshops; talks and networking opportunities which provided a platform to relatively unknown film makers

Whilst the suggested certification of the individual films ranged from PG to 18, entry to the events would be restricted to those aged 18 and over, with Members being informed that a wristband system would be used; that tickets had to be purchased in advance and online with the necessary ID having to be presented to allow entry to the events

In response to questions from the Sub-Committee, Ms Marfell stated that the target audience was aged 25-34; that the festival was growing in popularity and recognition, with the organisers hoping the film festival would become a mainstay in the arts calendar of Leeds

The Licensing Sub Committee carefully considered the report of the Head of Elections, Licensing and Registration and the schedule appended to the report together with the information provided by Ms Marfell and the measures which would be in place to enforce the certifications

**RESOLVED** - That the films outlined in the schedule appended to the submitted report and proposed to be shown at the No Gloss Film Festival on 3<sup>rd</sup> and 4<sup>th</sup> October 2015 be classified in accordance with the suggested classifications

## Licensing Sub-Committee

Tuesday, 29th September, 2015

**PRESENT:** Councillor M Harland in the Chair

Councillors A Khan and G Wilkinson

### **60 Election of the Chair**

**RESOLVED** – That Councillor Harland be elected as Chair for the duration of the meeting.

### **61 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

### **62 Exempt Information - Possible Exclusion of the Press and Public**

There were no exclusions of the press or public.

### **63 Late Items**

There were no late items.

### **64 Declarations of Disclosable Pecuniary Interests**

There were declarations of Disclosable pecuniary interests.

### **65 Application for the grant of a premises licence for Livera 17 Merrion Street, Leeds, LS2 8JE**

The application for the grant of a premises licence for Livera 17 Merrion Street, Leeds, LS2 8JE had been withdrawn prior to the hearing.

### **66 Application for the Grant of a Premises Licence for Black Swan 37 Call Lane, Leeds, LS1 7BT**

The Licensing Sub Committee heard from Rebecca Ingram of Kuits Solicitors who requested an adjournment for the application for the grant of a premises licence for the Black Swan 37 Call Lane, Leeds, LS1 7BT.

Ms Ingram informed the Sub Committee that the applicant Mr Simon Ord had been working closely with Mr Lyons of Kuits Solicitors who unfortunately was able to attend the hearing due to family commitments.

Mr Ord wished Mr Lyons to represent him at the hearing and therefore he was requesting an adjournment.

**RESOLVED** – That the Licensing Sub Committee and all parties agreed to the adjournment. The application is to be considered at the hearing on 10<sup>th</sup> November 2015.

### **67 Application for the Grant of a Premises Licence for Convenience Store/Off Licence 4 Branch Road, Armley, Leeds, LS12 3AQ**

The Sub Committee heard an application for the grant of a premises licence made by Mr Ranj Rashid Raza, for Convenience Store / Off Licence, 4 Branch Road, Armley, Leeds, LS12 3AQ.

The application had received representations from other persons and responsible authorities.

The representation received from West Yorkshire Police had been agreed prior to the hearing.

Representation had been received from Councillor Lowe, Armley Ward. Councillors J McKenna and Smart were in attendance at the hearing along with Jake Kelly representing Rachel Reeves MP.

The Licensing Officer informed the Committee that the premises had previously held a licence as Neli's Bar and prior to that had been an adult gaming centre. The applicant Mr Ranj Rashid Raza has no association with the previous owner. The proposed designated premises supervisor is Dara Ali Goran.

Mr Ranj Rashid Raza was represented at the hearing by Mr Sina.

Mr Sina informed the Members that his client was a young entrepreneur originally from Iraq. Mr Raza already holds a premises licence for a business at 305 Dewsbury Road.

At the 305 Dewsbury Road premises Mr Raza uses CCTV, holding records for the required 30 days which are available to the local police. He also uses 'Check 25'. Members were informed that Mr Raza would use the same at the premises located at 4 Branch Road and staff would receive training to address the enforcement of 'Check 25'.

The Licensing Sub Committee was asked to consider for approval the sale of alcohol between 9:00am and 23:00. Members were informed that the store would sell continental foods with alcohol as a secondary trade approximately 5%.

Members were informed that measures on page 91 of the agenda were only issued for guidance purposes the applicant is not required to tick the boxes.

Mr Sina informed the Committee that Mr Raza proposes to replicate the business on Dewsbury Road selling wines, beers and spirits.

One Member of the Committee told how he had witnessed street drinking in the Armley area recently. Members enquired if the applicant would agree to no single cans, bottles or high strength beers and ciders.

Mr Sina said that his client would be amenable to any conditions imposed.

Councillor Lowe addressed the Committee informing them that this was not personal to the applicant and explained that Armley is a deprived area with a different demographic make up to Dewsbury Road.

Councillor Lowe informed the Members that the 'Check 25' would have no impact as most of the street drinkers on Armley Town Street were aged between 40-60 years old and lived an itinerant lifestyle. Armley Town Street is surrounded by residential properties including houses in multiple occupation who suffer crime and anti-social behaviour related to the consumption of alcohol.

Members were informed of specific issues of the Armley area which include high rates of domestic violence and suicides.

Members were also told of a survey undertaken over the summer by ward members and the local MP after a number of complaints in regard to street drinkers.

The ward members welcomed opportunities for the creation of jobs in Armley. However, they were of the view that a store of this size would survive without the benefit of a premises licence.

Mr Sina reiterated that his client was a young entrepreneur who would abide by the laws and would be amenable to any restrictions imposed.

**RESOLVED** – That the Licensing Sub Committee having carefully considered this difficult application, the Sub Committee is required to act in accordance with the terms of the Licensing Act 2003.

The Members noted and sympathised with the issues of street drinking. However, the Licensing Sub Committee was minded to grant the premises licence with conditions.

The conditions as set out at page 91 of the agenda less Check 25 as this had already been offered by the applicant.

Members also required that the licence be conditioned such that;

- only multipacks to be sold and no sales of single bottles or cans
- sale of alcohol only be permitted between 9:00am -20:00 everyday

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## **Licensing Sub-Committee**

**Tuesday, 13th October, 2015**

**PRESENT:** Councillor R Downes in the Chair  
Councillors B Gettings and M Ingham

### **68 Election of the Chair**

**RESOLVED** – Councillor Downes was elected Chair of the Sub-Committee for the duration of the meeting.

### **69 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **70 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public from the meeting.

### **71 Late Items**

There were no formal late items submitted for consideration. However supplementary information relating to Agenda Item 6 “Application to vary a premises licence held by Mustard Pot, 20 Stainbeck Lane, Meanwood, Leeds, LS7 3QY” was circulated and published prior to the commencement of the meeting.

### **72 Declarations of Disclosable Pecuniary Interests**

No declarations were made.

### **73 Application to vary a premises licence held by Mustard Pot 20 Stainbeck Lane, Meanwood, Leeds, LS7 3QY**

The Sub Committee heard an application to vary a premises licence held by Mustard Pot, 20 Stainbeck Lane, Meanwood, Leeds, LS7 3QY.

The Licensing Officer presented the application which informed the Sub Committee about a proposed extension to the premises, which would increase the licensed area of the ground floor and also to incorporate the first floor of the premises. No licensable hours or activities are being altered by the application.

The application had received a representation from one local resident.

The following were in attendance at the hearing:

Nicola Storey – Proposed License Holder  
Charlotte Gibson – Representative form John Gaunt & Partners

Denise Creighton – Area Manager

Mr Lazenby – Objector

Ms Gibson addressed the Sub-Committee on behalf of the applicant. Issues highlighted included the following:

The application was for a modest extension to the licence area, with no change of operating hours. The extension was to the internal area only, with an increase from 65-72 covers downstairs and an additional area for 30 covers upstairs (or 60 people standing).

There had been no representations received from West Yorkshire Police or Leeds City Council.

It was confirmed that one window on the 1st floor of the property opened.

The venue had been successfully managed by Ms Storey for the past 7 years, and it was presented to the Sub-Committee that the venue was predominantly in the style of a restaurant, rather than a “vertical” drinking establishment.

Ms Gibson addressed the representation’s crime and disorder element and contended that this was more of a privacy issue which was not a licensing objective. It was put to the Sub-Committee that a tree blocked views from a window which overlooked Mr Lazenby’s property.

In terms of concerns about noise Ms Gibson confirmed that secondary glazing will be installed to windows, work was being done to the roof to reduce the escape of sound and sound proof plasterboard would be used to further reduce sound leakage.

Members asked questions about the window on the first floor which opened and which could potentially cause sound to escape and provide limited ventilation. Members discussed the possibility of air conditioning with the applicant. In discussion with the applicant Members also suggested obscure glazing or opaque self-adhesive film to ensure that people couldn’t see out of the first floor window which would address crime and disorder concerns.

The Sub-Committee then heard from Mr Lazenby who’s representations included the following:

The possibility of customers of the Mustard Pot being able to see out of 1st floor windows into Mr Lazenby’s garden which could possibly lead to items being stolen.

The issue concerning loud noise coming from the venue when people were outside smoking, leaving the premises, or, if the window on the first floor was routinely opened during parties being catered for on the 1st floor. Furthermore that this would be made worse by the increase in size of the licensed premises.



Mr Lazenby also highlighted the good relationship that he had with the management of the Mustard Pot, although he did raise concern that it was often the case that when noise preventing practices were put into place these often lapsed after a number of weeks.

Members sought confirmation that the extension had been approved by planning. Members also considered that management may wish to consider looking at the areas allocated for smoking to help alleviate some of the associated noise when people went out to smoke.

Members also felt there was a need for both sides to continue to work together.

Ms Gibson summed up for the applicant confirming that the concerns about noise made by Mr Lazenby would be taken into consideration. Furthermore that an acoustic specialist would be employed to investigate the noise concerns. It was reiterated to the Committee that there had been no objection from West Yorkshire Police and it was highlighted that crime and disorder had not been a problem for the premises. Finally it was stated that the license holder wanted the opportunity to show that the new upstairs area could be managed effectively

**RESOLVED** - The Licensing Sub-Committee considered the application and the representation received from the local resident and granted the variation to the premises licence subject to all windows within the licensed areas to be closed after 10pm.

The Sub Committee hoped that dialogue would continue between the management of the Mustard Pot and Mr Lazenby in order to resolve the issues of noise generated from the venue.

#### **74 Application for the grant of a premises licence for Greek Community Hall The Greek Orthodox Church, Harehills Avenue, Harehills, Leeds, LS8 4EU**

The Sub Committee considered a request to adjourn hearing the application for the grant of a premises licence for the Greek Community Hall at The Greek Orthodox Church, Harehills Avenue, Harehills, Leeds.

The Legal officer informed the Sub-Committee that it was possible for the hearing to be adjourned and invited the applicant to explain the reasons for requesting the hearing be adjourned.

The following were in attendance at the hearing:

Mr A Demetriou – Proposed Licence Holder;  
Mr A Naslas – Greek Consul;  
Dr C Hadjicharitou – Chairman of the Church

Ralph Nelson-Tucher – Objector

Local residents in attendance included:

Mr T Broadley  
Mr A Horn  
Mr P Boothman  
Mrs C Boothman  
Mr M Rashid  
Mr K Miah  
Mr M Aziz

Mr Demetriou addressed the Sub-Committee and explained the reasons for requesting an adjournment to the hearing. These included that a public meeting had been arranged for Thursday 22nd October which aimed to address all local residents concerns.

**RESOLVED** –The Licensing Sub-Committee resolved to adjourn the hearing in order to give the applicant chance to address the concerns of local residents. If no agreement is found the application would be heard by the Sub-Committee on Tuesday 24th November.

**75 Application for the Grant of a Premises Licence for Caffeine & Co Unit  
32/33 Block H , The Boulevard, Hunslet, Leeds, LS10 1LU**

This application was withdrawn prior to the hearing as all representations had been withdrawn.

## Licensing Sub-Committee

Tuesday, 20th October, 2015

**PRESENT:** Councillor J Dunn in the Chair

Councillors R Downes and G Hussain

### **76 Election of the Chair**

**RESOLVED** – That Councillor Jack Dunn be elected Chair for the duration of the meeting.

### **77 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **78 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

### **79 Late Items**

There was one late item added to the agenda Certification of Film for the Leeds International Film Festival. All parties had received the report prior to the hearing.

Minute 81 refers

### **80 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

### **81 Certification of Films - Leeds International Film Festival**

The report of the Head of Elections, Licensing and Registration advised Members of an application for the certification of films to be shown at the Leeds International Film Festival.

The report provided Members with the background, history and issues of an application made under the Licensing Act 2003 (“the Act”) for the certification of films that do not currently have a BBFC (British Board of Film Classification) certification. The certificate categories from the BBFC was listed at 2.2 of the submitted report.

Members had been provided with a brief synopsis and a recommended category in line with the BBFC classifications at Appendix A of the submitted report.

Chris Fell, Film Manager and Alex King, Programme Manager of LCC Arts and Events were in attendance at the hearing.

In response to Members questions the Committee was informed that the BBFC had stringent guidelines in relation to strong language, violence and nudity. It was explained that some of the films had hard storylines or a strong subject matter and had been classified accordingly.

All the films to be shown had been viewed by Officers in Arts and Events Team who had written the synopsis and recommended the certification at Appendix A of the submitted report in line with the BBFC classification.

**RESOLVED** – That the Licensing Sub Committee considered the certification of the films as attached at appendix A of the submitted report. The Members were of the view that the films be categorised as recommended.

### **82 Certification of Films**

Draft minutes to be approved at the meeting  
to be held on Tuesday, 27th October, 2015

The report of the Head of Elections, Licensing and Registration advised Members of an application for the certification of films to be shown at the UK Jewish Film Festival to be held in November 2015.

The report provided Members with the background, history and issues of an application made under the Licensing Act 2003 (“the Act”) for the certification of films that do not currently have a BBFC (British Board of Film Classification) certification. The certificate categories from the BBFC was listed at 2.2 of the submitted report.

Members had been provided with a brief synopsis and a recommended category in line with the BBFC classifications at Appendix A of the submitted report.

Members discussed the storyline of one film with specific reference to the ethnicity of the characters portrayed. However, it was the view of the Sub Committee that the film would not cause prejudice if shown.

**RESOLVED** - That the Licensing Sub Committee considered the certification of the films as attached at appendix A of the submitted report. The Members were of the view that the films be categorised as recommended.

## HOUSING ADVISORY BOARD

MONDAY, 7TH SEPTEMBER, 2015

**PRESENT:** Councillor D Coupar in the Chair

Councillors B Anderson, J Bentley,  
S Hamilton and K Ritchie

### **Tenant/Leaseholder**

Ted Wilson  
Andy Liptrot  
David Atkinson

### **Independent Representative**

Timothy Woods

### **Co-opted Member**

Jo Hourigan

### **18 Chair's opening remarks**

The Chair welcomed everyone to the first meeting of Housing Advisory Board in the Council's new committee room and asked Board Members and Officers to introduce themselves

### **19 Declaration of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interest

### **20 Apologies for Absence**

Apologies for absence had been received from David Glew, Andrew Feldhaus and Matthew Walker

### **21 Minutes of the Previous Meeting**

**RESOLVED** - That the minutes of the Housing Advisory Board meeting held on 9<sup>th</sup> July 2015 be approved subject to the following amendments:

The inclusion of the names of all of the attendees present at the meeting

Minute 11 relating to Environmental Improvement Programme Update to include after ' Councillor Ritchie questioned the spread of projects, suggesting more might be targeted to reduce inequality and deprivation across the city' the words ' and that the spend ought to be proportionate to the Council house stock levels'

Draft minutes to be approved at the meeting  
to be held on Tuesday, 10th November, 2015

Minute 11 relating to Environmental Improvement Programme Update to amend the typing error in the 5<sup>th</sup> paragraph

## **22 Matters Arising From the Minutes**

The following matters arising/actions from the minutes were highlighted:

### Minute 12 – Contract Strategy and future of Construction Services

The Board was informed that approval had now been received to the new pay proposals for staff

### Housing Leeds Capital Financial Position Period 2 2015/16 – Minute 8 – 9<sup>th</sup> July 2015 meeting

That work was continuing to provide information to the Board on a Ward basis, with this being circulated to Members within the next few weeks

### Environmental Improvement Programme Update – Minute 11 – 9<sup>th</sup> July 2015 meeting

Councillor Hamilton thanked Officers for the information which had been provided to her on this matter and queried whether all of the works had been completed by projected period of the end of Summer 2015. The Chief Officer Housing Management stated that she would provide further information on this directly to Councillor Hamilton

## **23 Housing Leeds Capital Financial Position Period 4 2015/16**

The Director of Environment and Housing presented a report setting out the financial position statement on the HRA Housing Leeds Capital programme at period 4 for the financial year 2015/16

The Head of Finance, Environment and Housing presented the report and responded to queries and comments from the Board

Members discussed the report with the key issues being raised relating to:

- the reasons for the adjustment to the budget
- the level of uncommitted funding and the timescales for this to be committed
- new build and the possibility of specifying which properties would include accommodation for older people
- the inclusion of Rosemont under 'Other Planned' as no decision had yet been taken on this
- the number of small, Council owned sites which were to be disposed of and whether the potential of such sites was being considered
- the possibility of achieving some new build in the Wetherby area

The Board was informed that the adjustment of the budget down to circa £75m had been based largely on the capacity in the service to ensure all the work was delivered. There was a need to plan for constancy and the aim was to plan for circa £80m for the next 3 years

In terms of new build, the programme covered the period up to 2018, and in terms of uncommitted funds, Officers were looking at areas of Leeds where there was high demand but currently little supply

It was accepted that in terms of Rosemont, no final decision on this had been reached but that provision had been made to support a new build option

In respect of utilising Council owned sites, the Board was informed that all sites were being considered. A particular difficulty was the need to balance where high demand existed with affordability and where land values were high, new build was difficult to deliver, as in Wetherby. However, working with other Council Departments, a prospectus was being drawn up for developers, to indicate where there was unmet need, particularly for extra care facilities to encourage developers to meet this need

**RESOLVED** - To note the Housing Leeds and BITMO refurbishment programme and Housing Leeds Council House Growth programme position at period 4, 2015/16

## **24 Housing Leeds (HRA) Revenue Financial Position July 2015/16**

The Director of Environment and Housing presented a report updating the Board on the revenue financial position for the Housing Leeds (HRA) service as at the end of July 2015

A summary of the Key Variances in respect of income and expenditure were outlined in the submitted report together with information on the level of Right to Buy sales

The Head of Finance, Environment and Housing presented the report and responded to queries and comments

Board Members discussed the report with the main areas of debate relating to:

- rent collection rates
- rent arrears and the level of support given to assist people in this
- the level of Right to Buy sales and the impact of these on housing stock levels going forward
- PFI and that further information particularly on the level of income from this was required

The Board was informed of the level of work which had been done to ensure rent collection was maximised, including working in partnership with Revenue and Benefits colleagues and setting targets for each housing manager. In terms of assistance to people who were experiencing difficulties in paying their rent a range of different mechanisms were being considered as were the development of new approaches, especially for those people with variable incomes. In terms of the collection rates for August, the Board was informed these showed an improvement with the collection rate being reported as 96.36%

On the issue of Right to Buy sales, the Director of Environment and Housing stated there was a legal obligation to respond to requests from tenants to purchase their property, however, despite the increase incentives introduced by Central Government, the number of sales had not risen dramatically. It was noted that for each property sold, the Council received a level of funding, however, this sum did not cover the cost of a new build

**RESOLVED** - To note the contents of the report

## **25 Performance Report**

Draft minutes to be approved at the meeting  
to be held on Tuesday, 10th November, 2015

Housing Advisory Board considered a report of the Director of Environment and Housing summarising the latest available performance against measures relating to the new six Housing Leeds priorities which had been agreed by the Board. The report also highlighted the ongoing development of the relevant performances measures and included statistical and graphical information in the form of dashboards to illustrate the work being undertaken and to provide useful context. Members were informed of an error in the report relating to the figures in the end column of the dashboard relating to priority 1

The Head of Resources, Housing and Strategy presented the report and outlined the current position in relation to each of the Housing Leeds Priorities, (referring the Board to other agenda items that provided further information on particular performance areas). The following information being provided:

- Priority 3 – Housing People – homeless preventions were exceptionally high and Leeds was a top performer in relation to comparator authorities. Councillor Ritchie welcomed the provision of additional information on Homelessness assessment outcomes and commended this performance. In relation to re-lets the number of days had reduced and the cumulative average was now 33 days
- Priority 4 – Repairs – that in general a steady performance was being achieved although not quite to target, and there were some issues in one geographical area which were being addressed
- Priority 6 – Knowing Our Tenants – that the Department was above its target for Annual Home Visits

In terms of apprenticeships the Chair welcomed the hard work which had been undertaken on this

The Board considered the report and commented on a range of issues, with the key areas of discussion relating to:

- re-let times, with Officers advising that work to speed up the process was being undertaken through a more collective approach, with the figures for July showing an average re-let time of 27 days
- the possibility of highlighting the financial benefits achieved through shorter re-let times
- disrepair claims – the work being undertaken to reduce these with better management and increased resources, including picking up issues through the annual visit
- the target for completion of repairs correctly first time and the associated costs of this. The Board was informed that Officers were looking at how targets were managed across different contractors
- the use of local firms by contractors, with the Board being advised that contractors were actively encouraged to use local firms and local labour wherever possible and practical

At this point Councillor Hamilton brought to the attention of the Board



that she had recently been involved in dealing with a long-standing repair issue for a family member

- whether tenants were referred to other agencies if additional support was considered necessary. The Chief Officer, Housing Management advised that Housing Leeds had a duty to provide advice and support and was currently undertaking work on this together with a review of the work carried out by the Tenancy Sustainment Officers, with further information being made available to Members if required
- Housing Advisory Panel funding, with a verbal update being provided on the number of projects which had been supported; those which were in progress and the level of funding which was committed. The Chair asked that this information be put in writing and sent to all Board Members

**RESOLVED** - i) To note the most recent performance information relating to the six Housing Leeds priorities

ii) To note the progress being made to develop dashboards for each of the six Housing Leeds Priorities which will be reported to future Board meetings

iii) To note the details of apprenticeships at section 4 of the submitted report

## **26 Key Welfare Changes and Preparations for Universal Credit.**

The Director of Environment and Housing submitted a report informing Housing Advisory Board of the key welfare changes; implications from the recent Budget and the preparations being made for the implementation of Universal Credit which would be introduced in Leeds on 1<sup>st</sup> February 2016. Appended to the report was a copy of the Housing Leeds Action Plan 2015-2016 relating to welfare reforms and the introduction of Universal Credit and a summary report of the financial implications of the Chancellor's July budget statement

Officers presented the report and informed the Board that initially around 60-80 tenants per month would be affected by the changes, however this would increase with around 24,000 tenants likely to be affected by the welfare reform changes

In terms of the provision of support to those who would be affected, teams of dedicated Officers were being developed who would provide support through access to IT and help with finding employment. In addition an action plan had been developed around communication and training for staff

The Board discussed the report, with the following issues being raised:

- the extent to which tenants affected by Under Occupation were seeking to be rehoused or were accepting reductions in Housing Benefit
- the cessation of Housing Benefit for those aged 18-20 and whether exceptions would be made for those young people leaving care. Members were informed that details of any exceptions had not yet been provided by DWP

- whether any information was available from other Local Authorities where Universal Credit had already been introduced. The Board was informed that a visit to Oldham Council was to take place and that a report on the findings of that visit could be brought to a future meeting
- the need for a representative from the Council's Benefits Service to attend a further meeting to provide information to the Board including on direct payments. Particular concern was raised about the in-built delay of 5-6 weeks before the first payment of Universal Credit was made and the fact that claims would no longer be backdated to 6 months but to 4 weeks. Members were informed that although a mechanism existed whereby payments could be taken directly by the Council this would only be possible after people had already fallen into arrears and of the list of priority debts set out by DWP, rent was not a top priority
- the cost to the Council of the additional staffing required to provide support. The Director of Environment and Housing advised that whilst there would be an additional cost the decision to provide this support was an economically sensible one
- how people with particular needs would be supported. Officers advised that for those people an holistic approach would be taken which looked at the needs of individuals
- how tenants would be involved in the work being undertaken with the Board being advised this would be through VITAL
- the number of other sections within the Council which were working on these changes and that a Scrutiny Inquiry was also taking place
- the composition of the membership of the Welfare Reform Board and the Citizens@Leeds Programme Board
- the implications of the changes together with the 1% cut in rent announced recently by the Chancellor and how pressure could be brought to bear on Central Government, possibly by joining with other Local Authorities to share information and best practice. The Director of Environment and Housing stated that Housing Leeds did engage in consultation with other Local Authorities and that Senior Officers were part of national networks, however it was clear the Government intended to implement the planned changes so the key element was about how Housing Leeds responded to them

The Chair welcomed the work which had been carried out to date but stressed there were many more issues which would need to be considered and addressed and that the Board should retain a watching brief on this matter though the preparation for Universal Credit and its implementation

**RESOLVED** – i) To note the contents of the report and the support provided to tenants to respond to the challenges of Welfare Reform and the preparations for the introduction of Universal Credit

ii) That the Chief Officer Welfare and Benefits be asked to submit a report to a future meeting which provided further information on the Welfare Reform proposals, including details of exceptions

## **27 Tenant Engagement Update**

Housing Advisory Board considered a report of the Director of Environment and Housing which provided details of the progress being made in the development of tenant involvement and the newly formed city-wide groups together with details of their strategic priorities. Appended to the report was a diagram showing the relationships and reporting structure of the Tenant Involvement Service; the draft terms of reference of the Strategic Tenants Body and a copy of the 2014-2015 Annual Report by the Cross City Chairs Group of the Housing Advisory Panels

Officers presented the report and outlined the key developments which had occurred since this matter was last reported to the Board in May 2015

Members were informed that the overall framework was being embedded; that VITAL – the new strategic tenant body – had been formalised and had met on three occasions

Concerns were raised about work being undertaken by a theology student from Leeds University on a project around the religion or belief of LCC tenants; the cost of this to Housing Leeds; how such information would be of benefit especially as statistical data around this subject already existed. The Board was informed no direct costs would be incurred by Housing Leeds and that the Department had been approached by Leeds University; that such information could be of use in respect of engagement and more practical issues relating to, for example, the layout of kitchens where certain requirements existed.

Concerns continued to be raised about the need for Officers to be involved at some level in the report which would be produced and that there were many more pressing issues for Officers to focus on

The successful work with TARAs in the Bramley area was reported, and that the local Tenant Engagement Officer had played a key role in this success. The Board was informed that the first TARA Panel would meet on Friday 11<sup>th</sup> September

A typing error in paragraph 4.2 of the submitted report was highlighted

In responding to points which had been raised, the Director of Environment and Housing stated that a significant amount of work had been done with staff on engagement with the wide range of groups which formed Housing Leeds' tenants but that further work was required on this, especially how best to engage with younger people

**RESOLVED** - That Housing Advisory Board recognises the new city-wide strategic groups and supports the overall approach and direction of travel to create an engaged and representative tenant base within Leeds

## **28 Housing Leeds Customer Access Strategy**

The Director of Environment and Housing presented a report updating the Board on progress which had been made to improve tenant satisfaction in line with Housing Leeds' primary priority of fundamentally increasing tenant

satisfaction. Appended to the report was a copy of the Council's Customer Access Strategy upon which Housing Leeds' action plan would be based

The Board was informed that Housing Leeds' offer to its customers was being examined, with some elements of self-service being introduced which would also free up staff to offer a more personalised approach where this was needed. Staff training was also being undertaken to ensure that all customer-facing staff had received similar training to that in Customer Services and that they also had the skills and tools to provide what was required. In terms of monitoring the strategy, the quality of the experience would be considered

Members commented on the report in relation to routine concerns relating to the length of time tenants had to wait until telephone calls were answered and whether in terms of service delivery, this was carried out to fit around the tenants. The method of how quality would be monitored was also raised

The Board was informed that work had been taking place with the Contact Centre on telephone response rates and that improvements to this could be made. On the issue of hours of operation, it was accepted that Housing Leeds needed to extend their hours more to suit their tenants

On the issue of monitoring of quality, a range of measures would be used, including involving tenants groups and through the biannual tenant satisfaction survey

The Chair welcomed the report and the work which was being done to improve access for tenants and hoped this would in turn translate to higher satisfaction rates in the next tenants survey

**RESOLVED** - i) To approve the approach as set out in the submitted report

ii) That an update on this issue be provided to the Board together with details on how the differing age ranges of tenants could be addressed in terms of the best way in which to engage with the different groups

## **29 Housing Adaptations**

The Director of Environment and Housing presented a report which provided Housing Advisory Board with an overview of recent changes in the way the housing adaptation service was provided , including detail on current performance and ways in which further service integration and improved customer experience could be achieved

**RESOLVED** - To note the report

## **30 Housing Advisory Board Forward Plan 2015**

The Board considered the contents of the Housing Advisory Board Forward Plan for 2015

Items for the next meeting for consideration included The Community Lettings Policy and the High Rise Project. The Chair also suggested that the tenant/leaseholder representatives on the Board be asked to provide updates on the work they were doing

A request for information to be provided to Councillor Hamilton on the individual projects for the high rise blocks was noted

**RESOLVED** - That the contents of the Housing Advisory Board Forward Plan for 2015 be noted

**31 Agenda distribution**

Concerns were raised that in some cases the papers for this meeting had been received at short notice with a request being made that the papers were delivered to Board Members rather than being sent through the post

The Clerk apologised for this and said that whilst the papers had been sent out in good time for the meeting, the Bank Holiday could have contributed to the papers being received late. The Chair asked that this be monitored and if delays continued to occur that an alternative method of delivery be considered

**32 Date and Time of Next Meeting**

Tuesday 10<sup>th</sup> November 2015 at 5.00pm in the Civic Hall, Leeds

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## **MEMBER MANAGEMENT COMMITTEE**

**TUESDAY, 15TH SEPTEMBER, 2015**

**PRESENT:** Councillor R Charlwood in the Chair

Councillors A Blackburn, C Campbell,  
M Dobson, B Gettings, M Ingham, A Khan,  
A Lamb, G Latty, J Lewis, A McKenna and  
A Smart

### **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 were no resolutions to exclude the public.

### **12 Late Items**

The Chair admitted one late item of business to the agenda. The report set out the process for nominating local authority governors to academies and free schools and was required at this meeting at the request of the Committee. A copy of the report had been circulated to committee Members in advance of the meeting and published on the Council's website.

### **13 Declaration of Disclosable Pecuniary Interests**

No declarations were made.

### **14 Apologies for Absence**

Apologies for absence were received from Councillors Dawson, Leadley and Selby (Councillors Ingham, Gettings and M Dobson were in attendance as substitutes)

### **15 Minutes - 7th July 2015**

**RESOLVED** – The minutes of the meeting held on 7<sup>th</sup> July 2015 were approved as a correct record.

### **16 Matters Arising**

Local Authority Appointments to Outside Bodies - members noted that officers had not needed to contact Leeds Mind regarding the possibility of an additional place for the Labour Group as the Group were happy with the Council having one place which has been allocated by this Committee to the Green Group.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 23rd February, 2016

## **17 Late Item - The process for nominating local authority governors to academies and free schools**

Further to the meeting held on the 7<sup>th</sup> July 2015 the Governor Support Service Children's Services submitted a report to the Committee informing Members of the legislative changes to the appointment of LA governors to academies and free schools, the current legislation for the allocation of local authority seats to particular political groups and recommending that a simpler appointment process be considered for the nomination/appointment of LA governors to academies and free schools.

Detailed discussion followed on this report, particularly in respect of the need for officers to have a dialogue with academies and free schools with a view to explaining the benefits of having Local Authority representatives serving on their Governing Bodies.

### **RESOLVED –**

- (a) That the report to modify the nomination/appointment of LA governors to Academies and free schools be supported and to note that the Member Management Committee would no longer act as the appointing body for such school types.
- (b) That the relevant officers within the Children's Services Department carry out a piece of work that;
  - Will allow an understanding as to why academies and free schools currently do not have/want Local Authority representatives.
  - Will identify what could be done to encourage academies and free schools to appoint Local Authority representatives.

During discussion on the item above Councillor A Blackburn arrived at 3.10pm and Councillor Campbell arrived at 3.20pm.

## **18 Members Mandatory Safeguarding Training**

The City Solicitor submitted a report outlining the proposed safeguarding training and seeking approval of Member Management Committee to make the training mandatory for all Members.

It was agreed by all members that training on safeguarding was something that all members should take part in, but members recognised that there were no sanctions available to full Council that could be used to require Member attendance.

However the Chair informed the Committee that the administration felt that this issue was of such significance that the training should be mandatory and enforced by whips via their internal group arrangements, not all Members were supportive of this approach and therefore as a compromise the word essential was agreed upon, and it was.



**RESOLVED –**

- (a) That safeguarding training for all members be deemed as essential for all Members, with take up by Members overseen by Group Whips.
- (b) That a report be brought back to a meeting of this Committee setting out the detail of the training.
- (c) That further reports on the uptake of training be provided to Group Whips and Leaders.

**19 Local Authority Appointments to Outside Bodies**

The City Solicitor submitted a report which provided an update on the current position regarding member appointments to outside bodies; and sought to confirm Member nominations to remaining vacancies.

Members considered a number of issues in respect of appointment to Outside Bodies and:

**RESOLVED –**

- a) To note the current position in relation to elected member appointments to outside bodies.
- b) That the vacancy identified on the Private Rented Sector Forum be allocated to the Green Group.
- c) That the position in respect of appointments to the Leeds College of Building be noted.
- d) That the position in respect of appointments to IGEN be noted.
- e) That the position in respect of appointments to the Equality and BME Governor's Network be noted.
- f) That the position in respect of appointments to Leeds Mind be noted.
- g) That the appointments made since July 2015 and set out in the report be noted.

**20 Date and Time of Next Meeting**

3.00pm Tuesday 23<sup>rd</sup> February 2016.

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## Corporate Governance and Audit Committee

Friday, 18th September, 2015

**PRESENT:** Councillor G Hussain in the Chair  
Councillors P Grahame, R Wood,  
J Bentley, A McKenna, P Harrand,  
K Bruce, N Dawson and J Illingworth

Apologies Councillors A Sobel

### 28 Appeals Against Refusal of Inspection of Documents

There were no appeals against the inspection of documents.

### 29 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was necessary to exclude the press or public from the meeting.

### 30 Late Items

Although there were no late items, the Chair did accept the inclusion of supplementary information in respect of Item No.8 Audited Statement of Accounts and KPMG Audit Report (Updated following the previous meeting) - Minute No.36 refers.

### 31 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

### 32 Apologies for Absence

Apologies for absence were received for Councillor A Sobel

### 33 Minutes 9th July 2015

**RESOLVED** – That the minutes of the meeting held on 9<sup>th</sup> July 2015 were accepted as a true and correct record.

### 34 Matters Arising From the Minutes

Internal Audit Update Report 1<sup>st</sup> February to 31<sup>st</sup> May 2015 – Minute No. 23 refers. Members requested at the last meeting a list of Purchasing Card users.

The Head of Internal Audit reported that the requested information had been circulated to Members.

Draft minutes to be approved at the meeting  
to be held on Thursday, 28th January, 2016

35

In offering comment Members referred to paragraphs 9 & 10 of the circulated document. Members requested further details be circulated.

**Report on the review of customer relations 2014-15 and Local Government Ombudsman's Annual Review Letter 2014-15**

The Chief Officer, Customer Access submitted a report which set out a summary of the Council's complaints and Local Government Ombudsman cases for the period 1st April 2014 to 31st March 2015.

The report provided comment on the effectiveness of Ombudsman arrangements and the Local Government Ombudsman (LGO) Annual Review Letter to the Council which assessed the overall effectiveness of the Council's approach to compliments, complaints and feedback

Appended to the report was a copy of the following documents:

- Local Government Ombudsman's Annual Review Letter 2014 -15 (Appendix 1 refers)
- Year End Customer Relations report to Customer Strategy Board date 26th June 2015 (Appendix 2 refers)

The Executive Officer, Customer Relations, Citizens and Communities presented the report and highlighted the following issues:

- Overview of complaints to the Council
- Patterns and trends of LGO/ HOS enquiries and financial settlements
- Implications of changes in LGO/HOS roles and jurisdiction
- Assessment of the effectiveness of the Council's overall approach to compliments, complaints and feedback

Detailed discussion took place on the content of the report which included:

- Timescales for responding to complaints
- Likely under recording of service failures and complaints
- Budgets for Ombudsman compensation payments
- Nature of complaint – Whether relating to poor customer services or complaints about a policy of the Council
- Number/ type of complaint in comparison with other core cities
- Customer satisfaction

In summing up the Chair stated that future Annual Assurance reports to the Committee require greater detail on the whole range of citizen engagement, and acknowledged that often dissatisfaction with council services occurs much earlier in a customer contact with the council.

It was agreed that a Working Group be established to determine the type and level of detail that future reports should contain.

It was agreed that an interim report be brought back to the Committee once the Working Group had met with Officers.

**RESOLVED –**

- (i) That a Working Group be established to determine the type and level of detail that future reports should contain.
- (ii) The Working Group to meet and help inform an interim report from the Chief Officer (Customer Access) Citizens & Communities, for submission to the next meeting of the Committee

**36 Audited Statement of Accounts and KPMG Audit Report**

The Deputy Chief Executive submitted a report that sought Members approval to the Council's final audited Statement of Accounts for 2014/15. The report also requested Members to consider any material amendments identified by the Council or recommended by the auditors.

Appended to the report was a copy of "the management representation letter" (Appendix A refers)

The Principal Financial Manager presented the report and highlighted the following issues:

- KPMG anticipate being able to issue an unqualified opinion on the 2014/15 Statement of Accounts;
- There were no unadjusted audit differences affecting the financial statements;
- KPMG's review of the Annual Governance Statement had concluded that it was not misleading or inconsistent with information they were aware of from their audit of the financial statements;
- KPMG's review of value for money arrangements had concluded that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.
- A post balance sheet event had been recognised to increase the level of the provision for appeals against business rates valuations by £23.9m

- The accounts had been certified by the Responsible Finance Officer as a true and fair view of the Council's financial position as at 31<sup>st</sup> March 2015.

**RESOLVED -**

- (i) To receive the report of the Council's external auditors on the 2014/15 accounts and to note that there were no audit amendments required to the accounts.
- (ii) To approve the final audited 2014/15 Statement of Accounts and the Chair be authorised to sign the appropriate section within the Statement of Responsibilities on behalf of the Committee.
- (iii) To note KPMG's VFM conclusion that the Council had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.
- (iv) That on the basis of assurances received, the Chair be authorised to sign the management representation letter on behalf of the Committee.

**37 Internal Audit Update Report 1st June to 31st July 2015**

The Deputy Chief Executive submitted a report which provided a summary of internal audit activity for the period 1st June to 31st July 2015. The report also highlighted the incidence of any significant control failings or weaknesses.

The Acting Head of Internal Audit reported there were no issues identified by Internal Audit in the June to July 2015 Internal Audit Update Report that would necessitate intervention by the Corporate Governance and Audit Committee.

Assurances were provided that Internal Audit would continue to undertake a follow up audit on reports with limited or no assurance, where the impact had been determined as "Major" including those identified by the Committee regarding; support placement decisions in Children's Services and area cash handling in Adult Social Care to ensure the revised controls were operating well in practice.

In responding to Members questions, KPMG reported that they currently had no concerns regarding the resources available to Internal Audit or the level of coverage being undertaken by the individual audit teams

**RESOLVED –**

- (i) To receive the Internal Audit June to July 2015 Update Report.
- (ii) To note the work undertaken by Internal Audit during the period covered in the report

### **38 Employment policies procedures and employee conduct.**

The Chief Officer Human Resources submitted a report which provided assurance that:

- The requirements of employee conduct were established and regularly reviewed
- Requirements relating to employee conduct were communicated
- Feedback was collected on whether expected behaviours were being demonstrated
- Employee conduct was monitored and reported.

The Deputy Chief Officer (HR) presented the report and responded to Members comments and queries.

Detailed discussion took place on the content of the report which included:

- Employee Code of Conduct
- Gifts and Hospitalities
- Employee Register of Interests
- Politically Restricted Posts
- Expectations for Managers and Supervisors
- Appraisal Data
- Handling Disciplinary Matters

Referring to paragraph 3.8 of the submitted report, Members requested that the list of politically restricted posts be made available to Members

In relation to the level of appraisal, the Committee congratulated Officers in progressing this area of work and also acknowledged the work of Scrutiny in this achievement

#### **RESOLVED –**

- (i) To note the assurances provided regarding employment policies and procedure and employee conduct
- (ii) That the list of politically restricted posts be circulated to Members of this Committee for information

### **39 Financial Management and Control Arrangements**

The Deputy Chief Executive submitted a report which provided assurances that the Council had in place effective and robust arrangements for financial planning, financial control and other financial management activities.

Appended to the report was a copy of “Overarching Financial Control Environment” (Appendix A referred)

The Head of Corporate Finance presented the report and responded to Members comments and queries.

Detailed discussion took place on the content of the report together with the appendices which included:

- Strategic Financial Planning
- Performance Management
- Financial Control Arrangements

The Chair invited Rob Walker from KPMG to comment on the report and in responding Mr Walker said it was the view of KPMG that the necessary control arrangements were in place.

**RESOLVED** – To note the assurances provided that the appropriate systems and procedures were in place to ensure that the Council delivered sound financial management and planning

**40 Annual Business Continuity Report: Phase 2 Progress Update**

The Deputy Chief Executive submitted a report which provided an update of current progress towards completion of Phase 2 by the target date of September 2015 as requested by this Committee at its meeting in June 2015.

It was reported that all outstanding business continuity plans had been finalised and therefore Phase 2 of the Business Continuity Programme was complete.

In responding to questions from the Chair, it was confirmed that as part of the Phase 2 works, a further 2 services had been identified as critical services requiring services to be back in place within 24 hours.

**RESOLVED** – To note and welcome the completion of the Phase 2 of the Business Continuity Programme and congratulate the Officers involved in achieving this.

**41 Annual assurance report on corporate risk and performance management arrangements**

The Deputy Chief Executive submitted a report which provided assurances on the effectiveness of the Council's corporate risk and performance management arrangements: that they were up to date; fit for purpose; effectively communicated and routinely complied with.

It was reported that the report provided one of the sources of assurance the Committee was able to take into account when considering approval of the Annual Governance Statement.

**RESOLVED –**



- (i) To receive the annual report on the Council's corporate risk and performance arrangements
- (ii) To note the assurances in support of the Annual Governance Statement

#### **42 Annual Governance Statement**

The City Solicitor presented the Annual Governance Statement for the approval of the Committee.

The Head of Governance Services reported that the City Council had a duty to undertake an annual review of the effectiveness of its systems of internal control. It was reported that the submitted Annual Governance Statement had been prepared in accordance with proper practices specified by the Accounts and Audit Regulations 2015.

The Head of Governance Services said that external auditors KPMG had reviewed the Annual Governance Statement and had confirmed that in their view, the statement complied with the requirements contained in "Delivering Good Governance in Local Government: A framework published by CIPFA/SOLACE (the relevant proper practices) and was not misleading or inconsistent with other information that KPMG were aware of from their audit of financial statements.

Referring to paragraph 3.21 of the Annual Governance Statement Members requested to know if the restructuring of the Grand Theatre Company had been completed.

#### **RESOLVED –**

- (i) To approve the submitted Annual Governance Statement and authorise the Chair to sign the statement on behalf of the Committee
- (ii) To note the intention of the Leader of Council, the Chief Executive, the Deputy Chief Executive and City Solicitor to also sign the statement
- (iii) That a briefing note on the progress of the restructuring of the Grand Theatre Company be circulated to Members by the Head of Governance Services prior to the next meeting of the Committee

#### **43 Work Programme**

The Head of Governance Services presented a report on behalf of the City Solicitor which notified Members of the draft work programme for the 2015/16 year.

Members were requested to consider the draft work programme attached at Appendix 1 of the submitted report and determine whether any additional items need to be added to the work programme.

**RESOLVED** – That the contents of the Corporate Governance and Audit Committee work programme for 2015/16 be noted.

## GENERAL PURPOSES COMMITTEE

MONDAY, 19TH OCTOBER, 2015

**PRESENT:** Councillor in the Chair

Councillors D Blackburn, R Charlwood,  
S Golton, G Latty, J Lewis, J Procter,  
J Pryor, M Rafique, B Selby (as substitute  
for A Lowe), S Varley and L Yeadon

Apologies Councillors A Lowe

### 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 were no resolutions to exclude the public.

### 12 Late items

There were no formal late items submitted to the agenda for consideration. However supplementary information was circulated to Members at the meeting in relation to Agenda Item 9 "Community Governance Review recommendations on the creation of a new Town Council for Guiseley."

### 13 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

### 14 Apologies for absence

Apologies for absence were received from Councillor A Lowe. Councillor B Selby was in attendance as substitute.

### 15 Minutes of the Previous Meeting

**RESOLVED** – That the minutes of the meeting held on 16th June 2015 be approved as a correct record.

### 16 West Yorkshire Joint Overview and Scrutiny Committee

The Principal Scrutiny Advisor presented a report of The Head of Scrutiny and Member Development which considered and made recommendations to full Council to appoint a West Yorkshire Joint Health Overview and Scrutiny Committee, to delegate relevant functions, and to appoint members to the

new committee following nomination by the Scrutiny Board (Adult Social Care, Public Health, NHS).

**RESOLVED** – The Committee resolved to:

- a) Note the contents and details contained within the report;
- b) Recommend to full Council that:
  - Council resolves to appoint a West Yorkshire Joint Health overview and Scrutiny Committee together with the authorities listed at Paragraph 6.1 of the submitted report; and
  - Council approves the terms of reference for the West Yorkshire Joint Health overview and Scrutiny Committee as set out at Appendix 1 of the submitted report;
  - Council delegates relevant functions, as set out at Appendix 1 of the submitted report, that shall be exercisable by the West Yorkshire Joint Health Overview and Scrutiny Committee, subject to the terms and conditions specified; and
  - Council agrees to appoint such members to the West Yorkshire Joint Health Overview and Scrutiny Committee, as nominated by the Scrutiny Board (Adult Social Services, Public Health, NHS).

## **17 Amendments to the Council Procedure Rules**

The Head of Governance Services presented a report of the City Solicitor. The report presented feedback from political groups on changes to the operation of Ordinary Council meetings that have been in operation for a trial period at the July and September council meetings.

**RESOLVED** – The Committee resolved to:

- (a) Approve an extension of the trial period to allow for further consideration of the arrangements during the remainder of the municipal year; and
- (b) Request a further report to the May 2016 meeting of this Committee in order for recommendations to be made on the adoption of the revised Council Procedure Rules to the May 2016 Annual Council meeting.

## **18 Community Governance Review Recommendations on the Creation of a New Town Council for Guiseley**

The Head of Elections, Licensing & Registration presented a report of the Assistant Chief Executive (Citizens and Communities) and the City Solicitor. The report considered further information in regard to the creation of a new Town Council for Guiseley.

Members noted that the bulk of representations received from the public were against the proposal of creating a Town Council.

**RESOLVED** – The Committee resolved to recommend to full Council that a new Guiseley Town Council should not be established.

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## HEALTH AND WELLBEING BOARD

WEDNESDAY, 30TH SEPTEMBER, 2015

**PRESENT:** Councillor L Mulherin in the Chair

Councillors N Buckley, D Coupar, S Golton,  
and L Yeadon

### **Representatives of Clinical Commissioning Groups**

Dr Jason Broch	Leeds North CCG
Nigel Gray	Leeds North CCG
Matt Ward	Leeds South and East CCG
Phil Corrigan	Leeds West CCG

### **Directors of Leeds City Council**

Victoria Eaton – Consultant in Public Health  
Cath Roff – Director of Adult Social Care  
Sue Rumbold – Chief Officer, Children’s Services

### **Representative of NHS (England)**

Maira Dumma - NHS England

### **Third Sector Representative**

Heather O’Donnell

### **Representative of Local Health Watch Organisation**

Linn Phipps – Healthwatch Leeds  
Tanya Matilainen – Healthwatch Leeds

### **Representatives of NHS providers**

Chris Butler - Leeds and York Partnership NHS Foundation Trust  
Julian Hartley - Leeds Teaching Hospitals NHS Trust  
Thea Stein - Leeds Community Healthcare NHS Trust

## **21 Chairs Opening Remarks**

Public Health Funding – Noting the current funding challenges, including the £200m reduction in Public Health funding; the savings required by the NHS Trust Development Agency and the recent changes to Business Rate administration requiring the Local Authority to return £6m to NHS England; the Board considered the best arena in which to discuss the impact of funding changes on front-line services. The Board noted the concerns expressed generally by commissioners, practitioners, providers and service users.

Councillor Mulherin reported that LCC had responded to the Government consultation on the proposals objecting to the cuts in principle and commenting that if the in-year cuts were to be implemented nationally, that they should reflect the fact that Local Authorities such as Leeds were already underfunded for Public Health and that some other Local Authorities were currently over funded. The Chair suggested that the Board hold an additional meeting once the outcome of the consultation and the Governments’

response was released, in order to support the Board's aim to achieve a collective approach to health and wellbeing across the city

**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**

The agenda contained no exempt information

**24 Late Items**

No late items of business were added to the agenda

**25 Declarations of Disclosable Pecuniary Interests**

No declarations of disclosable pecuniary interest were made, however the following additional declaration was made:

Nigel Gray (Leeds North CCG) – Agenda item 14 -Children & Young People's Oral Health Promotion Plan – wished it to be recorded that he had recently been elected Chair of Governors at Scholes (Elmet) Primary School (Federated with Wetherby St James' C of E Primary School) (Minute 35 refers)

**26 Apologies for Absence**

Apologies for absence were received from Andrew Harris (Leeds South & East CCG) and Gordon Sinclair (Leeds West CCG). Dr Ian Cameron (Director of Public Health) and Nigel Richardson (Director of Children's Services) also tendered apologies and they were represented at the meeting by Victoria Eaton (Consultant in Public Health) and Sue Rumbold (Chief Officer, Children's Services) respectively. Additionally, the Board welcomed Heather O'Donnell as a representative of the Third Sector.

**27 Open Forum**

The Chair allowed a period of up to 10 minutes to allow members of the public to make representations on matters within the terms of reference of the Health and Wellbeing Board (HWB).

Health Funding – A query was raised over any actions proposed to address the impact of the cuts being made to both NHS and Public Health funding.

The member of the public welcomed the assurance already given about the local response to the Government consultation on local health funding.

Julian Hartley (Leeds Teaching Hospitals NHS Trust) responded. He provided assurance that, despite presenting a significant challenge, negotiations seeking to minimise the impact on front line services were ongoing with the TDA (NHS Trust Development Authority) and Monitor (Sector Regulator for Health Services in England)

**28 Minutes**

**RESOLVED** – That, subject to an amendment to minute 5 to refer to 'CPAG – the NHS England Clinical Priorities Advisory Group', the minutes of the meeting held 10<sup>th</sup> June 2015 be agreed as a correct record

**29 Development of Primary Care Services (General Practice)**

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th January, 2016



The Board received a report from the three Leeds Clinical Commissioning Group Chairs providing information on the developments taking place in general practice across Leeds as part of the citywide response to the national drive to develop 7 day working and to improve access to general practice services. The report outlined the challenges faced by general practices in reconfiguring both teams and infrastructure to achieve this.

Dr Chris Mills, Clinical Lead (Leeds West CCG), gave a presentation on the key themes of the report and highlighted the drivers for change as being the changes to the population demographics, technology and the workforce

The Board discussed the following themes:

- The take up of the offer of 7 day appointments and the costs of non-attendance. It was agreed the Board should support measures encouraging take-up.
- The integration of local pharmacy provision to support 7 day general practice and the need to develop relationships between the two services
- Noted that the three Leeds CCGs had different operational models which affected patients' access to 7 day working. Additionally, 7 day working was not mandatory.

Dr Mills outlined the key considerations for the future as being:

- Preserving community elements to provide a service to meet the needs and priorities of the local community
- How that service is delivered and by whom
- Whether General Practice could commission the Third Sector to deliver more services, and how that commissioning process is undertaken
- To keep the workforce in mind during the transition period

#### **RESOLVED**

- a) To note the progress that is being made with regard to developing 7-day services across Leeds and the commitment to continue to work across the City to share the learning from individual schemes
- b) To lend support to the wider system changes required to support developing new models of care in Leeds
- c) That having considered and discussed what further action could support improvements in access to general practice services across Leeds, the Board identified measures to encourage the take-up of 7 day access to General Practice as being key.

### **30 Winter Planning and System Resilience in Leeds**

The Board received a report from the Chairs of the three Leeds Clinical Commissioning Groups which provided an overview of planning, investment, management and developments across the Health and Social Care system to achieve year round system resilience and the delivery of high quality effective services to its population.

Nigel Gray (Leeds North CCG) and Debra Taylor-Tate attended the meeting to present the report. The following matters were highlighted in discussions:

- The emphasis on encouraging all-year round resilience and the role of the System Resilience Group
- In order to react to influences and plan for eventualities, the Resource, Escalation Action Plan (REAP) had been developed
- The key priorities – the workforce, system flow and future of primary care
- The delayed transfer of care and the expectation of a multi-disciplinary approach to the assessment of both the patients' and the carers' situation.
- The need to ensure that the patient/carer perspective is reflected in building system resilience and that consultation includes patients and service users
- The need to consider the Children and Young People's Plan in order to prepare for service requests and support for children and young people with complex needs. It was agreed that representatives of LCC Children's Services and the CCG would liaise to consider this
- The need to consider a city wide 'bed plan' as well as the community strategy and to recognise that resilience should address overall care, not just measurable quantities such as beds.
- The need to discuss how to manage resilience planning across Yorkshire for mental health services/overnight provision, taking into account the impact of £2.8m budget reduction and different service models

(Linn Phipps and Thea Stein withdrew from the meeting for a short time)

HWB acknowledged the work done in preparing the report and recalled the impact of winter service requests on provision in 2014/15. Looking forward, it was reported that a review of elective surgery was being undertaken in order to better manage requests this year, putting the escalation process at the heart of integrating service responses

**RESOLVED -**

- a) To note the content of the paper and the establishment of the System Resilience Group and its commitment to continue to work across the City to maintain a resilient Health and Social Care economy
- b) To note the system challenges affecting both national and local delivery and the content of discussions of how joint working in Leeds can support these
- c) To continue to support the integration of Health and Social Care and the critical part it plays in delivering a resilient city and maintaining a positive experience for patients and service users
- d) To support the further development of a system wide Resource Escalation Action Plan (REAP), to initiate a system-wide response to the immediate pressures and achieve further Health and Social Care integration to support resilience

**31 Maternity Strategy for Leeds (2015-2020)**

The Chief Operating Officer (Leeds South & East CCG) submitted a report providing a brief overview of the Maternity Strategy for Leeds 2015-20 document. The report provided assurance in terms of the robust methodology

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th January, 2016

of its co-production, and its contribution to key outcomes and priorities of the Leeds Joint Health and Wellbeing Strategy (2013-2015).

Matt Ward (Leeds South & East CCG) presented the paper seeking ratification of the Strategy which had been produced in consultation with service users. The outcome sought to ensure consistency of care throughout pregnancy and early childcare.

The Board broadly welcomed the Strategy and noted the key areas for consideration identified in paragraph 3.1 of the submitted report. Members noted the link between the Strategy and LCC's 'Breakthrough Projects', specifically those seeking to address domestic violence and abuse; and reducing health inequalities. Members briefly discussed the comment that the midwifery service may not be able to provide a bespoke service to meet the needs of all individuals and; in noting the challenges ahead; Chris Butler (Leeds & York Partnership NHS Trust) offered to participate in future discussions which should also consider the impact of public health funding cuts.

(Tanya Matilainen withdrew from the meeting for a short while at this point)

**RESOLVED -**

- a) To note and endorse the Maternity Strategy (2015 - 2020) as critical to the delivery of the Joint Health and Well-being Strategy priority 2 'to ensure everyone will have the best start in life'
- b) That Health and Wellbeing Board members will hold each other and local partners to account to deliver the ambitions of this Maternity Programme

**32 Future in Mind, Children and Young People's Mental Health and Wellbeing**

The Chief Operating Officer (Leeds South & East CCG) submitted a report on the work undertaken in respect of the national review and publication "Future in Mind" (2015) Children and Young People's Mental Health and Wellbeing. Guidance has now been published, which sets out the requirement to submit a 5-year Local Transformation Plan (LTP) by 16 October 2015, in order to receive the allocated funds.

Matt Ward (Leeds South & East CCG) presented the report, highlighting the preparations underway in Leeds and seeking approval for the Chair of the Board to be authorised to sign off the LTP due to the tight timescales for its' submission.

The Board welcomed the Strategy, noting comments on the need to take account of the health strategies and demographics of neighbouring authorities' and the need to recognise how quickly this service would be taken up

(Matt Ward and Chris Butler withdrew from the meeting for short time at this point)

**RESOLVED -**

- a) To note and recognise how the recent Leeds whole system review will support the content within the Leeds Local Transformation Plan (LTP)
- b) That the Chair of the Health and Wellbeing Board be authorised to sign off the LTP due to the tight timescales of the submission
- c) To note the intention to submit a full report of the LTP to a subsequent meeting

**33 Annual Report of the Health Protection Board**

The Director of Public Health submitted the first Annual Report of the Health Protection Board. The Health Protection Board had identified emerging health protection priorities for Leeds since it was established in June 2014 and had developed an annual work plan to support the arrangements in place to protect the health of communities and meet local health needs.

Dawn Bailey presented the Annual Report highlighting the overview provided of the key priorities identified by the Health Protection Board and the work undertaken to address them. Appendix 1 of the report contained the key priorities and indicators, using the Red Amber Green rating to identify progress against the associated development plan.

The following matters were discussed by the Board:

- Cervical Screening. The indicator showed a reduction in the number of screening tests and Members considered how to encourage increased take-up of this service
- Gonorrhoea in Leeds. Whilst noting that the treatment of specific conditions was not within the remit of the HWB, Members were aware of a recent media story and considered the role of Sexual Health Service
- The new migrant health screening service and the barriers new migrants felt in accessing services
- In respect of consultation and engagement, the need to consider the additional information needed to include those people who have opted out of the system

In moving the recommendations, the Chair urged all partners to continue to work together to address the issues raised in the report

**RESOLVED**

- a) To endorse the Health Protection Board's Annual report.
- b) To note the key priorities identified in the Health Protection Board Annual report.
- c) To continue to contribute and/or support the Health Protection Board.
- d) To note the priorities of the Health Protection Board in their planning for the refresh of the Joint Health and Wellbeing Strategy.

(Heather O'Donnell left the meeting at this point)

**34 Leeds Let's Get Active**

The Director of Public Health presented an update report on the Leeds Let's Get Active (LLGA) initiative, including the progress made in relation to Year 1 and 2 evaluation results and consideration of future developments.

Mark Allman (LCC Head of Service for Sport) and Steve Zwolinsky (Leeds Beckett University) presented the report which highlighted the effects of physical inactivity on the general health of the population. 64,000 Leeds residents had signed up to the scheme, 15,000 of those from the most deprived areas. Importantly, 80% of those had remained active. Discussions concentrated on the following issues:

The links to employers. The Board noted that this initial scheme had been aimed at the most inactive residents, making use of facilities during day times when usage was low - which generally precluded employed residents. On a practical level, Matt Ward suggested that the scheme outcomes could be reported back to the organisations represented on the HWB – as Leeds employers.

Measurable outcomes – Members were keen to see demonstrable outcomes such as a reduction in the number of GP visits. It was reported that evaluation of the initial LLGA scheme would allow identification of behavioural trends in different areas of the city rather than specific outcomes.

Scheme access – The Board considered availability of the scheme for residents who did not live near a facility, and whether the scheme could be expanded to include the wider family group. In response, it was noted that future phases of the initiative could develop additional activities in co-production. Evaluation of results would inform future schemes and monitoring of the wider impact would be valuable, for instance, did participants also stop smoking.

The Board noted the LLGA as a good news story for the city as the initiative had a greater positive impact than expected, however its success also brought concern over its sustainability. The Board went onto consider what role it could take to encourage residents to engage with the scheme, noting that several issues influenced the take up of the offer (such as an individual's confidence, complex needs, lifestyle choices, debt management, education). It was agreed that that the issue of the Scheme's sustainability would be included on the agenda for the future additional HWB meeting.

**RESOLVED -**

- a) To note the update of Leeds Let's Get Active and evaluation findings based on research from year 1 and 2 of project delivery.
- b) To note the information outlining the updated evaluation framework for year 3 of Leeds Let's Get Active.
- c) To note the comments made on the contribution of Leeds Let's Get Active to promoting physical activity in the city and the health benefits of that.
- d) To note that the issue of the sustainability of Leeds Let's Get Active initiative post April 2016 would be discussed at the future additional HWB meeting

(Matt Ward and Thea Stein left the meeting at this point)

**35 Children and Young People's Oral Health Promotion Plan**

The Director of Public Health submitted a report presenting the Leeds Children and Young People (CYP) Oral Health Promotion Plan (2015-19) – the Best Start Plan - for discussion on the proposed priorities and indicators. The report also sought endorsement of the Plan and support for the further development of a detailed implementation plan.

The report outlined the Plan as a preventative programme from 0-19 years which aimed to ensure that every child in the city had good oral health, providing parents, carers, children and young people with access to effective oral health support and targeted interventions to support those at risk of oral health inequalities.

Steph Jorysz and Janice Burberry attended the meeting to present the report and discussed the following matters with the Board:

- Key messages about oral health were not being picked up, possibly because the mechanisms for accessing oral health, outside of visits to the dentist, were traditionally family based. It was also acknowledged that Leeds had a bad reputation for dentist availability.
- The correlation between children's oral health and their parent's oral health. This was addressed by health visitors now being tasked with providing oral health information
- Proposals for a future scheme to invest in free toothbrushes for schools in areas identified as 'in need'

**RESOLVED**

- a) To consider the content of the Plan and note the process of discussion and engagement that has taken place.
- b) To endorse the strategic Plan and to support the development of a detailed implementation plan.
- c) To agree that the Board will monitor progress as part of its Best Start priority.
- d) The HWB considered how it could lend support to the work, and agreed to assist in the co-ordination of the work and partnerships, and to endorse the emerging Best Start commitments.

**36 For Information: Better Care Fund Update**

The Health and Wellbeing Board received a joint report from the Chief Officer Resources and Strategy (LCC Adult Social Care) and the Chief Operating Officer (Leeds South & East CCG) on the implementation of the Better Care Fund in Leeds. The report identified the responsibilities of the Health and Wellbeing Board under the BCF Partnership Agreement and provided Leeds' response to the national Quarter 1 BCF reporting process which had been submitted on behalf of the Leeds Health and Wellbeing Board.

**RESOLVED** - To note the contents of the report.

**37 For Information: Progress on recommendations from the Director of Public Health Report 2013**

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th January, 2016

The Board received an update on the progress made on the recommendations from the Director of Public Health's Annual Report, 'Protecting Health in Leeds 2013'.

**RESOLVED**

- a) To note the good progress made on recommendations from the Director of Public Health Annual report, 'Protecting Health in Leeds' 2013.
- b) To note that the Health Protection Board is now established and has oversight on the priority areas outlined in this report.

**38 For Information: Delivering the Strategy**

The Board received a copy of the September 2015 'Delivering the Strategy' document; a bi-monthly report which gives the Board the opportunity to monitor the progress of the Joint Health and Wellbeing Strategy 2013-15

**RESOLVED** – To note receipt of the September 2015 'Delivering the Strategy' Joint Health and Wellbeing monitoring report

**39 Any Other Business**

Commercial Food Outlets, Leeds Teaching Hospital NHS Trust – Councillor Mulherin reported that the Trust had started a review of the food offer in Leeds' Hospitals, specifically from the commercial food outlets

Pension Fund Investment – Councillor Mulherin received the Boards' support for her to write as Chair of Leeds HWB to the Local Government Pensions SB Advisory Group urging they review the practice of investing in tobacco producing companies for the purpose of the local government pension scheme. The Board noted the suggestion that NHS representatives should also contact their respective pension scheme managers seeking a similar review

**40 Chairs' Closing Remarks**

The Chair closed the meeting by reporting that Rob Kenyon, Chief Officer, Health Partnerships, would be leaving his post to move to Kent in the New Year 2016. Councillor Mulherin expressed the Board's thanks to Rob for the significant contribution he had made to the work of the HWB

**41 Date and Time of Next Meeting**

**RESOLVED** – To note the date and time of the next formal meeting as Wednesday 20<sup>th</sup> January 2016 at 10.00 am. (There will be a pre-meeting for Board members from 9.30 am)

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## OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 7TH SEPTEMBER, 2015

**PRESENT:** Councillor P Wadsworth in the Chair

Councillors B Anderson, C Anderson,  
B Cleasby, D Collins, R Downes, G Latty,  
P Latty, S Lay and C Townsley

**12 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against the refusal of inspection of documents.

**13 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no resolutions to exclude the public from the meeting.

**14 LATE ITEMS**

There were no late items submitted to the agenda for consideration, however, an updated version of appendix 1 to agenda item 8 entitled, 'Wellbeing Fund Update Report' was circulated at the meeting for Members' consideration (Minute No. 20 refers).

**15 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

No declarations of interest were made at the meeting.

**16 Apologies For Absence**

Apologies for absence from the meeting were received on behalf of Councillors Flynn and Campbell.

**17 Minutes 8th June 2015**

**RESOLVED** – The minutes of the meeting held on 8<sup>th</sup> June 2015 be approved as a correct record.

**18 Matters Arising from the Minutes**

Minute No. 7 (Open Forum) – 8<sup>th</sup> June 2015

It was noted that the newly appointed Inspector Brady of West Yorkshire Police, had attended the previous Community Committee meeting, with Members emphasising the importance of Inspector Brady attending future meetings of the Committee and other relevant forums, where appropriate.

**19 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.

Draft minutes to be approved at the meeting  
to be held on Monday, 30th November, 2015

On this occasion no members of the public were present.

## 20 Wellbeing Fund Update Report

The West North West Area Leader submitted a report which provided an update on the budget position for the Wellbeing fund for 2015/16, the current position of the Small Grants and Skips pots, together with an update on the Youth Activity Fund. Further to this, the report sought Members' consideration of a number of funding applications which had been received since the last Committee meeting.

An updated version of appendix 1 to this report was circulated at the meeting for Members' consideration. With regard to the updated appendix, it was noted that references to the Tarnfield Bowling Club Shelter would be transferred from the Horsforth pot to the Otley and Yeadon pot, as appropriate.

### RESOLVED -

- (a) That the current budget position for the Wellbeing Fund for 2015/2016, as detailed in Table 1 of the submitted report, be noted;
- (b) That the following be agreed with regard to the large grant applications received:
  - (i) 'Horsforth CCTV 2014/15' – Horsforth Ward - £3,699 - That the funding for 2014/15 be approved. However, it was requested that in respect of the operation of the project in 2015/16, LeedsWatch and West Yorkshire Police be invited to attend the 30<sup>th</sup> November 2015 Community Committee meeting, in order to present information regarding the effectiveness of, and associated costs for the project, to enable the Committee to consider the proposed funding arrangements for 2015/16;
  - (ii) 'Guiseley & Rawdon Festive Lights' – Guiseley and Rawdon Ward - £4,185 - That the funding be approved;
  - (iii) 'Horsforth PCSOs 2015/16' – Horsforth Ward - £9,359 - That determination of this matter be deferred to the 30<sup>th</sup> November 2015 meeting, in order to enable further information to be presented to the Committee regarding the arrangements for, and effectiveness of PCSOs in the area;
  - (iv) 'Horsforth Festive Lights' – Horsforth Ward - £2,340 - That the funding be approved;
  - (v) 'Target Hardening' - All 4 Outer Wards - £9,245 - That the remaining funding of £9,245 previously allocated to CASAC be transferred to 'Care and Repair', in order to continue the delivery of target hardening in the Outer North West area. Additionally it was

requested that the Community Safety Sub Group continue to monitor how such funding was being spent;

- (c) That the details of the remaining Youth Activity Fund be noted, together with the Youth Activity Fund application for 'Sk8 Safe' which was awarded via delegated decision on 6<sup>th</sup> July 2015;
- (d) That the Small Grants which have been approved since the last Community Committee meeting, as detailed in Table 2 of the submitted report, be noted;
- (e) That the Small Grant of £500 for the 'Community Engagement Grant' to the West North West Communities Team be approved for the purposes of room hire only (£125 per Ward) in order to facilitate the hosting of the Committee's associated workshops. However, in approving this request, the Committee highlighted its concern that the costs of hosting such workshops should be financed from the Council's central budget;
- (f) That the allocations for the provision of skips which have been approved since the last meeting of the Community Committee, as detailed in Table 3 of the submitted report, be noted;
- (g) That the current budget position for the Capital Wellbeing Fund for 2015/16, as detailed within the submitted report, be noted;
- (h) That the Capital Wellbeing Large Grant Application for £7,000 regarding 'Queensway Road Alterations' – Guiseley and Rawdon Ward – as detailed within the submitted report, be approved.

## **21 Community Committee Update Report**

The West North West Area Leader submitted a report which updated Members on the work of the Community Committee's sub groups. In addition, the report invited the Committee to agree an approach for the letting of Community Centres free of charge. It was noted that this proposed policy would only affect the Weston Lane and Cross Green Community Centres in the Outer North West area.

With regard to the work of the Highways and Transportation Sub Group, Members discussed the current position regarding proposals for the possible establishment of an airport relief road and the arrangements for any associated public consultation exercise. In further considering this matter, the Committee requested that Outer North West Members be provided with the following:-

- A briefing, which included the latest position on the proposals for the establishment of such a relief road, together with details and timescales of any associated consultation exercise;
- Information on how such a consultation exercise would relate to the ongoing Site Allocations process;
- The opportunity to view any related consultation documentation prior to it being released into the public domain;

- Relevant updates on the proposals, as and when appropriate.

In order to facilitate this, it was requested that the Head of Transportation, City Development, be contacted so that the necessary arrangements could be made, with a suggestion that the briefing could potentially take place either at an extraordinary meeting of the Committee, or as part of the Committee's Highways and Transportation Sub Group.

In a separate discussion, the Chair of the Highways and Transportation Sub Group invited Members to provide him with details of any relevant issues or areas of concern regarding bus services in the area, so that such matters could be considered by the Sub Group.

**RESOLVED –**

- (a) That the work undertaken by the Committee's sub groups since the last Community Committee meeting, be noted;
- (b) That the community events, local projects and partnership working that had taken place in the Outer North West area since the last Committee meeting, be noted;
- (c) That the proposed process for the letting of Community Centres in the Outer North West area (Weston Lane and Cross Green) free of charge, as detailed within the submitted report, be approved;
- (d) That the Head of Transportation, City Development, be contacted so that the necessary arrangements can be made to ensure that the Community Committee Members are provided with the relevant information and briefing on proposals for the possible establishment of an airport relief road, as detailed above.

**22 Date and Time Next Meeting**

1.30 p.m., Monday, 30<sup>th</sup> November 2015

## INNER NORTH WEST COMMUNITY COMMITTEE

THURSDAY, 10TH SEPTEMBER, 2015

**PRESENT:** Councillor J Pryor in the Chair

Councillors J Akhtar, J Bentley, S Bentley,  
G Harper, C Towler, J Walker and  
N Walshaw

### 14 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.

Reference was made to leaflets that had been distributed regarding proposals to develop a 262 bedroom student development on the former Leeds Girls High School playing fields site. It was felt that the Council had been misled regarding an application for planning permission to develop family homes on the site. Further reference was made to the number of empty homes and HMO properties in the area along with the lack of open spaces.

It was agreed to refer the matter to the Planning Sub Group.

### 15 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

### 16 Apologies for Absence

Apologies for absence were submitted on behalf of councillor J Chapman.

### 17 Minutes - 18 June 2015

**RESOLVED** – That the minutes of the meeting held on 18 June 2015 be confirmed as a correct record.

### 18 Wellbeing Update Report

The report of the West North West Area Leader provided Members with an update on the budget position for the Wellbeing Fund for 2015/16 and the current position of the Small Grants and Skip Pots and those small grants and skips that had been approved since the last meeting. It also provided an update on the Youth Activities Fund.

Members were also asked to approve the commissioning process, timescales and funding priorities for the 2016/17 Wellbeing budget.

Members were informed that the Football & Your Future project had not taken place and £1,040 would be returned to the Wellbeing budget.

Members also discussed a Wellbeing fund request of £10,000 from the Council's waste management team to make changes to the bins on the Beamsleys in Headingley. Members discussed the cost of the project and the mixed views that they had received from residents and agreed that they would not fund this project and instead continue discussions with waste management on the issue. A ward by ward breakdown of Wellbeing spend was also requested.

## **RESOLVED –**

- (1) That the current position for Wellbeing Funds for 2015/16 be noted.
- (2) That the current position of the small grants and skip pots and those small grants and skips that had been approved since the last meeting be noted.
- (3) That the current position of the Youth Activity Fund and those projects supported to date through this be noted.
- (4) That the recommended commissioning round process and funding priorities for 2016/17 be approved.

## **19 Area Update Report**

The report of the West North West Area Leader provided Members with a summary of recent sub group business and the current position relating to other project activity.

Issues discussed included the following:

- Sub Group activity – the Planning Sub Group would be returning to holding more regular meetings. Attention was brought to highlights of Environmental Sub Group meetings. There had not been a meeting of the Children's Sub Group since the last Community Committee meeting.
- Neighbourhood Improvement Plans – Draft plans for Hyde Park and Little London were appended to the Agenda. It was reported that a number of actions were ongoing and the partnership work involved. Members were asked for their input. In relation to the Little London plan, reference was made to environmental work including the development of wild flower meadows.
- Members were notified of free Community Centre lets that had been approved.
- Update from the Inner North West Housing Advisory Panel.

- Further to discussion at the last meeting, it was reported that bin collections on Ash Grove had been carried out on both sides of the street on the same day.
- Members were also reminded of the request regarding the finishing time of the Hyde Park Unity Day.

**RESOLVED –**

- (1) That the key messages from Sub Groups be noted.
- (2) That the draft neighbourhood improvement plans be noted.
- (3) That the update from the Inner North West HAP be noted.

**20 Date and Time of Next Meeting**

Thursday, 17 December 2015 at 7.00 p.m.

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## INNER EAST COMMUNITY COMMITTEE

THURSDAY, 17TH SEPTEMBER, 2015

**PRESENT:** Councillor A Khan in the Chair

Councillors C Dobson, R Grahame,  
R Harington, A Hussain, M Ingham,  
K Maqsood and B Selby

Approximately 25 representatives of the local community, stakeholders and partners attended the meeting

**20 Chairs Opening Remarks**

The Chair welcomed all present to the meeting and brief introductions were made. Additionally Councillor Khan introduced Neil Young to his first meeting of the Community Committee as the new Area Support Officer for the Inner East area. Finally the Chair thanked the former Area Support Officer, Andy Birkbeck for his work and support to the Community Committee in previous years.

**21 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents

**22 Exempt Information - Possible Exclusion of the Press and Public**

No exempt information was contained within the agenda

**23 Late Items**

No formal late items of business were added to the agenda, however Members were in receipt of a supplementary document relating to Agenda item 13 (Wellbeing Fund) (minute 32 refers) which provided a précis of the comments of the Elected Members from each Ward on the applications received.

**24 Declarations of Disclosable Interests**

No declarations of disclosable pecuniary interests were made

**25 Apologies for Absence**

Apologies for absence were received from Councillor G Hyde. The Community Committee noted the report of Councillor Hyde's recent accident and expressed their best wishes for a speedy recovery to him

**26 Open Forum**

The following matters were raised under the Open Forum:

- a) A request was made for information on the District Heating Scheme, the local consultation proposed and how it would benefit those residents in fuel poverty.

The Community Committee (CC) noted the intention to refer this matter to the relevant Department in order to seek a response

- b) A request was made for consideration of the public consultation and involvement framework employed by the CC, including monitoring and review of the process and provision of updates/responses to issues raised and/or discussed at workshop sessions  
In response the Area Leader provided information on an ongoing performance management review and the intention to bring a report to a future CC meeting setting out proposals for new ways of working, managing issues and Community Champion involvement
- c) A request for information on the impact on the Inner East area of the City's welcome to refugees from eastern Europe was noted, specifically the impact on schools, health services and support networks.  
In response the Chair referred to the discussions held at a recent Scrutiny Board (Environment & Housing) meeting, which sought to ensure that refugees were welcomed throughout the city and not just within the inner areas.

The CC noted that, where appropriate, all of the matters raised would be referred to the relevant Member advisory group for further discussion and/or LCC Department.

**27 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the meeting held 18<sup>th</sup> June 2015 be agreed as a correct record

**28 Matters Arising**

Minute 8 e) Derelict and Nuisance sites. – One Member referred to the residential development of the former Kiln and Yew Tree public house sites and reiterated the need for social housing in the area. Concern over the loss of social areas within the locality was noted.

Additionally, a request for a site visit to the Bellbrooke car park was noted. In response, officers confirmed that whilst most works had been completed, the required landscaping could not be undertaken until Spring 2016.

It was agreed that information on the progress of the works to that site would be included as a key message on the CCs social media sites

**29 Libraries Update in Inner East Area - Compton Road, Seacroft, Crossgates**

The CC received the report of the Senior Communities Librarian on the work of the Libraries and Information Service in the Inner East Area of the City, highlighting the work taking place in Compton Road, Seacroft and Crossgates libraries.

Fiona Titterington attended the meeting to present the report and began by highlighting the move of front-line staff and library staff to the Citizens and Communities Directorate (Leeds City Council). This new way of working had delivered more joined up services for residents as well as the community

library services, events; quality book stock, online resources, and free IT learning.

(Councillor Hussain joined the meeting at this point)

Key issues and events from each of the community libraries were discussed including the following:

- the Compton Road Library and the links established between the Library service and the welfare services provided on-site (in the Compton Centre) which allowed staff to identify residents who may need additional support
- consideration of how to link to social isolation issues with the use of advice sessions and the mobile library, noting that the mobile library had limited space to facilitate advice sessions/literature. It was reported that the Library Service did operate an “at home” service where resources were made available to residents at home
- the use of the Compton Centre for events, such as school appeals for local schools and Community Committee meetings
- the statistics supplied showing the trends in the use of the library services and borrowed books and the growth of use of access to on-line ‘e-books’
- residents’ access to the Mobile Library and the need to widen the publicity of the existing routes/stops
- the future of the Library Service, including plans for ‘pop-up’ services and the growth of the on-line service

In conclusion, Members requested information on the take-up and use of the Mobile Library on a ward by ward basis and also figures on the use of the three libraries.

**RESOLVED –**

- a) To note the contents of the update from the Senior Communities Librarian for the North East Area and the discussions held on the work libraries are delivering in local communities.
- b) That the requested information on the take-up and use of the Mobile Library on a ward by ward basis and also figures on the use of the three libraries be provided to Members

**30 Neighbourhood Improvement Update Report**

The East North East Area Leader presented a report providing an update on the neighbourhood improvement approach currently being developed in Inner East Leeds which included the establishment of “Neighbourhood Improvement Partnerships” to focus on small localities supported by a Neighbourhood Improvement Board, Councillors and stakeholders

Further information on the emerging Neighbourhood Improvement Partnerships (NIP) was provided, including the intention to focus in on smaller neighbourhoods where there is an identified need to accelerate progress or where progress has started to stall. Informal discussions with ward Members had been held seeking to identify neighbourhoods; to focus on how to increase community engagement in each of the priority neighbourhoods.

Draft minutes to be approved at the meeting  
to be held on Thursday, 10th December, 2015

A Neighbourhood Improvement Plan would be developed using the plan on a page format to focus on key themes and identify new collaborative actions that are either additional to or replace existing service delivery.

Additionally each NIP would develop a Community Engagement Plan, with local residents and front line staff to decide the appropriate method of engagement based on previous experience and the success of existing structures.

Members noted the contents of the report specific to localities within the Inner East CC area and further discussed the following:

- The need to ensure that residents are better connected to the learning/employment/skills agenda and to consider how information on job opportunities are made available to residents
- The suggestion that there should be an open invitation for employers to attend the CC meetings
- The comment that certain conditions such as dyslexia/dyspraxia are not identified early enough in school and young people from the Inner East CC area are leaving school without the necessary grades to access additional training/apprenticeships

#### **RESOLVED -**

- a) That having considered the request for nominees from each Ward to work with the Chair of the Community Committee to support the development of the neighbourhood improvement partnerships and the Inner East Neighbourhood Improvement Board, the following Councillors be nominated:

Killingbeck & Seacroft	Councillor C Dobson
Gipton & Harehills	Councillor R Harington (with Councillor Maqsood)
Burmantofts & Richmond Hill	Councillor R Grahame

- b) To note the intention for an update report to be presented the Community Committee in December 2015.

- c) To note that regular briefings will take place at Ward Member meetings with a view to having all arrangements fully operational by December 2015.

(Councillor Hussain left the meeting at this point)

### **31 Area Update Report**

The East North East Area Leader presented a report providing an update on the work programme of Inner East Community Committee, including the work of the Community Champions, community events, the Harehills Lane Town and District Centre scheme and the service level agreement for environmental services.

The report included an appendix presenting an update on the actions taken in response to the “social isolation” issues discussed by at the January 2015 workshop

Other Key issues discussed included:

- mental health and social isolation – consideration of how Members connected with health representatives and service users to discuss support; and also where would service users find meeting space in the locality to discuss issues with health care professionals. In response, Liz Bailey (ENE Health & Wellbeing Improvement Manager) reported that a review of health and wellbeing provision in the area would be discussed at the next Health and Wellbeing Board partnership meeting, in order to develop a model of service provision. A report back would be presented to the CC in due course.
- The work of the ENE Employment & Skills Board and the intention to present an update report on local issues to the December 2015 CC meeting

#### **RESOLVED**

- a) That the contents of the report and discussions be noted
- b) That approval be given to the establishment of an informal working group to review the performance management framework (with the involvement of one Member from each ward and the Community Committee chair to ensure it is fit for purpose)
- c) That the intention to bring a further report to the December Inner East Community Committee meeting on the work of the ENE Employment & Skills Board be noted

### **32 Wellbeing Report**

The East North East Area Leader submitted a report providing an update on the current position of the capital and revenue budget for the Inner East CC

A schedule providing an overview of the applications and the recommendations of the Wellbeing sub group was tabled at the meeting

#### **RESOLVED –**

- a) To note the spend to date and current balances for the 2015/16 financial year as detailed in Appendix 1 of the submitted report
- b) That, having considered the submitted project proposals and comments of the Elected Members, the following be agreed in respect of applications to the Wellbeing Fund:

<u>Project</u>	<u>Decision/amount granted</u>
East Leeds Ground Equipment	£2,000
Crossgates Festive Christmas Lights	£600
They Call Us Maids	Declined
Church Community Chair Fund	Declined
Project Hope Leeds – Tea Time Club and Job Club	Deferred
Connecting Communities	Declined
Harehills Bonfire Night Diversionary Activities	£2,345

CCTV at The Rein	£5,000
Leeds Money Buddies	£1,473

c) To note the following Wellbeing Revenue fund decisions were taken under delegated authority:

RadhaRaman Folk Festival, RadhaRaman Society	£1,000
Al-Khidmat Centre, Leeds Islamic Centre	£2,500
Summer Holiday Programme, Leeds Youth Service	£2,100

d) That, following the workshop and discussions on the issues around domestic violence, approval be given to allocate £500.00 per ward from the small grants pot towards projects which contribute towards tackling domestic violence in Inner East Leeds

**33 Appointment of Co-optees to the Community Committee - Update**

Further to minute 13 of the meeting held 18<sup>th</sup> June 2015, the City Solicitor submitted a report providing an update on the appointment of co-optees to the CC for the duration of the 2015/2016 municipal year. The CC noted intention to present a report seeking formal appointment of co-optees after the next meetings of the Burmantofts & Richmond Hill CLT (28/9/15) and the Killingbeck & Seacroft CLT (15/10/15).

**RESOLVED** - To note the current position in respect of the appointment of co-optees to the Community Committee and the intention to present a further report to the next appropriate meeting to formally approve any nominations received for co-opted members for the remainder of the 2015/16 Municipal Year.

**34 Date and Time of Next Meeting**

**RESOLVED** – To note the date and time of the next meeting as 10<sup>th</sup> December 2015 at 6.00 pm. The venue to be confirmed nearer the date.

## OUTER EAST COMMUNITY COMMITTEE

TUESDAY, 8TH SEPTEMBER, 2015

**PRESENT:** Councillor A McKenna in the Chair

Councillors D Coupar, M Dobson,  
P Grahame, P Gruen, M Harland,  
H Hayden, J Lewis, M Lyons, S McKenna  
and K Wakefield

### 12 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor J Cummins.

### 13 Minutes - 16 June 2015

**RESOLVED** – That the minutes of the meeting held on 16 June 2015 be confirmed as a correct record.

### 14 Matters arising from the Minutes

The following changes to Community Lead Member roles were reported:

- Councillor Helen Hayden to replace Councillor Stuart McKenna as Lead Member for Children's Services
- Councillor Andrea McKenna to carry out Lead Member role for both Health & Wellbeing and Adult Social Care.

Further to the workshop on Tackling Social Isolation, Mary Atkinson, Adult Social Care was in attendance to discuss any further issues. Members discussed the recent voluntary contributions that had been sought with respect to Neighbourhood Network Contracts and the process to do this was explained. An update was also given on the extensions to the Neighbourhood Network Contracts.

Foodbanks in Garforth and Kippax were hoped to be operational in September and October.

A visit to Thorp Park for Members was to be arranged.

### 15 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to ten minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee. On this occasion no members of the public present wished to speak.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 1st December, 2015

## **16 Libraries update in Outer East Area - Garforth, Kippax, Whinmoor and Halton Libraries**

The report of the Senior Communities Librarian provided Members with an update of the work that libraries are doing in the Outer East Area.

Fiona Titterington, Senior Communities Librarian presented the report.

In response to comments and questions from Members, the following was discussed:

- Mobile provision – it was agreed to provide Members with details of mobile usage across Outer East Leeds.
- Summer Reading Challenge – it was asked whether this could be run via mobile provision. It was reported that promotion of the challenge had been done in local schools and the mobile provision available.
- It was reported that library users would not see a difference following the changes in operation of the library service.
- There were no forthcoming plans to further review library services and provision.

**RESOLVED** – That the report be noted.

## **17 Flooding in Outer East Leeds - Saturday 22nd August 2015.**

Members were given an update regarding the flooding that had occurred on Saturday, 22 August 2015 following a period of heavy rainfall. It was reported that there had been problems with call handling on the evening concerned due to an IT upgrade.

Peter Davies, Flood Risk Group Manager addressed the Committee. There had been records of 130 incidents in South East Leeds on 22 August which included internal flooding to 26 properties. The Council was working with Yorkshire Water to look at an approach to reduce the risk of flooding. Whilst the risk of flooding was never going to be totally eliminated every action would be taken to lessen the risk.

In response to Members comments and questions, the following was discussed:

- Reference to the Flood Support Group that operated in Garforth. It was suggested that similar groups would be of benefit in other areas and this could form part of a future workshop discussion.
- The need to develop a strategic approach with relevant partners including Yorkshire Water and the Environment Agency.



- Raising awareness to inform people of what to do and who to contact for any future incidents.
- Other contributing issues including highways maintenance and drainage.
- Members expressed thanks to all staff involved on 22 August 2015.

## **18 Outer East Community Committee Well Being Budget 2015/16, Youth Activity Fund (YAF) and Capital Budget**

The report of the South East Area Leader provided Members with details of the Wellbeing Budget allocated to the Outer East Community Committee for 2015/16 along with funding stream recommendations and commitments. The report also provided information on the Capital Budget and Youth Activity Fund.

Martin Hackett, Area Improvement Manager presented the report.

Member's attention was brought to a proposal to fund an outreach worker for Neighbourhood Networks in the Outer East Area. This would be an 'in principle' request subject to a bid to Time for Shine being successful and Members receiving a further briefing on the project. Members were also informed of a bid from Swillington Parish Council towards a new boiler for the Village Hall.

### **RESOLVED –**

- (1) That the Wellbeing Budget Streams be noted.
- (2) That YAF projects funded, remaining budget available and capital funding available be noted.
- (3) That the 'in principle support' of £10,000 for each year for 2 years to match fund the Social Isolation project which is subject to funding being acquired from other sources be approved.
- (4) That £1,000 towards the provision of a new boiler at Swillington Village Hall be approved.

## **19 Summary of Key Work**

The report of the South East Area Leader brought Members attention to a summary of key work which the Area Support Team was engaged in based on priorities identified by the Community Committee and not covered elsewhere on the Agenda.

Peter Mudge, Area Officer presented the report.

Issues discussed included the following:

- Update following the Environment Workshop. This was summarised in an appendix to the report.

- Litter bins – these had all been installed.
- Older Person's Event Week – this would run from Monday 28 September to Friday 2 October.
- Successful Youth Activity Fund applications.

**RESOLVED –**

- (1) That the report be noted.
- (2) That the delegated decision arrangements for free lettings be approved.
- (3) That the work on introducing the Environmental Workshop recommendations to be progressed through the Community Safety & Environmental Champion role be approved.

**20 Community Plan**

The report of the South East Area Leader presented a draft 2015/16 Community Committee annual Community Plan which included priorities and actions for the year and a framework for community engagement.

**RESOLVED –** That the Community Plan as set out in appendix 3 of the report be approved.

**21 Date and time of next meeting**

Tuesday, 1 December 2015 at 4.00 p.m.

## INNER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 21ST SEPTEMBER, 2015

**PRESENT:** Councillor E Taylor in the Chair

Councillors J Dowson, S Hamilton,  
G Hussain, C Macniven, A Sobel and  
B Urry

Approximately 20 members of the public/representatives of partner organisations/stakeholders attended the meeting

**18 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents

**19 Exempt Information - Possible Exclusion of the Press and Public**

No exempt information was included within the agenda

**20 Late Items**

No formal late items of business were added to the agenda

**21 Declarations of Disclosable Interests**

There were no declarations of disclosable interests

**22 Apologies for Absence**

Apologies for absence were received from Councillors Charlwood and Rafique

**23 Open Forum**

The following members of the public addressed the meeting under the provisions of Paragraphs 4:16 and 4:17 of the Community Committee Procedure Rules (Open Forum)

The Carriage House, Roundhay Park (Ms A Keech, Oakwood Traders Association) – seeking support for a Community Asset Transfer of the Carriage House to a group including the Friends of Roundhay Park and their outline proposals for the possible future use of the site.

In response, the Area Support Officer reported that submission of expressions of interest had been made and that a written response would be sent to Ms Keech once further information had been compiled

**24 Minutes of the previous meeting**

**RESOLVED** – That the minutes of the meeting held 26<sup>th</sup> June 2015 be agreed as a correct record

**25 Matters Arising**

There were no matters arising

Draft minutes to be approved at the meeting  
to be held on Monday, 7th December, 2015

## **26 Violence and Abuse - a Locality Response**

Having considered the issue of domestic violence during the informal workshop prior to the CC meeting, Members received a report from the Area Community Safety Officer in support of the workshop discussions. The report outlined the themes of the earlier discussions and additionally, the Area Improvement Manager sought support for proposals for each ward to consider £500 from their wellbeing fund ward budgets to support projects which contribute towards tackling domestic violence in the locality

### **RESOLVED**

- a) To note the contents of the workshop presentation on the issues related to Domestic Violence and abuse
- b) That the comments made during discussions be used to inform and contribute to a communications plan on the issue of domestic violence and abuse for the East North East area
- c) That approval in principle be given to the request to allocate £500.00 per ward from each Wellbeing fund ward budget to support up to one event per ward within the Inner North East area to support the domestic violence strategy and associated communications (

## **27 Libraries Update in Inner North East Area - Chapel Allerton, Chapeltown and Oakwood**

The Senior Communities Librarian for the East North East area presented a report on the work of the public libraries in the Area.

Julie Wood attended the meeting and gave a presentation which provided a brief update on the Library Service and highlighted the following:

- The work done in the Chapel Allerton, Chapeltown and Oakwood libraries
- The feedback received on the Lego and board games events, previously funded by the Youth Activity Fund and supported by Councillors and held in all three wards in the area. Following consultation, regular clubs would be held in these libraries, ensuring the continuation of the project.
- Future work for the service was outlined including involvement in the Chapeltown Arts Festival; Chapel Allerton Festival; Oakwood & Roundhay Festival and workshops with the Northern Ballet at Chapeltown and Oakwood libraries

During discussions it was agreed that details of the Moor Allerton Library would be referenced in any future report and details of the use of and events held at both Moor Allerton and Headingley Libraries would be passed to the Moortown ward Members as residents from Moortown used both libraries. In response to a query, officers confirmed that local schools did receive information/notification of events at all relevant local libraries.

**RESOLVED** - To receive and note the contents of the presentation and to thank the Senior Communities Librarian for the Inner North East area for the information provided on the work libraries are delivering in local communities; with an emphasis on the children's events held during the summer.

## **28 Neighbourhood Improvement Board (NIB) Update**

Draft minutes to be approved at the meeting  
to be held on Monday, 7th December, 2015

Jane Maxwell, East North East (ENE) Area Leader, presented a report on the neighbourhood improvement approach currently under development in the locality.

The Area Leader highlighted the review of current arrangements involving local Ward Members and partners: and proposals to establish two neighbourhood improvement partnerships with the creation of associated neighbourhood improvement plans. The report identified the Meanwood Seven Estates and Chapeltown localities as areas chosen to pilot an NIP

(Councillor Dowson left the meeting at this point)

The following matters were raised during discussions:

- That Chapeltown and Meanwood had been priority areas for a while, but no new statistics presented to support the need for continuing focus.
- That although Chapeltown had a good network of successful issue driven groups, further work was required to identify how more consistent community engagement on a wider range of issues can be produced
- The Brackenwood estate had previously been identified by the CC as an area requiring support from the CC. In response officers confirmed that once the Meanwood/Chapeltown pilots were established and evaluated, work would commence on rolling out the NIP template to other areas. The roll out to the Brackenwood Estate would use the employment and skills agenda as a starting point. Relevant statistics would be presented to the working group
- A request to consider the housing policy relied upon to manage the Brackenwood estate was noted
- The Queenshill estate had also been previously identified as an area requiring support, although it was noted that this area lay within both the Inner North East CC and the Outer North East CC area

## **RESOLVED**

- a) That the proposal to continue with the existing partnership arrangements in the Meanwood Seven Estates and to develop a new neighbourhood improvement partnership for Chapeltown to build on existing local activity be approved
- b) That the Brackenwood and Queenshill areas, previously identified as areas of priority need, be included as neighbourhood improvement partnership pilots
- c) That Ward members consider the request for a nominee from each ward to work with the Chair of the CC to support the development of the neighbourhood improvement partnerships and inform the Area Leader in due course
- d) To note the intention to present an update report to the December 2015 Community Committee meeting
- e) To note that regular briefings will take place at Ward Member meetings with a view to having all arrangements fully operational by December 2015

## 29 Area Update Report

The ENE Area Leader submitted a report providing an update on the current work programme and seeking support to progress new areas of work. The Area Officer presented key issues in the report for discussion:

- The review undertaken to consider the establishment of non-voting co-optees on the CC, including the development of a community focus group to consider the issue with a view to reporting back prior to the start of the 2016/17 Municipal Year
- The work and development of the Community Committee Champion role
- The development of a new performance management framework for community committees
- The work of the ENE Employment & Skills Board, noting its next meeting will take place in late September. It was suggested that an Employment & Skills update report should be presented to the December 2015 CC meeting.
- Work undertaken with the Brackenwood Community Association to consider the proposal to deliver community learning, employment & skills support services at the Brackenwood community centre

### **RESOLVED**

- a) That the contents of the report and comments of the Community Committee be noted
- b) That the proposal to establish a resident focus group in the Inner North East area to support the development of community engagement in the area be agreed.
- c) That officers be requested to present an update report on Employment and Skills to the December Community Committee meeting

## 30 Wellbeing Report

Lee Griffiths, Area Officer, presented the report seeking consideration of the applications received to the Inner North East CC Wellbeing Fund. The report also set out the current budget position and any decisions taken under delegated authority for the area

Additionally, the CC was reminded about the decision made earlier in the meeting to allocate £500.00 from each Wellbeing ward budget towards projects which contribute towards tackling domestic violence in the locality

### **RESOLVED**

- a) To note the current position of the revenue and capital budgets for the Inner North East Community Committee
- b) To note the spend to date against budget headings for the 2015/16 financial year;
- c) To note the delegated decisions made since the last meeting of the Inner North East Community Committee on 29<sup>th</sup> June 2015 as outlined in paragraphs 23 to 27.
- d) That, having considered the applications as set out in paragraphs 29 to 46 of the submitted report and the recommendations of the Wellbeing Member advisory group, the following be approved:

### Area Wide Wellbeing Fund

Community Participation & Learning Foundation	Granted: £2,500
Roundhay & Oakwood Festival	Granted : £500
Church Community Chair Fund	Granted : £2,000
Men In Sheds	Granted : £2,150
Allerton Grange Field markings	Granted : £1,675.69
Connecting Communities	Granted : £1,000
RJDance Flooring	Granted : £3,348
Enterprise & Social Enterprise Development	Nil granted
Community Highlights Celebration Edition	Nil granted
Training for Young Adults	Nil granted
Installation of LCD Screen	Nil granted
Obama Gardens	Nil granted

- e) To note that an allocation of £500.00 per ward from the small grants pot towards projects will be made to contribute towards tackling domestic violence in the Inner North East area

### **31 Community Comment**

The Chair noted the opportunity for members of the public to give feedback and/or queries on the reports presented during the formal part of the CC meeting, the intention being that a written response would be provided within 14 days. The following comments were raised:

Recruitment of staff at the Reginald Centre and the view that the ethnicity of the workforce did not reflect the community it served. In response, the Chair agreed that the issue of staff recruitment and selection would be discussed at a separate meeting with the ENE Area Leader, the Chair and the community representative who raised the matter.

### **32 Date of Next Meeting**

**RESOLVED** - To note the date and time of the next meeting as Thursday 10<sup>th</sup> December 2015. The time and venue to be confirmed

### **33 Chairs Closing remarks**

In closing the meeting, Councillor Taylor thanked all present for their attendance and urged local residents to visit the Inner North East CC social media sites for current information on local events and issues

At the conclusion of the formal Community Committee meeting, the Chair advised that an informal workshop session would now take place where local residents, ward Councillors, partners, stakeholders and relevant Council officers would have the opportunity to discuss the topic of

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## **OUTER NORTH EAST COMMUNITY COMMITTEE**

**MONDAY, 7TH SEPTEMBER, 2015**

**PRESENT:** Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,  
P Harrand, A Lamb, J Procter

### **18 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against the refusal of the inspection of documents.

### **19 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

### **20 LATE ITEMS**

There were no late items of business

### **21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R Procter and M Robinson.

### **22 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

Although there were no declarations of any disclosable pecuniary interests. Councillors Wilkinson, J Procter and Lamb required it to be recorded that they had an interest in Agenda Item No.12 "Outer North East Wellbeing and Youth Activity Budgets" in respect of an application submitted by Wetherby Town Council (Wetherby Christmas Lights) all three Councillors being Members of Wetherby Town Council (Minute No 29 refers)

### **23 OPEN FORUM**

In accordance with Paragraphs 6.24 and 6.25 of the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the Public to make representations or to ask questions on matters within the terms of reference of the Community Committee.

On this occasion, there were no matters raised under this item by Members of the Public.

## **24 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 15<sup>th</sup> June 2015 were confirmed as a true and correct record.

## **25 MATTERS ARISING FROM THE MINUTES**

Derelict and Nuisance Sites Programme Update (Minutes No.14 refers) –  
With reference to Resolution (iii) and the decision to request Planning Officers to investigate a property in a state of disrepair at Almshouse Hill, The Square, Bramham with a view to possible enforcement action. The Area Officer reported that following inquiries with the Council's Compliance Team, enforcement action would not be pursued. It was understood the owner of the property was in financial difficulties. Officers reported that hoarding had been erected to lessen the impact of the site.

Responding to a question as to whether the property could be added to the derelict and nuisance sites programme? Officers reported that enquires had been made, it was the view of the Asset Management and Regeneration team that the property did not meet the defined criteria.

Councillor Buckley referred to a site at Quarry Gardens suggesting this site was a similar situation to the above, lack of financial provision to undertake necessary works. In this instance guidance had been requested from the Planning Compliance Manager.

Referring to the list of derelict and nuisance sites, Members requested if the petrol station site in Harewood village and the Lyndhust Road site in Scholes could be considered for inclusion on the list.

**RESOLVED** – That enquires be made, with a view to adding the petrol station site in Harewood village and the Lyndhust Road site in Scholes to the list of derelict and nuisance sites

## **26 North East Divisional Locality Safety Partnership Annual Report**

The Area Community Safety Co-ordinator submitted a report which provided an overview of the performance of the North East Locality Safety Partnership.

The report focused on the period between 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 and included crime statistics, public confidence and user satisfaction information.

Beverley Yearwood, Area Community Safety Co-ordinator, presented the report and responded to Members comments 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 Monday, 14th December, 2015

**Alwoodley Ward** - 6.2% increase in overall crime. A total of 769 offences were recorded in 2014/15 compared to 724 offences recorded the previous year (2013/14).

- Burglary Offences - 83 offences recorded (reduction of 1 offence)
- Burglary Other - 34 offences recorded (increase of 2 offences)
- Criminal Damage - 123 offences recorded (increase of 3 offences)
- Drugs - 27 offences recorded (increase of 2 offences)
- Shoplifting - 64 offences recorded (reduction of 44 offences)
- Theft - 128 offences recorded (reduction of 8 offences)
- Robbery - 6 offences recorded (reduction of 9 offences)
- Theft from Motor vehicle - 62 offences recorded (reduction of 10 offences)
- Theft of Motor Vehicle - 13 offences recorded (increase of 5 offences)
- Violent Crime - 170 offences (increase of 88 offences)

**Harewood Ward** - 23.1% reduction in overall crime. A total of 508 offences were recorded in 2014/15 compared to 661 offences recorded the previous year (2013/14).

- Burglary offences - 87 offences recorded (reduction of 6 offences)
- Burglary Other - 101 offences recorded (increase of 5 offences)
- Criminal Damage - 57 offences recorded (reduction of 21 offences)
- Drugs - 10 offences recorded (reduction of 31 offences)
- Shoplifting- 2 offences recorded (reduction of 3 offences)
- Theft - 107 offences recorded (reduction of 96 offences)
- Robbery - 5 offences recorded (increase of 3 offences)
- Theft from Motor Vehicles - 57 offences recorded (increase of 1 offence)
- Theft of Motor Vehicles - 7 offences recorded (reduction of 1 offence)
- Violent Crime - 54 offences recorded (reduction of 4 offences)

**Wetherby Ward** - 23.4% increase in total crime. In 2014/15, 970 offences were recorded compared with 786 from the previous year (2013/14).

- Burglary Offences - 40 offences recorded (reduction of 44 offences)
- Burglary Other- 142 offences recorded (increase of 47 offences)
- Criminal Damage - 112 offences recorded (reduction of 8 offences)
- Drug - 56 offences recorded (increase of 23 offences)
- Shoplifting - 38 offences recorded (reduction of 24 offences)
- Theft - 267 offences recorded (reduction of 67 offences)
- Robbery - 3 offences recorded (increase of 1 offence)
- Theft from Motor Vehicle - 83 offences recorded (increase of 25 offences)
- Theft of Motor Vehicle - 11 offences recorded (increase of 2 offences)
- Violent Crime - 140 offences recorded (increase of 59 offences)

It was reported that burglary remained a key priority in relation to allocation of resources, both staffing and financial. Tackling burglary dwelling remained the key priority across the whole of Leeds.

The Chair expressed concern at the increase in violent crime, querying whether this was a consequence of the new reporting processes.

In responding the Area Community Safety Co-ordinator said she would seek clarification and report back to Members.

Councillor Cohen also expressed concern at the increase in violent crime suggesting it was very worrying.

In responding the Area Community Safety Co-ordinator said that the violent crime figures did include domestic violence .

Councillor Cohen asked if Ward Members could be supplied with statistics for violent crime, broken down into categories by ward which could be discussed at the next Ward Briefing Meetings.

#### **RESOLVED –**

- (i) That the contents of the report be noted
- (ii) To continue to support the Locality Community Safety Partnership in tackling burglary dwelling and deliver against the priorities set out by Safer Leeds for 2015/16
- (iii) That Ward Members be supplied with statistics for violent crime, broken down into categories by ward which could be discussed at the next Ward Briefing Meetings.

#### **27 Libraries Update in Outer North East Area - Boston Spa, Moor Allerton, Scholes and Wetherby**

The Senior Communities Librarian, North East Area submitted a report which provided an update on the work libraries were doing in the Outer North East area of the city. The report highlighted in particular, the work undertaken in Boston Spa, Moor Allerton, Scholes and Wetherby Libraries.

Julie Wood, Senior Communities Librarian, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Working with West Oaks School to deliver an enterprise initiative facilitated by Boston Spa Library
- Summer reading project initiated by Moor Allerton Library
- Annual summer reading challenge promoted by scholes Library

- The Librarian at Wetherby Library delivered a number of training sessions to members of W.I.S.E and the Laptop Loungers on how to use tablet devices

In offering comment the Chair welcomed the initiatives being undertaken by Libraries in the Outer North East area of the city.

#### **RESOLVED –**

- (i) That the contents of the report be noted
- (ii) To welcome the work being undertaken by Libraries in the Outer North East area of the city.

## **28 AREA UPDATE REPORT**

The East North East Area Leader submitted a report which provided an update on the Work Programme for the Outer North East Community Committee.

The following document was appended to the report for information/ comment of the meeting:

- The minutes of the Moor Allerton Partnership (MAP) Meeting held on Thursday 23<sup>rd</sup> July 2015

Andrew Birkbeck, Area Officer, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- The ongoing engagement with Parish and Town Council's on the Community Infrastructure Levy (CIL) and their involvement in helping shape a guidance note on the CIL
- Site Allocations process – Consultation on the SAP was due to commence in late September and run for two months
- Greater use of social media (Facebook, Twitter) as a means as engaging with local groups and residents

Referring to the feedback provided at the Community Infrastructure Levy workshops, Councillor Buckley said there was an intention to produce a Guidance Note on the subject of the CIL which would be really useful aid to Parish and Town Councillors.

Referring to the Alwoodley Ward Member Meeting held on 28<sup>th</sup> July 2015, Councillor Cohen spoke about proposals for an inter-school drama project for Alwoodley Ward. He said the aim was utilise a number of different skills

Draft minutes to be approved at the meeting  
to be held on Monday, 14th December, 2015

including: front of house, back stage, marketing and financial costing's. He suggested this was a worthwhile project and a real example of good practice.

Commenting on the use of social media, the Area Officer said a number of Community Committees', particularly in the inner areas of the city had a strong social media presence, which was not currently being replicated in Outer North East Leeds. It was suggested that "Facebook" would be a useful media to publicise issues of local interest such as Site Allocations Process especially given the large number of sites in the north east area.

In offering comment the Area Leader said that publishing details about the Youth Activity Fund on Facebook could lead to further engagement with young people and providers.

Councillor Procter said he understood the City Council were not actively publicising the Site Allocation Process. He suggested that this Committee may wish to consider how the issue should be publicised.

Councillor Procter raised the issue of Neighbourhood Plans. He suggested there was a role for the Community Committee to become involved, but at present there was no mechanism to allow Members to comment. Recently Linton Parish Council had submitted a Neighbourhood Plan with no involvement from the Community Committee.

In offering comment the Chair said it was essential Members became involved in the Neighbourhood Plan process as per the principle agreed by the Council's Executive Board in a report on this subject in June 2012.

#### **RESOLVED –**

- (i) That the contents of the report be noted
- (ii) That Councillors: Cohen, Lamb and Robinson be consulted with a view to enhancing this Committee's social media presence
- (iii) That in consultation with the Chief Planning Officer, Officers explore a mechanism for allowing Community Committee's to comment on Neighbourhood Plans as part of their statutory consultation process.

## **29 OUTER NORTH EAST WELLBEING AND YOUTH ACTIVITY BUDGETS**

The East North East Area Leader submitted a report which provided an update on the current position of the Outer North East Community Committee's budgets and set out details of applications seeking Wellbeing Funding and Youth Activity Funding.

Appended to the report were copies of the following documents for information / comment of the meeting:

- Outer North East Community Committee Wellbeing Budget 2015/16 (Appendix A refers)
- Outer North East Community Committee Youth Activity Fund Budget 2015/16 (Appendix B refers)

Andrew Birkbeck, Area Officer, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year.
- Clarification around some of the projects seeking financial assistance.

### RESOLVED –

- (i) To note the spend to date and current balances for the 2015/16 financial year.
- (ii) That the following project requesting Wellbeing Funding be determined as follows:

<b>Project</b>	<b>Organisation</b>	<b>Amount Granted (£)</b>
Covert Fly Tipping Kits	ENE locality Team	£4,635 – Split equally between Harewood and Wetherby wards
Wetherby Christmas Lights	Wetherby Town Council	£3,000

- (iii) That the following project requesting Youth Activity Funding be determined as follows:

<b>Project</b>	<b>Organisation</b>	<b>Amount Granted (£)</b>
EPOSS Holiday Activity Programme	EPOSS Cluster	Declined
Herd Farm Residential & Activity Centre Summer Programme	Herd Farm Outer North East (LCC)	Declined
After School Dance Clubs	Friends of Scholes Elmet Primary School	£520 contribution towards taster sessions promotional material and performance costs
Tennis at Wetherby Tennis Club for Wetherby High Pupils	Wetherby Tennis Club	Declined
Introductory Squash at Collingham	Collingham & Linton Squash & Racketball	£408 towards court hire and equipment

	Club	
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- (iv) To note that the following application had been approved since the Community Committee on 15<sup>th</sup> June 2015 under the delegated authority of the Assistant Chief Executive (Citizens and Communities)

Project	Organisation	Amount Granted (£)
Tempo FM Radio Academy	Tempo FM	£3,700

**30 Outer North East Parish and Town Council Forum**

The East North East Area Leader submitted a report which set out the main issues discussed at the latest meeting of the Outer North East Parish and Town Council Forum held on 4<sup>th</sup> June 2015. The minutes were submitted for information /discussion.

**RESOLVED –**

- (i) That the report and minutes from the Outer North East Parish and Town Council Forum held on 4<sup>th</sup> June 2015, be noted
- (ii) That where appropriate to support Outer North East Parish and Town Council Forum in resolving any issues raised

**31 DATE AND TIME OF NEXT MEETING**

**RESOLVED –** To note that future meetings will be arranged as follows:

- Monday 14<sup>th</sup> December 2015 at 5.30pm (Civic Hall, Leeds)
- Monday 25<sup>th</sup> January 2016 at 5.30pm (Civic Hall, Leeds)
- Monday 7<sup>th</sup> March 2016 at 5.30pm (Civic Hall, Leeds)
- May/June 2016 (Date /venue to be confirmed)



## INNER SOUTH COMMUNITY COMMITTEE

WEDNESDAY, 9TH SEPTEMBER, 2015

**PRESENT:** Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,  
K Groves, M Iqbal, E Nash, A Ogilvie and  
P Truswell

**15 Chair's Opening Remarks**

The Chair led the Community Committee in congratulating Mr P Garnett, regular clerk to the Community Committee, on the birth of his first child and Members expressed their best wishes to the family.

**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 resolutions to exclude the public.

**18 Late Items**

There were no late items submitted for consideration.

**19 Declaration of Disclosable Pecuniary and other interests**

No declarations were made.

**20 Apologies for Absence**

There were no apologies for absence.

**21 Minutes - 10th June 2015**

**RESOLVED** – That the minutes of the meeting held on 10<sup>th</sup> June 2015 be confirmed as a correct record.

**22 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. No matters were raised under the Open Forum.

**23 Inner South Community Committee Wellbeing Budget Report**

The South and East Area Leader submitted a report which sought to provide Members with:

- 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 approved through the delegated decision process; and
- Members were also asked to note the current position of the Small Grants Budget.

Members noted the intention to arrange publicity with DAZL Male Company:U Dance, as grant recipients.

**RESOLVED** – The Committee resolved to:

- a) note the contents of the report;
- b) note the revenue projects already agreed as listed in Table 1 of the submitted report;
- c) note the Activities Fund projects already agreed as listed in Table 2 of the submitted report;
- d) note the Wellbeing projects and decisions set out at sections 13 of the submitted report and in the table below

<b>Project</b>	<b>Name of Group/Organisation</b>	<b>Amount proposed from Wellbeing Budget 2015/16</b>	<b>Wards Covered</b>	<b>Decision</b>
DAZL Male Company U:Dance 2015	Dance Action Zone Leeds	£2,100	Belle Isle and Middleton Park	APPROVED £2,100
Middleton Community Centre – Activities for Young People	Middleton Community Centre	£10,000	Belle Isle and Middleton Park	APPROVED £10,000
Middleton Youth Service Holiday Provision	Youth Service	£6,600	Belle Isle and Middleton	APPROVED £6,600
Beeston Village Community Centre	Health For All	£1,020	Beeston and Holbeck	APPROVED £1,020

- e) note the situation in respect of Small Grants as detailed in section 14 of the submitted report.

## **24 Inner South Community Committee Summary of Key Work Report**

The South East Area Leader submitted a report which presented a summary of key work which the Area Support Team had been engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the agenda.

The Community Committee Champions led discussions on the following:  
Children & Families

Confirmation of the approval process for Youth Activity Fund applications was provided. Members welcomed and recognised the value of young people being involved in the process.

#### Employment Skills & Welfare

- Plans to hold “Welfare Reform events” in each ward within the Community Committee area during October 2015 with the opportunity for partners/stakeholders to work together to support residents were noted.
- Work was continuing with the retail and development sectors to ensure south Leeds residents were able to access retail and development work with particular reference to the expansion of the White Rose Centre.
- The Employment, Skills and Welfare Board plan was tabled at the meeting, showing the progress made against issues highlighted in the plan
- Consideration was being given on establishing a series of specific courses to support those welfare claimants with mental health issues and to link these in with the Social Prescribing Model

#### Environment & Community Safety

- Zonal Working workshops were planned for each ward, noting that residents were encouraged to attend these to raise any issues and to get to know their environmental services team.
- There was a discussion on the Holbeck Street Sex Work Managed Area. A number of key successes were noted within the report. An update will be provided at a future Community Committee meeting. Members noted and recognised the need to continue to maintain good working relationships with the businesses and residents of the locality, established through consultation

#### Health & Wellbeing

- Rachel Brighton, recently appointed Advanced Health Improvement Specialist for the South & East Locality Public Health Team, was introduced to the meeting.
- Notification of a Best Start Zone Forum on 21 September 2015 at the John Charles Centre was provided with all Members being invited.
- Social prescribing contracts had now been let, to commence in November 2015. A suggestion that the Community Committee receive a presentation on the issue at the appropriate time was noted for future action.

Members highlighted the following:

- The need to ensure that social prescribing in south Leeds met the needs of South Leeds residents, particularly referencing the mental health issues identified amongst those seeking employment, support for 16-19 year olds; and the impact of welfare reform.
- The importance of LCC providing a weekend contact centre service for residents needing support and guidance to access services

- The need to undertake a mapping exercise to identify work already being done to ensure that service provision does not overlap, compete or negate other offers
- The suggestion that a presentation be brought to a future Community Committee meeting on how young people access services and support outside school

(Councillor Nash joined the meeting at this point)

Adult Social Care - An update on the work of the Older Persons working group was provided, including information on the briefing from LCC Sustainable Energy and Climate Change Team on tackling fuel poverty and energy efficiency. It was noted that a presentation on this matter would be made to the October Older Persons Working Group meeting

Integrated Locality Working (including the work of the local Neighbourhood Improvement Boards) – An update was provided. It was reiterated that the public were welcome to attend the Neighbourhood Improvement Board meetings

Localism (including the Town and District Centres 2 programme) – An update was provided on work that has been completed to date. It was noted that further meetings were needed to build on the relationships now established with local traders to address the litter bin issues.

Holbeck Neighbourhood Forum – The Annual General Meeting took place on the 5<sup>th</sup> September 2015 and 2 new Board members had been appointed. A comment that the last meeting had not been well attended by residents was noted. It was acknowledged that further work to publicise the Forum and Board needs to be undertaken

Community Infrastructure Levy – The Community Committee commended the workshop held on 31 July 2015 and noted the suggestion that it would be useful to hold a similar workshop at a future Community Committee meeting

#### Community Led Local Development

- The Community Committee received an update on the current position and noted that South Leeds remained in a strong position to benefit from the initiative, due to the public engagement work already undertaken.
- A detailed and refreshed update would be provided to the Community Committee in due course.
- Members noted a comment that smoking and housing insulation contributed to the life-span differences recorded between north and south Leeds residents; along with the suggestion that a project concentrating on housing insulation would be appropriate for a future community led initiative

#### Community Centres –

- The update provided in the report clarified what a “free-let” meant in monetary terms in order to inform future Community Committee decision making, now that the function of free-lets approval had been delegated to Community Committees
- Concern was expressed over the length of time taken to secure a new operator for the Old Cockburn Sports Club. It was reported that the Community Asset Transfer process had commenced, with Expression of Interests being issued soon to ensure open competition. The Community Committee reiterated its support for a local organisation taking control of the facility

**RESOLVED** – The Community Committee noted the contents of the report and the comments made during discussions

**25 Date and Time of Next Meeting**

Wednesday 9<sup>th</sup> December 2015 at 7.00 pm

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## OUTER SOUTH COMMUNITY COMMITTEE

MONDAY, 28TH SEPTEMBER, 2015

**PRESENT:** Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,  
S Golton, L Mulherin, D Nagle, K Renshaw  
and S Varley

### 16 Late Items

There were no late items. There was a late application for funding from Skelton Grange to be considered along with agenda item 8, Wellbeing Report.

### 17 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

### 18 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors R Finnigan, B Gettings and T Leadley. As there was not a Member present from the Morley North Ward, it was advised that the meeting was not quorate and that any recommendations made would have to be ratified at a future meeting or implemented via the delegated decision process.

### 19 Minutes - 29 June 2015

**RECOMMENDED** – That the minutes of the meeting held on 29 June 2015 be confirmed as a correct record subject to the following amendment:

Minute No. 12 - Forward Plan - first line should read Outer not Inner.

### 20 Matters arising from the Minutes

#### Minute No. 13 - Community Committee Appointments

Concern was raised that there was not a representative from either of the Morley Wards on the Housing Advisory Panel. It was asked whether an additional Member could be appointed to address this. The meeting noted that Members had previously voted on these appointments. Communities Team to check with Housing Leeds.

Councillor Dawson asked that his appointment to Cluster partnerships be confirmed as he had yet to receive an invite. Communities Team to confirm.

#### Minute No. 14 – Summary of Key Work

With regard to the introduction of the Community Infrastructure Levy (CIL), it was reported that a report was due to be considered at the next meeting of the Executive Board and this would give guidelines as to how the CIL would be operated and delegated to Community Committees. It was suggested that the Community Committee receive a presentation on the Community Infrastructure Levy.

## **21 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.

On this occasion none of the members of the public present wished to speak.

## **22 Wellbeing Report**

The report of the South East Area Leader provided Members with the following:

- Details of the Wellbeing budget position
- Details of the revenue projects agreed to date including projects approved by Delegated Decision Notice.
- Details of the Youth Activities Fund projects agreed to date.
- Details of Capital Funding by Ward.
- Details of project proposals for consideration and approval.
- Details of the Small Grants Budget.
- Details of the Skips position.

Jarnail Mudhar, Area Officer presented the report.

Members' attention was brought to the remaining funds available and to applications for funding detailed in the report and the late request for Small Grant funding that had been received from the Friends of Skelton Grange.

With regards to the application from the Friends of Skelton Grange towards an open day, the following was discussed:

- Members also requested a breakdown of where children attending this event at the Skelton Grange Environment Centre from the Outer South Area lived who attended
- Some concern was expressed regarding the provision of funding for an open day and not directly for the provision of activities.
- Members queried whether any funding for Skelton Grange had come from the cluster partnerships.



- Following advice from officers, Members noted that approval for this application was an exception given the timing of the request.

It was advised that as the meeting was not quorate, that any decision would have to be made via delegated decision following the meeting.

## **RECOMMENDED –**

- (1) That the details of the Wellbeing budget position be noted.
- (2) That the details of revenue projects agreed to date including those approved by DDN be noted.
- (3) That the details of the Youth Activities Fund projects agreed to date be noted.
- (4) That the details of the Capital Funds allocation be noted.
- (5) That the following projects were recommended for approval subject to DDN:
  - Rothwell Music Festival 2015- £2,000 – recommended for approval subject to DDN.
  - Litter Bin, St Michael's Church - £300 - recommended for approval subject to DDN.
  - Churwell Environment Volunteers - £1743.26 – recommended for approval subject to DDN.
  - Skelton Grange Open Day - £500 – recommended for approval subject to DDN.
- (6) That the detail of the small grants position be noted.
- (7) That the details of the Community Skips allocated be noted.

## **23 Summary of Key Work**

The report of the South East Area Leader provided Members with a summary of key work which the Area Support Team had been engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the agenda.

The following issues were discussed:

- Employment, Skills and Welfare
  - There had been a series of successful well attended apprenticeship events throughout the summer.
  - Skills taster workshop at Armley Industrial Museum – it would be beneficial if something similar could be provided in the Outer South Area.
  - Community Learning Mental Health pilot – this was looking to support over 8,000 people across the city.
  - A citywide evaluation on the Money Buddies was circulated
- Environment & Community Safety
  - The Environment Sub Group had met last week. It was suggested that there be a future Community Committee Workshop on Environmental Issues.

- There had been a slight rise in crime figures for the Outer South Area. This was due to different methods of recording crimes rather than a rise in crime.
- Members were informed of new policing arrangements across the Outer South Area.
- Health and Wellbeing
  - The social prescribing project would be launched in Autumn 2015. With the involvement of third sector providers this would help people to support themselves.
  - Winter wellbeing packs – this was now being co-ordinated on a citywide approach. Members discussed means of identifying those who would benefit from receiving the packs and how they would be distributed. Members recommended approval subject to DDN for Outer South Winter Wellbeing Packs
- Community Centre Pricing Policy – Members attention was brought to the table of free lets that had been authorised since the last meeting of the Community Committee.

**RECOMMENDED** – That the report be noted.

**24 Date and Time of next Meeting**

Monday, 30 November 2015 at 4.00 p.m.

## **INNER WEST COMMUNITY COMMITTEE**

**WEDNESDAY, 9TH SEPTEMBER, 2015**

**PRESENT:** Councillor K Ritchie in the Chair

Councillors C Gruen, J Heselwood,  
J Illingworth, J McKenna, A Smart,  
F Venner and L Yeadon

### **INNER WEST COMMUNITY COMMITTEE WORKSHOP - DOMESTIC VIOLENCE**

Councillor Ritchie welcomed everyone to the Inner West Community Committee meeting and introduced the workshop topic for discussion on domestic violence.

Cllr Yeadon, Deputy Leader and Executive Member for Children and Families addressed the Committee explaining that the Council had made the issue of domestic violence and abuse one of its Breakthrough Projects in the Best Council Plan for 2015-20.

The Committee watched a short film based on real experiences of the people in the city.

Presentations were given by:

- Michelle De Souza – LCC Domestic Violence Team who introduced the topic and the council's new approach
- Jane Thoy – Behind Closed Doors, Domestic Violence Charity who explained the victim's perspective and outlined the services available
- Julia Pope – Targeted Services Lead, Bramley Cluster informed the Committee of the pilot work in the Inner West area

After the speakers' contributions there was an opportunity for those attending to ask questions prior to the start of the workshop.

The workshop discussed:

- How services are delivered locally
- Themes that should be prioritised
- Raising awareness and support for victims to come forward

**IN CONCLUSION** – The information is to be collated and will inform a report to be brought to a future Community Committee

### **15 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th December, 2015

**16 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

**17 Late Items**

There were no late items.

**18 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

**19 Apologies for Absence**

Apologies were received from Cllr. Lowe and the co-optees Sam Meadley and Kim Frangos.

**20 Open Forum / Community Forums**

On this occasion there were no speakers at the open forum.

**21 Minutes of previous meeting**

**RESOLVED** – That the minutes of the meeting held on 24<sup>th</sup> June 2015 be approved as a correct record.

**22 Wellbeing Fund Update**

The report of the Area Leader West North West updated Members on the projects funded through the Inner West Wellbeing Fund and Youth Activities Fund budgets. The report also asked Members to approve the application process for bids to the 2016/17 Wellbeing budget.

Members were asked to note the remaining Wellbeing balances for each Ward:

- Armley - £8,838.49
- Bramley & Stanningley - £11,488.43
- Kirkstall - £19,223.81

Members were asked to let Area Support know of any projects that they wished to be progressed as soon as possible.

Members requested that an application from Burley RUFC for £2,497 towards the cost of building a security fence be deferred until December.

Members were updated on the Youth Activities Fund budget and the projects that had been funded since April these were listed at Appendix 2 of the submitted report.

Members were asked to approve the method by which Wellbeing grants are approved for 2016/17.

Following discussions at the General Purposes Sub Group, Members recommended following the same process this year with applications invited between October 2015 and the beginning of January 2016 for approval at the March 2016 Committee.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th December, 2015

Members had agreed that setting priorities for the funding would be beneficial and the Community Committee were asked to consider the following proposed priorities:

- Addressing health inequalities
- Community development and engagement
- Children and young people
- Achieving the priority neighbourhood actions plans
- Improving greenspaces and the local environment
- Supporting town and district centres, jobs and economic enterprise
- Supporting Community Committee workshop themes

Members briefly discussed the priorities Members were of the view that the priorities should also be linked to the breakthrough projects within the Best Council Plan 2015-20.

Members also requested that the list of priorities should also include older people and ethnic minorities.

Members briefly discussed the international refugee crisis saying that they had received a number of emails and letters in support of assisting refugees. Members were asked to indicate if they wished to continue to split their Wellbeing allocation equally between the wards as had been the preferred option for the last few years.

**RESOLVED** – That the Inner West Community Committee:

- a) Noted the balance of the Wellbeing and Youth Activity Fund budgets for 2015/16
- b) Approved the application process for the 2016/17 financial year
- c) Agreed the Wellbeing funds priorities for 2016/17 with the addition of older people and ethnic minorities
- d) Ward Members to discuss whether to split the Wellbeing allocation fund equally between wards

## **23 Community Committee Update Report**

The report of the West North West Area Leader (Citizens and Communities) updated the Community Committee on the work of the three sub groups of the Committee: General Purposes, Children and Young People and Environment.

Members were informed that the December meeting of the Community Committee will be a business meeting.

At the General Purposes meeting Cllr. Ritchie had proposed that the theme for the March Community Committee meeting should focus on social isolation across the Inner West. The meeting had agreed that this would be a useful and interesting theme.

A brief discussion took place about how best to look at the theme of social isolation with proposals for small working groups, engagement with the elderly during the daytime and the theme to include street drinkers.

The General Purposes sub group had received a report which outlined the partnership work to support new migrants from Eastern Europe access services and prevent exploitation. Members were informed that the focus had been to engage with families and working with the Roma community to increase attendance at school with a focus on the Armley area.

The Community Committee were informed that young people for the youth activity fund projects had undertaken a mystery shopping exercise for the summer holiday programme of events. The outcomes of the mystery shopping to be discuss at the next meeting of the Children and Young People sub group to be held on Monday 14<sup>th</sup> September.

Cllr. Smart the Chair of the Environment sub group gave a verbal update to the Committee informing Members that the service agreement with Parks and Countryside had been discussed. Discussions had also taken place in relation to graffiti, location of bottle banks and large planters for main arterial routes.

The community committee was informed that each ward had held a forum over the summer. A brief summary was provided on the focus of each of the forums within the submitted report.

The Community Committee had supported a range of community events and activities for children and young people during the summer holidays including Breeze on Tour, Mini Breeze at Bramley Park, Minecraft, Playbox at Charlie Cake Park and the Broadlea Bonanza.

An update was included within the submitted report on the second meeting of the Hawksworth Wood Neighbourhood Improvement Board.

Members were updated on the ongoing work for the Kirkstall Town and District Centre round 2 scheme which is being undertaken by central regeneration team. The Members were informed that landscaping is planned for outside of the leisure centre to include planting, seating and art work. Members were also told of work undertaken by the Communities Team West North West with children from St Stephens Primary and Beecroft Street Primary. The children had produced art work to be made into banners which will be displayed along the main routes in Kirkstall.

Members were impressed with the standard of the work that the children had produced and asked that a letter of thanks be sent on behalf of the Community Committee.

Members were informed of the significant amount of funding available through Community Led Local Development (CLLD). Once there is more detail available on the Members will be informed.

The Committee briefly discuss the role of Community Committee Champions and how they would deliver successful outcomes.

The Chair passed on a number of congratulations from the Inner West Community Committee for recent successes for the city including congratulations to Yorkshire County Cricket Club and Leeds Rhinos Rugby League.

Councillor Venner left the meeting at 8:20pm

The meeting closed at 8:30pm

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## OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 7TH OCTOBER, 2015

**PRESENT:** Councillor M Coulson in the Chair

Councillors D Blackburn, J Jarosz,  
T Wilford and R Wood

### 13 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

### 14 Exempt Information - Possible Exclusion Of The Press And Public

There was no exempt information.

### 15 Late Items

There were no late items.

### 16 Declaration Of Disclosable Pecuniary Interest

There were no declarations of disclosable pecuniary interests.

### 17 Apologies For Absence

Apologies were received from Councillors Andrew Carter, Amanda Carter, Richard Lewis and from Co-optee Reverend Paul Ayres.

### 18 Open Forum / Community Forum

On this occasion no members wished to address the Community Committee.

### 19 Minutes of the previous meeting

**RESOLVED** – That the minutes of the previous meeting held on 1<sup>st</sup> July be approved subject to the following amendments:

Minute 9 – Appointments to Outside Bodies – Outer West Housing Advisory Panel;

That Cllr. Ann Blackburn be added to the appointments for Outer West Housing Advisory Panel.

Minute 9 - Appointments to Outside Bodies – Children’s Cluster Partnerships;

That Cllr. Andrew Carter’s name be replaced by Cllr. Amanda Carter as the representative for the Children’s Cluster Partnership for Calverley & Farsley.

### 20 Minutes of Housing Advisory Panel

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th December, 2015

Two Officers from Housing Leeds were in attendance at the Community Committee to explain the information provided by the Outer West Housing Advisory Panel in the format of a 'Plan on a Page'.

The plan showed how the panel priorities linked to housing priorities and how these linked into the priorities for the city.

The officers drew the attention of the Members to the bottom of the 'plan on a page' which outlined the service and performance priorities for funding. The Community Committee had through wellbeing fund match funded a number projects in the Outer West area.

**RESOLVED** – That the Community Committee received and noted the information outlined on the Outer West Housing Advisory Panel 'plan on a page'.

## **21 Minutes of the Environmental Sub Group**

Cllr. Coulson the Chair of the Environmental Sub Group informed the Community Committee that a meeting was due to take place at the end of the month in relation to zonal teams once they are operational there will be a dedicated team for the Outer West area.

Cllr. Blackburn informed the Committee that Farnley Working Men's Club had now been demolished after the recent fire. However the owners of the previous club had not been helpful in the removal of the demolished materials.

An Officer from Housing Leeds informed the Members that Estate Managers are taking walks about the estates to ensure that they are kept clean and tidy. Discussions are taking place with the Environmental Action Team on how to best address issues rather than dealing with issues on an adhoc basis.

**RESOLVED** – That the Community Committee received and noted the minutes of the Environmental Sub Group held on 7<sup>th</sup> August 2015.

## **22 Matters Arising**

**RESOLVED** – That the Community Committee agreed to add Cllr. Ann Blackburn to the Outer West Housing Advisory Panel Minute 19 refers

## **23 Wellbeing Fund and Youth Activities update Report**

The report of the West North West Area Leader provided the Community Committee with an update on the budget position of the Wellbeing Fund 2015/16 and the current position of the small Grants and skips pots and those Small Grants and Skips that had been approved since the last meeting.

Members were informed that there was £18,799 in the Wellbeing Fund currently unallocated for 2015/16.

One Small Grant had been approved since the last meeting:

- West Leeds Juniors Development Centre for £500

Two skips had been approved since the last meeting for the clean up after the Farfield Avenue, Community Day at a cost of £295.

Taking these into account there was £5,766 still available for the allocation for Small Grants and Skip Hire in the 2015/16 budget.

Members were asked to approve the method by which Wellbeing grants are approved for 2016/17. The Members attention was drawn to paragraphs 13, 14, and 15 of the submitted report which outlined the process for the 2016/17 Wellbeing Commissioning Round and proposed the Wellbeing fund priorities for the Outer West Community Committee.

In response to a Members enquiry on funding and location of Speed Indication Devices (SID) that Ward Members had requested at certain location within the Outer West area, the Committee was informed that there had been software issues in relation to this device. The Communities Team are to make further enquires on behalf of the Community Committee.

The Chair of the Community Committee had recently attended a Community Safety meeting and updated the Members on policing in the Outer West area.

**RESOLVED** – That the Committee:

- Noted the current budget position for the revenue Wellbeing Fund for 2015/16
- Approved the application process for the 2016/17 financial year
- Agreed the Wellbeing fund priorities

## **24 Community Committee Update Report**

The report of the West North West Area Leader updated the Community Committee on the work of the three sub groups of the Committee: Environment, General Purposes and Business, Employment and Skills.

Members discussed a number of issues contained within the submitted report including:

- The use of social media to inform, consult and promote local events.
- Increasing tenant's online access to services with a specific focus on computer access within high rise blocks
- The invite to Members to attend the Rycroft High Rise Association AGM on Friday 27<sup>th</sup> October at 7pm

The Officers from Housing Leeds provided the Community Committee with information on projects funded by the Outer West Housing Advisory Panel. Members were invited to contact the Officers if they had ideas for future projects.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th December, 2015

Members were informed that the road signs at Thornbury Roundabout are to be rectified.

**RESOLVED** – That the Community Committee noted the report including the key outcomes from the sub groups.



# Minutes

## Full Authority

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Date: 11 September 2015

Time: 10.30 a.m.

Venue: Fire and Rescue Service Headquarters, Birkenshaw

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Present: Councillor J Hughes (in the chair); Anderson, Austin, Burke, Caffrey, Dunbar, P Grahame, R Grahame, Harrand, Holmes, M Hussain, T Hussain, McKenna, Renshaw, Smith, Tait, Townsley and Wallis

In Attendance: None

Apologies: Councillors D Fear, K Maqsood, M Shaw and A Taylor

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## 25 Chair's announcements : Industrial Action update

The Chief Executive and Chief Fire Officer gave a verbal report on the latest position with regard to the industrial action which had commenced on 25 September 2013.

Members were advised that the Fire Brigades' Union had submitted a legal challenge regarding the transitional protection that had been offered in respect of the new Pension Scheme. The challenge had formally been made by one scheme member from each Brigade although the outcome could potentially affect the majority of firefighters who were under the age of 45 in April 2012. This was currently ongoing and any development would be reported to Members in due course.

## National Joint Council – future pay agreement

Members were also advised that work was underway with regard to future pay agreements which would affect both current and future firefighters. It was anticipated that the National Joint Council would have completed its work by June 2016. The agreements would cover the following;

- Emergency medical response
- Multi-agency working
- Environmental initiatives
- Youth engagement
- Inspection and enforcement

## **26 Urgent items**

None.

## **27 Admission of the public**

The meeting determined that there were no items which required the exclusion of the public and press.

## **28 Declarations of interest**

There were no declarations of disclosable pecuniary interest to be made in any matter under discussion at the meeting.

## **29 Minutes of the last meeting**

Members were updated in respect of Minute nos.17 (fire risks and fancy dress) and 21 (attendance of representative from West Yorkshire Police).

It was reported that a typographical error had been made in respect of appointments to the Consultation and Negotiation Panel as detailed at Annex A. The Membership was based on that of the Authority's Executive Committee and should be six Members.

### **RESOLVED**

- a) That, subject to an amendment to the membership of the Consultation and Negotiation Panel, the Minutes of the Authority at a meeting held on 26 June 2015 be signed by the Chair as a correct record; and
- b) That specific examples of police response to fire related incidents be agreed in consultation with the Chair and Councillor Holmes prior to a representative of West Yorkshire Police being invited to attend a future meeting.

## **30 Minutes of the Executive Committee**

The Director of Service Support took the opportunity to advise Members that the new Chief Employment Services Officer, Mr Ian Brandwood, would commence in post on 12 October 2015.

### **RESOLVED**

That the Minutes of the Executive Committee at meetings held on 26 June, 17 July, 24 July and 31 July 2015 be received.

## **31 Minutes of the Human Resources Committee**

### **RESOLVED**

That the Minutes of the Human Resources Committee at a meeting held on 10 July 2015 be received.

## **32 Minutes of the Local Pension Board**

### **RESOLVED**

That the Minutes of the Local Pension Board at a meeting held on 10 July 2015 be received.

## **33 Minutes of the Finance and Resources Committee**

The Chief Executive and Chief Fire Officer took the opportunity to advise Members that meetings had recently taken place with the Association of Metropolitan Fire Authorities (AMFRA) to consider future and fairer funding reductions from central government. Work on a lobbying paper was ongoing.

### **RESOLVED**

- a) That the Minutes of the Finance and Resources Committee at a meeting held on 17 July 2015 be received; and
- b) That detail of the content of the AMFRA lobbying paper about fair funding reductions for the fire service be reported to Members at the earliest opportunity.

## **34 Minutes of the Community Safety Committee**

### **RESOLVED**

That the Minutes of the Community Safety Committee at a meeting held on 24 July 2015 be received.

## **35 Minutes of the Local Government Association**

### **RESOLVED**

That the Minutes of the Fire Commission and the Fire Services Management Committee at meetings held on 26 June 2015 be noted.

## **36 Performance Management Report**

Consideration was given to a report of the Chief Legal and Governance Officer which advised of the Authority's performance against key performance indicators for the period 1 April to 31 July 2015.

Members commented, and received more detailed commentary, on the following issues;

- Recent fatalities and contributory factors
- Partnership working eg. NHS and joint safety campaign to target the more elderly members of the community
- Housing Association referrals

It was reported that the long-term trend remained downward and recent increases in reported incidents were a spike in the trend line.

### **RESOLVED**

That the report be noted.

### **37 Service Plan Action Plan 2015 – 16: Update**

The Chief Legal and Governance Officer submitted a report which advised of the progress to date on the Service Plan Action Plan 2015 – 16.

Members commented specifically on the following issues;

- Automatic Fire Alarms
- Introduction of fast response car

#### **RESOLVED**

That the report be noted

### **38 Emergency First Responding – Pilot scheme**

Members received a report of the Director of Service Delivery which sought approval for an Emergency First Responding pilot scheme at three retained duty system stations in conjunction with Yorkshire Ambulance Service (YAS) which would support the growing need for improved collaborative working between blue light agencies.

The scheme would benefit all organisations in terms of efficiency and interoperability and would ensure that response to life threatening medical emergencies could be made from West Yorkshire Fire and Rescue Service (WYFRS) property. WYFRS would support YAS in responding within 8 minutes to such incidents and would assist therefore in improving outcomes for patients and the local community. The scheme would be operated on a volunteer basis and, in response to a YAS assessment of performance targets, was proposed to be piloted on three WYFRS retained duty stations as follows;

- Skelmanthorpe
- Featherstone
- Ilkley

Additional training and 6-monthly assessments would be undertaken by YAS and it was anticipated that the scheme would be established on a cost recovery basis with the exception of costs associated with Driver training and work to develop the cohort of blue light drivers on the affected stations.

Whilst the initial plan had been to commence the scheme from 1 April 2016, it had been recognised that there would be advantages in aligning the West Yorkshire pilot with the national trials which were due to report back in June 2016. The WYFRS scheme therefore, if approved, would commence at the earliest practicable opportunity.

#### **RESOLVED**

- a) That approval be given for an initial pilot of the Emergency First Responder scheme at three retained duty system stations (to be confirmed) in conjunction with Yorkshire Ambulance Service;
- b) That the Emergency First Responder Scheme pilot be commenced at the earliest practicable opportunity and report into the national trials prior to June 2016; and
- c) That Members be provided with progress reports at each Full Authority meeting on the pilot WYFRS Emergency First Responder scheme (including direct input from the firefighters and representative bodies involved).



### **39 Service Delivery Assurance report**

Consideration was given to a report of the Director of Strategic Development which provided Members with a high level assurance in relation to Service Delivery performance. Such information would be included in the Annual Statement of Assurance published on an annual basis.

The internal assessment (based on a combination of the Local Government Association and Chief Fire Officers' Association (CFOA) Operational Assurance and Fire Peer Challenge Toolkit processes) judged seven key areas against a number of criteria which resulted in the following findings;

- |                                      |             |
|--------------------------------------|-------------|
| • Community Risk Management          | Advanced    |
| • Prevention                         | Established |
| • Protection                         | Established |
| • Response                           | Established |
| • Health and Safety                  | Established |
| • Training and Development           | Established |
| • Call handling and incident support | Developing  |

Members were advised that the results would continue to be monitored through the Service Delivery assurance processes including a designated Service Delivery Assurance Team, Management Board and Fire Authority Members themselves. The process would assist in making an informed judgement regarding overall performance of WYFRS. Any costs associated with investment decisions based on the outcomes of the process would be incorporated into each specific business case for funding.

It was reported that the Service Delivery assurance process went some way to filling the void made by the departure of HM Inspectorate and also informed choices about the way in which the fire service was delivered locally.

#### **RESOLVED**

That the report be noted.

### **40 Emergency Services Mobile Communications Programme**

Members received a presentation about the progress made with the national Emergency Services Mobile Communications Programme (ESMCP). The Programme aimed to replace the current provider, Airwave, with a more cost effective commercial mobile communications service when the existing contract expired in 2020.

It was reported that there remained unanswered questions and many of these relating to funding mechanisms. Members were advised that, whilst it was anticipated the Programme would reduce overall costs to the Fire Service in general, no guarantee had been given thus far that no individual Fire and Rescue Authority would not be worse off than it had been as part of the existing funding mechanisms for the use of the Airwave system.

The Programme itself was advanced in terms of the award of a contract (due October 2015) and a rolling programme of implementation had been designed between 2017 – 2020, at which point the Airwave would cease. The anticipated cutover for emergency service partners in Yorkshire was from the start of 2018.

Chair

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## West Yorkshire Police and Crime Panel

### Draft Minutes

11<sup>th</sup> Sep 2015, Dewsbury Town Hall

<b>PRESENT:</b>	Councillor Lowe (Chair)	- Leeds City Council
	Councillor Iqbal	- Leeds City Council
	Councillor Khan	- Bradford Council
	Councillor G Carter	- Calderdale Council
	Councillor Ahmed	- Kirklees MBC
	Councillor Scott	- Kirklees MBC
	Councillor Barker	- City of Wakefield MDC
	Councillor Wassell	- City of Wakefield MDC
	Roger Grasby	- Independent
	Jo Sykes	- Independent
<b>IN ATTENDANCE:</b>	Samantha Wilkinson	- City of Wakefield MDC
	Emma Duckett	- City of Wakefield MDC
	Sharon Fraser	- City of Wakefield MDC

#### 1. Apologies for Absence

- 1.1 The Chair of the Panel noted apologies from Councillor Amanda Carter (Leeds), Councillor Ann Martin (Calderdale) and Councillor Michael Walls (Bradford).

#### 2. Minutes of the Meeting held on 17<sup>th</sup> July 2015

- 2.1 The minutes of the meeting 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 attended the meeting for items 5 to 12 along with Katherine Johnson, Kelly Laycock and Lauren Wray from the OPCC.***

**5. Financial Briefing: Overview of Current Financial Position**

- 5.1 The Commissioner presented to the Panel the Force's budget position to 30 June 2015.
- 5.2 The Commissioner highlighted the uncertainty around future funding due to the current consultation on the police funding formula and the Comprehensive Spending Review (CSR) announcement at the end of November. Members noted that cuts could potentially range from 25% to 40%.
- 5.3 The Commissioner raised concerns regarding the possible changes to the funding formula. There appears to be a shift in funding from the metropolitan areas to the shire areas which could negatively impact on West Yorkshire Police.
- 5.4 The Commissioner reported on the Force's Medium Term Financial Forecast (MTFF) and it was noted that there is currently a revenue underspend of £3.167m against plan.
- 5.5 Panel highlighted the numbers of vacant posts and the Commissioner commented that vacancy management is a key way for the force to manage the budget. It was noted that any recruitment goes through a vigorous panel.
- 5.6 Panel noted that there is a still need to identify how a reduction of 190 FTE police staff is to be achieved by March 2016 to meet savings targets. It was reported that there is currently a major review of internal shared services as part of the Programme of Change and it is expected that the bulk of reductions will be identified from there. Members requested further information on this review when it becomes available.
- 5.6 Panel questioned whether the high number of vacancies was having an impact on service provision and, in particular, call handling which had seen previous poor performance.
- 5.7 The Commissioner confirmed that the 999 call handling has always been within the required response time and the issues with 101 call handling had been greatly improved. It was noted that West Yorkshire did assist South Yorkshire with 101 call handling whilst there were technical problems, however, these have now been resolved and South Yorkshire are again managing their own calls.
- 5.8 The Commissioner reported that there is currently Home Office consultation on 101 call handling, with an inference to moving more towards a multi-agency service.
- 5.9 RESOLVED**
  - 5.9.1 The Commissioner to provide details of the Programme of Change's review into internal shared services when it becomes available.

5.9.2 The Commissioner to provide details of police officers on restricted duties and how they are being utilised across the Force.

## **6. Quarterly Performance Scrutiny to 30 June 2015**

- 6.1 The Commissioner presented the latest performance information to 30 June 2015.
- 6.2 Crime data integrity continued to impact on the level of recorded crime with increases seen for total crime (+8.3%) and domestic burglary (+5.9%) over the 12 months to 30 June 2015. The Commissioner stated that the Force was now more than 90% compliant in recording crimes.
- 6.3 The Commissioner highlighted that, six months ago, recorded crime in West Yorkshire was at a 31 year low. Whilst crime data integrity is undoubtedly impacting on performance, the Commissioner felt that the 'tipping point' may have been reached due to significant reductions in police officer and police staff numbers. 31/43 forces have seen increases in crime in recent months.
- 6.4 Members noted the increases in bike theft, theft other and religiously and racially aggravated offences over the quarter to 30 June 2015. The Commissioner stated that the increase in racially and religiously aggravated offences was an area for concern which he has highlighted with the temporary Chief Constable.
- 6.5 The Lead Member for performance asked the Commissioner what he had done to reassure himself and the public that the recent increases in crime were mainly due to crime data integrity. In response, the Commissioner stated that the Internal Audit team were considering crime data integrity to ensure compliance and that any real changes in performance are identified and acted upon.
- 6.6 A Member stated that he had received the Commissioner's public perception survey and sought further information on the sampling methodology and validity of the survey. In response, the Commissioner stated that the survey was based on a random sample and generated approximately 13,000 responses annually. Responses from the survey provided the performance data for some of the performance indicators within the Police and Crime Plan. Data were also shared with partners to inform their plans.
- 6.7 A Member raised the issue of increases in car crime due to cross border criminals and asked about plans for increasing the number of Automatic Number Plate Recognition (ANPR) cameras. The Commissioner highlighted the ANPR Transformation Project and the planned increased in ANPR provision across the county.
- 6.8 Further discussion focused on youth offending and the potential impact that the in-year cuts to the Youth Offending Teams budgets could have on this area.
- 6.9 RESOLVED**

- 6.9.1 The Commissioner to provide information on the ANPR Transformation Project and the projected completion dates for installing ANPR cameras as soon as possible.
- 6.9.2 The Commissioner agreed to include homicide figures in the next quarterly performance report.

## **7. Strategic Workforce Strategy 2015-20**

- 7.1 The Commissioner presented the report on the Strategic Workforce Strategy and highlighted the challenges that lay ahead.
- 7.2 There was a discussion on the need for a more flexible force and the Panel questioned whether the civilianisation of aspects of police work will mean that it is less effective. The Commissioner assured the Panel that he is doing all he can to ensure that all these considerations are taken on board as part of the new modelling of the Force but that budget pressures are making such decisions inevitable.
- 7.3 The Commissioner stated that he supported the current Home Office thinking around extending some warranted powers for non-police officers, which will help to create a more flexible workforce.
- 7.4 The Commissioner confirmed that the Force is in the process of finalising the latest tranche of new recruits that were agreed as part of the Precept agreement earlier in the year.
- 7.5 The Panel questioned how the latest Home Office Innovation Funding might help support new ways of working. It was noted that through the Partnership Executive Group (PEG), the Commissioner has set up a small steering group of partners to develop ideas for innovation and collaboration. The Commissioner welcomed any ideas from Panel members around this.
- 7.6 The Panel again raised the issue of comparatively low levels of women and black and minority ethnic (BME) recruits within the Force. Whilst recognising the limited level of recruitment at present, the Panel stressed the need for more to be done to ensure that the diversity of recruits is further increased and existing BME staff are retained.
- 7.7 The Chair reaffirmed with the Commissioner that the Strategic Workforce Plan was of key importance for the Panel. Whilst the Panel recognised that the CSR announcements would impact on workforce planning, it was felt that further information was needed prior to the Panel considering the precept in February.
- 7.8 RESOLVED**
  - 7.8.1 The Commissioner to provide a briefing to Members on the Strategic Workforce Plan, potentially at their private meeting on 9 October 2015.

## **8. Victim Support Services 2015-16**

- 8.1 The Commissioner outlined the work that is ongoing around Victim Support Services and the further work that is being taken forward.
- 8.2 The Panel raised with the Commissioner the proposed closure of Wakefield and Halifax magistrate's courts and concern was expressed about the impact of the proposed court closures on victims of crime both in terms of increased cost and increased travel time.
- 8.3 The Commissioner reported on the establishment of victim's hubs, the concept of which is to provide a neutral, safe space for victims with video links to court. Panel asked if the Commissioner could consider an additional fund to provide financial help to victims with their travel costs.
- 8.4 The Commissioner and the West Yorkshire Leaders are making a joint response opposing the court closures.
- 8.5 The Commissioner agreed to bring a more detailed report on victim's hubs to a future meeting, particularly focussing on the potential these might have to mitigate some of the effects of court closures.

### **8.8 RESOLVED**

- 8.8.1 The Commissioner to provide a report on victim's hubs to a future meeting.

## **9. Community Outcomes Meetings**

- 9.1 Panel noted the report on the Commissioner's Community Outcomes Meetings with the temporary Chief Constable.
- 9.2 Panel suggested that areas that they were particularly keen to scrutinise in more detail include:
- The Force's treatment of vulnerable victims and vulnerable perpetrators of crime.
  - Disability Hate Crime
  - Stop and Search

### **9.3 RESOLVED**

- 9.3.1 Panel Officers to develop an outline of the scrutiny review of the Force's treatment of vulnerable victims and vulnerable perpetrators for consideration by the Panel.

## **10. Published Key Decisions**

10.1 The Commissioner's staff were thanked for ensuring the website was up to date.

## **11. Agreed Actions Log**

11.1 The Agreed Actions Log was noted.

11.2 The Commissioner reported that discussions on the co-location of the Fire and Rescue Service and Police at Weetwood station were still on going, prior to the commencement of negotiations with affected parties.

11.3 The Panel agreed to amend the date of the December 2016 meeting of the Panel to the 9<sup>th</sup> December at the request of Kirklees Council. Consideration would also be given to changing the date of the November meeting from the 4<sup>th</sup> to the 18<sup>th</sup>.

## **11.4 RESOLVED**

11.4.1 Panel Officers to circulate 2016 Panel meeting dates when confirmed.

## **12. Commissioner's Response to any current issues**

12.1 The Commissioner was asked to respond to a number of current issues raised by the Panel.

12.2 Commissioner was asked if he was assured that the rules are being appropriately applied around the seizure and sale of cars as West Yorkshire is the Force with the highest number of cars seized and sold other than the Met.

12.3 The Commissioner stated that West Yorkshire has always taken a pro-active approach to uninsured drivers etc and he does believe that the rules are being applied appropriately. The Commissioner agreed to provide information to the Panel on West Yorkshire's approach.

12.4 A Member questioned the use of social media by police officers and staff. The Commissioner stated that there are clear guidelines for the use of social media and regular advice is given to officers and staff. The Commissioner agreed to circulate the guidelines to Panel members.

12.5 The Commissioner was asked about the controls of the use of volunteer photographs taken for use in video ID parades by the VIPER Unit. The Commissioner assured the Panel that this is operated under strict procedures; no personal details are taken other than age and nationality. The volunteer can have their details removed at any point and all photos are stored under data protection rules.

12.6 The Commissioner and Panel noted there had been six devolution bids submitted by Yorkshire to the Treasury. The bids had different implications for policing governance and it was recognised that this would form part of the Panel's agenda in due course.



## **12.7 RESOLVED**

12.7.1 The Commissioner to provide further information on West Yorkshire Police's approach to the seizure and sale of cars.

12.7.2 The Commissioner to provide the Force's guidelines to staff on the use of social media.

## **13. Complaints Received by the Panel**

13.1 Members noted that there are two live complaints against the Commissioner which are being dealt with by the Panel.

13.2 The Lead Member for complaints stated that one complainant had exercised his right to appeal against the Complaints Sub Panel's decision to not uphold his complaint. The appeal would be heard by the full Panel at their private meeting on 9<sup>th</sup> October.

13.3 The second complaint was still ongoing, with information being sought from the Commissioner. The Complaints Sub Panel was due to meet again at the beginning of October.

## **13.4 RESOLVED**

13.4.1 That the full Panel consider the appeal at its private meeting on 9<sup>th</sup> October.

## **14. Panel Forward Agenda Plan 2015**

14.1 The Forward Agenda Plan was noted.

## **15. Any Other Business**

15.1 There was no other business raised.

## **16. Date and Time of Next Meeting**

16.1 The next meeting is to be held at 10.00 am at Wakefield One on Friday, 13<sup>th</sup> November. The private meeting will commence at 9.00 am.

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**WEST YORKSHIRE JOINT SERVICES COMMITTEE  
THURSDAY 24 SEPTEMBER 2015**

**PRESENT: Bradford**  
Councillor S Duffy  
Councillor V Slater  
Councillor M Walls

**Calderdale**  
Councillor G Carter  
Councillor A Collins  
Councillor A Miles

**Kirklees**  
Councillor A Pinnock  
Councillor K Smith

**Leeds**  
Councillor P Grahame  
Councillor B Flynn  
Councillor B Urry

**Wakefield**  
Councillor M Graham  
Councillor R Lund

**26. APOLOGIES**

Apologies were submitted on behalf of, Councillors Holmes and Hemingway and J Badger (Director of Finance & Property).

**27. CHAIR'S ANNOUNCEMENTS**

The Chair reminded Members that a coffee morning will be held after the meeting to raise money for Macmillan Cancer charity and everyone is welcome to attend.

**28. MEMBERS DECLARATION OF INTEREST**

No declarations were made.

**29. MINUTES**

**Resolved** - That the Minutes of the meetings of the Committee held on 30 July 2015 be signed as a correct record.

### 30. ANNUAL GOVERNANCE REPORT 2014/15

The Head of Commercial Services and Resources introduced a report of the Section 151 Officer updating Members on the Annual Governance Report (AGR) 2014/15. The Officer summarised the AGR and explained the report was considered by the Governance and Audit Sub-Committee on 10 September 2015. The Chair of the Governance and Audit Sub-Committee confirmed there are no significant issues and the External Auditor intends to provide a clear opinion and value for money conclusion for inclusion in Statement of Accounts.

**Resolved** – (1) Members noted the External Auditor’s Annual Governance Report appended to the report.

(2) Members noted the anticipated receipt of an unqualified Audit Opinion to both the Statement of Accounts 2014/15 and Joint Services’ arrangements for securing economy, efficiency and effectiveness in its use of resources (value for money).

(3) Members agreed that variances to the level of reserves should be reported to Members at the next available meeting.

**Reasons for the Decisions** – (1) To comply with the ISA 260 and to ensure that Members of the Committee are aware of any matters arising from the annual audit of the Statement of Accounts.

(2) To ensure amendments are made in order to meet the statutory deadline of 30 September for receipt of an unqualified opinion and publication of the Financial Statements.

### 31. POST AUDIT STATEMENT OF ACCOUNTS 2014/15

The Resources Manager presented a report on the Statement of Accounts 2014/15 and explained the accounts have been certified by the Section 151 Officer in accordance with the statutory deadline. Members were informed that the Governance and Audit Sub-Committee have received two reports on the main Statements. The accounts were scrutinised by the Members of the Governance and Audit Sub-Committee on 10 September 2015 who recommended approval. The Manager confirmed that on approval the accounts will be signed by the Chair and published on the WYJS website.

**Resolved** – (1) Members approved the Post Audit Statement of Accounts.

(2) The Chair signed the Statements and approved the Accounts for issue.

**Reason for the decisions** – To ensure that Accounts are approved and published inline with the statutory deadlines.

### **32. ANNUAL GOVERNANCE STATEMENT (AGS) 2014/15**

A report of the Business Manager presented the Annual Governance Statement 2014/15 which will accompany the 2014/15 Statement of Accounts. The Head of Commercial and Resources Services informed Members that a draft statement was considered by the Governance and Audit Sub-Committee on 10 September 2015 who requested further information on website development and self service, which was circulated for consideration. The Head of Commercial Services and Resources explained how self service will benefit the organisation when implemented and agreed to bring another report back to the December Committee. When approved the AGS will be signed by the Chair and Business Manager and significant governance issues will be monitored by the Governance and Audit Sub-Committee on a quarterly basis.

**Resolved** – (1) Members approved the Annual Governance Statement 2014/15 as appended to the report.

(2) Members noted the updated on Procure to Pay, Self Service and development of the WYJS website.

**Reason for the Decision** – Receiving progress reports on the AGS will assist in providing an effective assurance framework in order to allow the Chair of the Joint Committee and the Business Manager to sign the AGS for inclusion in the Statement of Accounts.

### **33. RESERVES POLICY**

A report of the Business Manager introduced the re-drafted Reserves Policy. The Resources Manager confirmed there have been no significant changes and summarised the amendments. The Committee received assurances that in future any changes to general reserves will be reported to Members who will approve any transfers. The Manager confirmed the level of reserves remains unchanged. The Chair of the Governance and Audit Sub-Committee updated on scrutiny issues and assured Members that in future more financial information will be submitted to the Sub-Committee who will routinely monitor reserves.

**Resolved** – (1) Members ratify the approval of the draft policy by the Sub-Committee including the target level of general reserves of £350k.

(2) Members continue to review the policy regularly as other developments such as the trading company proposals progress.

**Reasons for the Decisions** – (1) To ensure that Members are aware of the financial risks faced by the Joint committee and can form a view on the adequacy of reserve levels.

(2) To ensure that the policy remains fit for purpose in a changing environment.

#### **34. PARTNERSHIP & GRANT FUNDING POLICY**

The Resources Manager introduced the draft Partnership policy and assured Members that officers will be made aware of the requirements of the policy. The Manager summarised the changes and outlined how it benefit the organisation. The Chair or the Governance and Audit Sub-Committee confirmed the policy had been considered by the Sub-Committee and recommended approval.

**Resolved** – Members approved the policy.

**Reason for the Decision** – To ensure the governance arrangements around partnerships and grant funded projects are adequate and appropriate for the size of the project.

#### **35. EXTERNAL AUDIT ARRANGEMENTS 2015/16**

A report of the Business Manager updated Members on the process relating to external audit arrangements. Members were reminded there is no longer a requirement to conduct an external audit but a voluntary audit is recommended and the Manager outlined options to satisfy the voluntary requirement. A version of this report was discussed by the Governance and Audit Sub committee on 10 September who recommended the option to extend existing arrangements with KPMG for twelve months. The Chair of the Sub-Committee updated on the changes to external audit provision and provided reasoning for behind the recommendation.

**Resolved** – Members approved option to continue with the existing external auditor for the 2015/16 audit in accordance with the recommendation of the Governance and Audit Sub-committee on 10 September 2015.

**Reason for the Decision** – To ensure that the necessary voluntary arrangements are in place for an external audit for 2015/16.

#### **36. REVENUE BUDGET MONITORING 2015/16**

A report of the Business Manager provided Members with an early projection of the out-turn position at the end of March 2016. The Manager summarised Budget revisions and drew attention to main areas of concern. The Head of Commercial Services and Resources updated on steps in place to mitigate risk in Analytical Services which includes preparation of Business Plans and growth models and confirmed the situation is being closely monitored. Members received an update on general and earmarked reserves, confirming no significant changes and a forecast surplus. The Officer updated on restructure of Archaeological Services and confirmed if the service grows the structure will be reviewed.

**Resolved** – (1) Members noted the early projected out-turn position and the reserves position.

**Reason for the Decisions** – (1) To ensure that Members are aware of the financial position of WYJS, the potential use of reserves, ongoing and future financial pressures faced by the service.

### **37. EMPLOYEE HANDBOOK**

The Head of Commercial Services and Resources summarised the review of employee policies that has been undertaken. Members were informed that the Managing attendance policy is being considered in line with WMDC and will be completed when WMDC have completed their review. The Officer reported there is currently no requirement for a disability Leave policy. Members agreed the Workforce Management Policy remains relevant in the current situation and provides appropriate workable policies. The Officer updated on the transfer of IT to Leeds and confirmed Leeds ICT policies will be adopted on completion of transfer.

**Resolved** – Members approved the changes as set out in the report.

**Reason for the Decision** – (1) To ensure that the Employee Handbook is up to date, complies with current Employment Law and is relevant as a guide to terms and conditions of employment, giving accurate information and contact details.

## **IN PRIVATE**

### **38. BUDGET STRATEGY AND ORGANISATION DEVELOPMENT 2016/17 to 2019/20 (EXCEMPT UNDER PARAGRAPH 3)**

A report of the Business Manager outlined a budget strategy to manage potential budget reductions including options for service reductions and information about potential for growth.

**Resolved** – Members agreed the amended recommendations outlined in the presentation and circulated at the meeting.

**Reasons for the Decisions** – (1) The timetable for making budget reductions is such that action needs to be taken as soon as possible to ensure that a full year effect reduction is made in 2016/17.

(2) At the time of writing the report the level of budget reductions for 2016/17 are not known but action must be taken as soon as possible if the savings are to be achieved in that financial year.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.





Report author: Mariana Pexton  
Tel: 0113 247 4043

**Report of Chief Executive**

**Report to Full Council**

**Date: 11<sup>th</sup> November 2015**

**Subject: Devolution**

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. This report is intended to update Members on matters in the Leeds City Region Local Enterprise Partnership (LEP) and through the West Yorkshire Combined Authority (WYCA).
2. The main issues described in this report are from the latest public WYCA meeting in September.

**Recommendations**

3. Members are asked to consider the content of this paper and on action that might be needed from Leeds City Council as a result.

## **Purpose of this report**

- 1.1 This report is intended to update Members on matters in the Leeds City Region LEP and the West Yorkshire Combined Authority.
- 1.2 Specifically this report provides details of the latest public combined authority meeting in September.

## **2 Background information**

- 2.1 Following cross party agreement this is the third report to Full Council to provide an update to Members on the work of the WYCA and Leeds City Region LEP.
- 2.2 Devolution remains a central discussion for the city region and recent announcements have been made elsewhere of deals agreed by Sheffield City Region and the North East with central Government. The WYCA has been working with other partner authorities to draw up proposals for a further devolution deal to the one agreed in March. A proposal has been submitted to the Treasury and negotiations continue regarding the freedoms and flexibilities of a possible deal.
- 2.3 As well as devolution, the following items were discussed at the Combined Authority meeting on the 17<sup>th</sup> September.

### *2.3.1 Growth Deal delivery and budget allocation*

This item was to update on projects under the Leeds City Region Growth Deal and also to discuss the potential requirement for budget reallocations within the 2015/16 budget, with a further paper on this matter to be brought to the October Combined Authority meeting.

### *2.3.2 West Yorkshire 'plus' Transport Fund*

The meeting endorsed the progression through the relevant 'gateway' procedures of rail parking programmes as part of the Transport Fund. Tranche 1 programmes consist of four stations where there are no anticipated land ownership barriers (including Horsforth); whereas Tranche 2 programmes are subject to land ownership issues being resolved (including Morley). All are expected to be progressed within the first three years of the Transport Fund.

### *2.3.3 Planning Review*

This item presented the findings of the Planning Review conducted by the LCR Planning Portfolios Board for approval by the Authority. Agreement was taken that will see WYCA:

- providing formal consultation responses at publication draft stage in the preparation of local development plans;
- commenting on planning applications; from a strategic perspective on an exceptions basis;

- implementing resource-sharing activity relating to minerals and waste;
- exploring the potential for further joint working opportunities;
- introduce a spatial element to the Strategic Economic Plan, including a non-statutory joint investment framework/infrastructure plan for the Leeds City Region.

#### 2.3.4 *Governance and Audit Committee Recommendations*

This item provided an update on Governance and Audit matters including the Internal Audit Quality Assurance and Improvement Programme, a review of internal control and approval of the annual accounts for 2014/15.

#### 2.3.5 *Sustainable Urban Development strategy*

The meeting received a report on the progress made to date on developing the Sustainable Urban Development strategy for West Yorkshire & York. The Authority agreed at its meeting in July to act as the 'Intermediate Body' to oversee the Sustainable Urban Development strategy and, under this new arrangement, there will be an element of devolution for a relatively small proportion of the existing 2014-20 allocation of EU funding to Leeds City Region. A Strategy that guides how the funding will be allocated was submitted to government to meet the 25<sup>th</sup> September deadline.

#### 2.3.6 *Leeds City Region Strategic Economic Plan Revision*

This item asked the WYCA to endorse the local enterprise partnership board's decision to revise the Strategic Economic Plan (SEP). Given the changes in political and policy context since the SEP was produced in 2014 it was thought that the plan should be brought up to date for potential publication in March.

#### 2.3.7 *Transport for the North*

The meeting was provided with an update on Transport for the North, noting the roles WYCA was playing by shaping its technical work, leading smart and integrated ticketing, city connectivity and developing its rail workstream. It was agreed to support the case for hosting Transport for the North at the Combined Authority's Leeds headquarters, which could join Rail North by having its headquarters in the region.

#### 2.3.8 *Medium Term Financial Strategy*

The meeting took note of the development of a three year finance strategy to ensure the best use of the combined West Yorkshire Integrated Transport Authority and Leeds City Region Enterprise Partnership budgets. Approval was given to extra funding for a number of projects including the Enterprise Adviser Continuation and also for phase two of the Superfast West Yorkshire programme for broadband.

### **3 Corporate Considerations**

#### **3.1 Consultation and Engagement**

As this report is providing an update from a WYCA meeting, there hasn't been any specific consultation and engagement.

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

There are no specific implications for this report.

#### **3.3 Council policies and Best Council Plan**

The Best Council Plan priorities refer to aspects of the WYCA work and are undertaken in that context.

#### **3.4 Resources and value for money**

There are no specific implications for this report.

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

There are no specific legal implications arising from this report.

#### **3.6 Risk Management**

There are no specific implications for this report.

### **4 Recommendations**

4.1 Members are asked to consider the content of this paper and action that might be needed from Leeds City Council as a result.

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

5.1 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.



## COUNCIL MEETING – 11<sup>th</sup> November 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	02/11/2015	03/11/15

Submitted by: Councillor Barry Anderson  
 Relevant Board/Regulatory Panel: Executive Board  
 Executive Member/Chair: Executive Board Member for Health, Well Being and Adults/  
 Regeneration, Transport and Planning  
 Relevant Director: Director of Public Health/Director of City Development

This Council notes the recommendations made in the Director of Public Health’s Annual Report, approved at Executive Board in September 2015, particularly around planning and engagement with communities.

Council is concerned that the proposal to deliver 70,000 new homes in Leeds, with a possible increase in population of 150,000, could lead to an adverse impact on public health in the city. It could affect the ability of residents to access already stretched GPs and dental surgeries but also impact negatively on communities through increased road congestion, reduced air quality and loss of Greenbelt and open space. Council further notes the existing problems the Council is dealing with in relation to air quality and possible associated financial penalties.

The Public Health Annual Report goes on to set out how the Council aims to engage with communities. This Council is concerned that the consultation on the site allocations process does not meet those aims. Namely it does not:

- make it easy for everyone to take part
- make the engagement meaningful and honest
- involve people at the earliest possible stage
- show everyone the impact the engagement has had

This Council remains concerned about the plan to deliver 70,000 new homes and the process of consultation that underpins it.

Councillor Barry Anderson

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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 - 10.00 am on the day before the meeting  
 (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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## COUNCIL MEETING – 11<sup>th</sup> NOVEMBER 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	30/10/15	3/11/15

Submitted by:	Councillor Robert Finnigan
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Deputy Chief Executive

“This Council accepts the necessity of welfare reform but believes any new welfare system must provide fair financial support for both hard working families and the vulnerable people of Leeds. The proposed Tax Credit reforms do not achieve these objectives and in light of this we call on the Chief Executive to write to the Government asking them to abandon them.”

Councillor Robert Finnigan

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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 - 10.00 am on the day before the meeting  
(including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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## COUNCIL MEETING – 11 NOVEMBER 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	2/11/15	2/11/15

Submitted by:	Councillor Debra Coupar
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member for Communities
Relevant Director	Director of Citizens and Communities

This Council remains incredibly concerned about the impact on households in Leeds of Government's plans to remove up to £13 billion nationally in support from some of the most vulnerable people by 2020/21. Council is particularly disappointed to learn that the promise to avoid cuts to tax credits has been broken.

This Council has noted analysis by the Institute for Fiscal Studies, the Resolution Foundation and others which demonstrates that tax and wage changes will not offset the shortfall from tax credit cuts in full, particularly with lengthy delays before the minimum wage increase could reach £9 per hour.

Council believes children will suffer the most as a result of this decision given that 77% of in work families claiming tax credits have a household income of less than £20,000 a year, and 83% of those in-work families have at least one child. Locally in Leeds this Council continues to work hard to give children the best start in life but is concerned that Government has decided to withdraw vital support from families working hard for low pay.

Council notes that this Government has failed to achieve its own deficit reduction targets set out in 2010 and the national debt doubled over the last Parliament. In that context, Council does not believe it is the right priority for Government to help the wealthiest 4% of the population to benefit from tax changes, whilst placing the burden of its own failure on hard working families in Leeds. This Council calls on Government to withdraw these damaging cuts and maintain vital support for those who need it in our city. Council asks that the Executive Board member for Communities writes to central government to notify them of this resolution.

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 - 10.00 am on the day before the meeting  
(including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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## COUNCIL MEETING – 11<sup>th</sup> November 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper (Not for debate)	WP4 (not for debate)	02/11/2015	3/11/15

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Submitted by:	Councillor Andrew Carter
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Chief Executive

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This Council congratulates Lizzie Armitstead on her fantastic recent achievement in becoming only the fourth British woman to win the road cycling world championship following in the footsteps of Beryl Burton as the second woman from Leeds to achieve this magnificent feat.

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 - 10.00 am on the day before the meeting
- (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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