



**A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 23rd March, 2016 at 1.00 pm**

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

- 1           **Minutes** 1 - 28  
  
To approve the minutes of the Council Meeting held on 24<sup>th</sup> February 2016.
  
- 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 General Purposes Committee - Pay Policy Statement 2016/17** 29 - 50  
  
To consider a report setting out recommendations from the General Purposes Committee on 9<sup>th</sup> February 2016 to Full Council in respect of the 2016/17 Pay Policy Statement.
  
- 6           **Recommendations of the Standards and Conduct Committee - Annual Report from the Standards and Conduct Committee** 51 - 76  
  
To consider the report of the City Solicitor setting out recommendations from the Standards and Conduct Committee on 4 March 2016 to Full Council regarding the Annual report of the Standards and Conduct Committee.

7	<b>Report on Attendance at Meetings</b>	77 - 80
	To consider the report of the City Solicitor on attendance at meetings.	
8	<b>Report on the Inner North East Community Committee</b>	81 - 92
	To consider a report of the Inner North East Community Committee.	
9	<b>Report on the Outer South Community Committee</b>	93 - 102
	To consider a report of the Outer South Community Committee.	
10	<b>Questions</b>	
	To deal with questions in accordance with Council Procedure Rule 11	
11	<b>Minutes</b>	
	To receive the following minutes in accordance with Council Procedure Rule 2.2(i):-	
	Executive Board	103 - 112
	Scrutiny Boards	113 - 142
	Plans Panels	143 - 158
	Licensing Committee and Sub Committees	159 - 174
	Advisory and Procedural Committees	175 - 188
	Community Committees	189 - 194
	Joint Committees	195 - 220
12	<b>Report on Devolution</b>	221 - 226
	To consider a report of the Chief Executive updating Members on matters in the Leeds City Region LEP and the West Yorkshire Combined Authority, specifically this report provides details of the latest public combined authority meeting in February.	

- 13 **White Paper Motion (in the name of Councillor Andrew Carter) - Royal Commission on Local Government Finance** 227 - 228

This Council calls upon Her Majesty's Government to set up a Royal Commission on Local Government Finance and the wider relationship between Central and Local Government.

- 14 **White Paper Motion (in the name of Councillor Golton) - Pharmacies** 229 - 230

This council opposes the government's cut of £170 million to the community pharmacies budget and is alarmed at the statement from the community and social care minister that up to 3,000 pharmacies could close as a result of this cut.

This council recognises the important role that independent pharmacies play in local communities particularly to older residents and those living in remote communities.

This council resolves to:

- Respond to the public consultation currently underway, clearly expressing council's opposition to the cut in pharmacy budget and any resulting programme of closures.
- Utilise the public health contracts it holds with pharmacies to minimise the effect of government cuts to the pharmacies budget to minimise the number of closures in Leeds.
- Ask the Chief Executive to write to the government minister setting out council's concerns about these plans.
- Requests the Chief Executive write to Leeds' MPs, asking them to join us and call on the government to shelve these plans and protect this vital service.

- 15 **White Paper Motion (in the name of Councillor J Lewis) - Trade Union Bill** 231 - 232

As a major employer in the local area, this Council welcomes the positive benefits that arise from the relationship that we have with recognised Trade Unions. This Council believes that the relationship between employers and their employees through their collective representatives would be damaged by reducing facility time for elected representatives and by removing the ability of union members to pay union dues direct from their wages.

This Council believes that the Trade Union bill, far from assisting employer-employee relations or improving workplace democracy, is an ideologically driven attack on the fundamental rights and freedoms of workers to organise or take strike action. It is also deliberately designed to dramatically reduce funding to the main Party in opposition to the Government, and as such is a threat to our democracy.

The Council notes that the Bill and secondary legislation will:

- Allow agency labour to be used to substitute for striking workers, currently outlawed, which would be deeply divisive and with agency workers often doing unfamiliar jobs, could pose a serious health and safety risk to themselves and others
- Introduce very high thresholds for industrial ballots, with an extra threshold in certain public services, without doing anything to improve the ability of workers to participate in ballots
- Severely restrict the right to picket and peacefully protest including organising campaigns through social media
- Significantly reduce Trade Union facility time and withdraw check-off union contributions in the public sector, irrespective of the wishes of the employer
- Require union members to 'contract in'to their union's Political Fund every 5 years, thereby significantly reducing the ability of Trade Unions either to campaign on political issues or to support political parties.

This Council commits to promote the positive role that Trade Unions bring to society and therefore calls on the Government to scrap the Trade Union Bill and all associated regulation/secondary legislation.

Should the Trade Union Bill receive Royal Assent enabling the legislation to come into effect, Council requests that Executive Board receive a report on the implications of the Bill for Leeds City Council, its employees, Trade Unions and the effect on maintaining positive industrial relations.



Tom Riordan  
Chief Executive

Civic Hall  
Leeds  
LS1 1UR

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

**Third Party Recording**

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

Use of Recordings by Third Parties– code of practice

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

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Proceedings of the Meeting of the Leeds City Council held  
Civic Hall, Leeds on Wednesday, 24th February, 2016

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

## **WARD**

### **ADEL & WHARFEDALE**

Caroline Anderson

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

## **WARD**

### **CALVERLEY & FARSLEY**

Amanda Carter

Rod Wood

Andrew Carter

### **CHAPEL ALLERTON**

Mohammed Rafique

Jane Dowson

Eileen Taylor

### **CITY & HUNSLET**

Patrick Davey

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

### **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  
Graham Hyde  
**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  
Thomas Leadley  
Robert Finnigan

**MORLEY SOUTH**

Neil Dawson  
Shirley Varley  
Judith Elliott

**OTLEY & YEADON**

Colin Campbell  
  
Sandy Edward Charles Lay

**PUDSEY**

Richard Alwyn Lewis  
Mick Coulson  
Josephine Patricia Jarosz  
**ROTHWELL**

Karen Bruce  
Barry Stewart Golton  
David Nagle  
**ROUNDHAY**

Christine Macniven  
Ghulam Hussain  
Bill Urry  
**TEMPLE NEWSAM**

Helen Hayden  
Michael Lyons

**WEETWOOD**

Susan Bentley  
Judith Mara Chapman  
Jonathan Bentley

**WETHERBY**

Alan James Lamb  
John Michael Procter  
Gerald Wilkinson



**101 Announcements**

- a) The Lord Mayor informed Council that Councillor Downes was now back home following his recent operation.
  
- b) The Lord Mayor informed Council that she had asked the Chief Whip to convene a meeting of group whips to discuss the method by which members who had reserved their right to speak exercise that right, the Lord Mayor also set out how that would work for the purposes of today's meeting.

**102 Minutes**

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

**RESOLVED** – That the minutes of the meetings held on 13<sup>th</sup> January 2016 be approved subject to a minor correction at minute 80, replacing the name Mary Brewer with Maureen E Brewer.

**103 Declarations of Interest**

There were no declarations of interests.

**104 Communications**

The Chief Executive informed Council of the receipt of correspondence from The Rt Hon Elizabeth Truss MP regarding the recent flooding in Leeds, a copy of which had been circulated to all Members of Council.

**105 Recommendations of the Executive Board - Best Council Plan 2016-2017 Proposals**

It was moved by Councillor J Lewis seconded by Councillor Charlwood and

**RESOLVED** – That the revised Best Council Plan 2016-2017 appended to the report be adopted and to note that further design work would take place.

**106 Motion to Suspend Council Procedure Rules**

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

**RESOLVED** –

- a) That Council Procedure Rule 14.6(b) be suspended in respect of the Budget item to allow Councillor Andrew Carter to move and Councillor J Procter to second amendments 1 to 8 en bloc, to allow Councillor Golton to move and Councillor Campbell to second amendments 9 to 10 en bloc, to allow Councillor Finnigan to move and Councillor Leadley to second amendments 11 to 12 en bloc and to allow Councillor D Blackburn to move and Councillor A Blackburn to second amendments 13 to 15 en bloc.
  
- b) That Council Procedure Rule 14.1 be suspended in respect of the Budget item and to agree;
  - (i) that time limits will not be imposed on budget speeches of Group Leaders in the budget debate.
  - (ii) that a member contributing to the budget debate can do so for up to 5 minutes.

- (iii) that a member seconding the budget motion or budget amendments can do so for up to 5 minutes.
  - (iv) that when summing up on the budget motion the Leader of Council can do so for up to 15 minutes.
- c) That Council Procedure Rule 3.3 be suspended in respect of the Minutes and to agree that consideration of the minutes (commencing with the Executive Board minutes) will continue up to 4.45pm at which point the Leader of Council or the relevant Executive Member will sum up for up to 10 minutes.

## **107 Budget**

Under the provisions of Council Procedure Rule 14.9 leave of Council was given for Councillor Blake to alter the motion in her name having now received the Fire and Rescue Authority precepts by altering 5(ii) Council Tax by altering paragraph (ii) 3 of item 5 by the deletion of the words 'are expected to issue' and replace with 'have issued' and alter the tabulation in (ii) 3 (page 6 of the summons) and by altering paragraph (ii) 4 of item 5 by the deletion of the words 'subject to the' and replace with 'having received' (page 7 of the summons) and by the inclusion of any amendments that are agreed by Full Council

(The altered paragraph(s)/table(s) are contained in the motion below)

### **i) Revenue Budget**

- a) To agree that the Revenue Budget for 2016/17 totalling £496.378m, as detailed and explained in the submitted report and accompanying papers be approved, with the Leeds element of the Council Tax for 2016/17 increasing by 1.99% plus the Adult Social Care precept of 2%. (This excludes the Police and Fire precepts which will be incorporated into the report to be submitted to Council on the 24th February 2016.)
- b) To agree that Grants totalling £84k be allocated to Parishes as detailed in paragraph 4.4.8 of the report.
- c) To agree that with respect to the Housing Revenue Account, that the following be approved;
  - a reduction of 1% in dwelling rents, a 5% increase in garage rents and a 3% increase in district heating charges.
  - that service charges for multi-storey flats/low/medium rise properties are increased by £1 per week.
  - that charges for sheltered support are increased from £12 to £13 per week and that a charge of £2 per week is introduced for those tenants who benefit from the sheltered support service but do not currently pay.

### **ii) Council Tax**

- 1 That it be noted that at the meeting on 13<sup>th</sup> January 2016, Council agreed the following amounts for the year 2016/17, in accordance with regulations made under Sections 31B(3) and 34(4) of the Local Government Finance Act 1992:-

- a) 218,267.1 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) as its council tax base for the year.
- b)

PARISH OF	Taxbase Numbers 2016/17
Aberford and District	769.1
Allerton Bywater	1,372.6
Alwoodley	3,630.6
Arthington	285.9
Austhorpe	25.4
Bardsey cum Rigton	1,118.8
Barwick in Elmet and Scholes	1,961.0
Boston Spa	1,955.6
Bramham cum Oglethorpe	728.5
Bramhope and Carlton	1,808.9
Clifford	726.3
Collingham with Linton	1,689.4
Drighlington	1,824.9
East Keswick	584.5
Gildersome	1,793.8
Great and Little Preston	559.8
Harewood	1,837.0
Horsforth	7,015.5
Kippax	2,851.2
Ledsham	96.1
Ledston	156.1
Micklefield	490.3
Morley	10,237.3
Otley	4,788.2
Pool in Wharfedale	937.2
Rawdon	2,668.0
Scarcroft	801.3
Shadwell	960.8
Swillington	945.5
Thorner	747.7
Thorp Arch	371.7
Walton	115.7
Wetherby	4,492.8
Wothersome	9.2

being the amounts calculated by the Council in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate.

- 2 That the following amounts be now calculated by the Council for the year 2016/17 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992:-

- a) **£2,058,238,514** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act.

- b) **£1,791,268,265** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act.
- c) **£266,970,249** being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its **council tax requirement** for the year.
- d) **£1,223.135548** being the amount at 2(c) above, divided by the amount at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as **the basic amount of its council tax for the year**.
- e) **£1,657,859.00** being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- f) **£1,215.54** being the amount at 2(d) above, less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the **basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates**.

g)

<b>Parish</b>	<b>Band D £ p</b>
Aberford and District	1,235.04
Allerton Bywater	1,238.12
Alwoodley	1,225.65
Arthington	1,222.54
Bardsey cum Rigton	1,244.37
Barwick in Elmet and Scholes	1,234.48
Boston Spa	1,234.32
Bramham cum Oglethorpe	1,248.42
Bramhope and Carlton	1,246.33
Clifford	1,245.83
Collingham with Linton	1,260.53
Drighlington	1,238.01
East Keswick	1,246.34
Gildersome	1,227.60
Great and Little Preston	1,236.98
Harewood	1,216.08
Horsforth	1,231.16
Kippax	1,230.23
Ledsham	1,257.68
Ledston	1,236.65
Micklefield	1,307.05
Morley	1,234.73
Otley	1,286.73
Pool in Wharfedale	1,256.54
Rawdon	1,230.56
Scarcroft	1,247.99
Shadwell	1,251.97
Swillington	1,245.26
Thorner	1,252.99
Thorp Arch	1,251.05
Walton	1,264.98
Wetherby	1,269.02

being the amounts given by adding to the amount at 2(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
LEEDS EXCEPT PARTS BELOW:	810.36	945.42	1,080.48	1,215.54	1,485.66	1,755.78	2,025.90	2,431.08
<b>Parish of:</b>								
Aberford and District	823.36	960.59	1,097.81	1,235.04	1,509.49	1,783.95	2,058.40	2,470.08
Allerton Bywater	825.41	962.98	1,100.55	1,238.12	1,513.26	1,788.40	2,063.53	2,476.24
Alwoodley	817.10	953.28	1,089.47	1,225.65	1,498.02	1,770.38	2,042.75	2,451.30
Arthington	815.03	950.86	1,086.70	1,222.54	1,494.22	1,765.89	2,037.57	2,445.08
Bardsey cum Rigton	829.58	967.84	1,106.11	1,244.37	1,520.90	1,797.42	2,073.95	2,488.74
Barwick in Elmet and Scholes	822.99	960.15	1,097.32	1,234.48	1,508.81	1,783.14	2,057.47	2,468.96
Boston Spa	822.88	960.03	1,097.17	1,234.32	1,508.61	1,782.91	2,057.20	2,468.64
Bramham cum Oglethorpe	832.28	970.99	1,109.71	1,248.42	1,525.85	1,803.27	2,080.70	2,496.84
Bramhope and Carlton	830.89	969.37	1,107.85	1,246.33	1,523.29	1,800.25	2,077.22	2,492.66
Clifford	830.55	968.98	1,107.40	1,245.83	1,522.68	1,799.53	2,076.38	2,491.66
Collingham with Linton	840.35	980.41	1,120.47	1,260.53	1,540.65	1,820.77	2,100.88	2,521.06
Drighlington	825.34	962.90	1,100.45	1,238.01	1,513.12	1,788.24	2,063.35	2,476.02
East Keswick	830.89	969.38	1,107.86	1,246.34	1,523.30	1,800.27	2,077.23	2,492.68
Gildersome	818.40	954.80	1,091.20	1,227.60	1,500.40	1,773.20	2,046.00	2,455.20
Great and Little Preston	824.65	962.10	1,099.54	1,236.98	1,511.86	1,786.75	2,061.63	2,473.96
Harewood	810.72	945.84	1,080.96	1,216.08	1,486.32	1,756.56	2,026.80	2,432.16
Horsforth	820.77	957.57	1,094.36	1,231.16	1,504.75	1,778.34	2,051.93	2,462.32
Kippax	820.15	956.85	1,093.54	1,230.23	1,503.61	1,777.00	2,050.38	2,460.46
Ledsham	838.45	978.20	1,117.94	1,257.68	1,537.16	1,816.65	2,096.13	2,515.36
Ledston	824.43	961.84	1,099.24	1,236.65	1,511.46	1,786.27	2,061.08	2,473.30
Micklefield	871.37	1,016.59	1,161.82	1,307.05	1,597.51	1,887.96	2,178.42	2,614.10
Morley	823.15	960.35	1,097.54	1,234.73	1,509.11	1,783.50	2,057.88	2,469.46
Otley	857.82	1,000.79	1,143.76	1,286.73	1,572.67	1,858.61	2,144.55	2,573.46
Pool in Wharfedale	837.69	977.31	1,116.92	1,256.54	1,535.77	1,815.00	2,094.23	2,513.08
Rawdon	820.37	957.10	1,093.83	1,230.56	1,504.02	1,777.48	2,050.93	2,461.12
Scarcroft	831.99	970.66	1,109.32	1,247.99	1,525.32	1,802.65	2,079.98	2,495.98
Shadwell	834.65	973.75	1,112.86	1,251.97	1,530.19	1,808.40	2,086.62	2,503.94
Swillington	830.17	968.54	1,106.90	1,245.26	1,521.98	1,798.71	2,075.43	2,490.52
Thorner	835.33	974.55	1,113.77	1,252.99	1,531.43	1,809.87	2,088.32	2,505.98
Thorp Arch	834.03	973.04	1,112.04	1,251.05	1,529.06	1,807.07	2,085.08	2,502.10
Walton	843.32	983.87	1,124.43	1,264.98	1,546.09	1,827.19	2,108.30	2,529.96
Wetherby	846.01	987.02	1,128.02	1,269.02	1,551.02	1,833.03	2,115.03	2,538.04

being the amounts given by multiplying the amounts at 2(f) and 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 3 That it be noted for the year 2016/17 that the Police and Crime Commissioner has issued the following precept and the West Yorkshire Fire & Rescue Authority have issued the following precept to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Precepting Authority	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
Police & Crime Commissioner West Yorkshire	97.2995	113.5161	129.7327	145.9493	178.3825	210.8157	243.2488	291.8986
West Yorkshire Fire and Rescue Authority	39.804680	46.438794	53.072907	59.707021	72.975247	86.243474	99.511701	119.414042

- 4 That, having calculated the aggregate in each case of the amounts at 2(h) and 3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, and having received confirmation of the Fire & Rescue Authority precept, hereby sets the following amounts as the amounts of council tax for the year 2016/17 for each of the categories of dwellings shown below:

	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
LEEDS EXCEPT PARTS BELOW:	947.46	1,105.38	1,263.28	1,421.20	1,737.02	2,052.84	2,368.66	2,842.39
<b>Parish of:</b>								
Aberford and District	960.46	1,120.55	1,280.61	1,440.70	1,760.85	2,081.01	2,401.16	2,881.39
Allerton Bywater	962.51	1,122.94	1,283.35	1,443.78	1,764.62	2,085.46	2,406.29	2,887.55
Alwoodley	954.20	1,113.24	1,272.27	1,431.31	1,749.38	2,067.44	2,385.51	2,862.61
Arthington	952.13	1,110.82	1,269.50	1,428.20	1,745.58	2,062.95	2,380.33	2,856.39
Bardsey cum Rigton	966.68	1,127.80	1,288.91	1,450.03	1,772.26	2,094.48	2,416.71	2,900.05
Barwick in Elmet and Scholes	960.09	1,120.11	1,280.12	1,440.14	1,760.17	2,080.20	2,400.23	2,880.27
Boston Spa	959.98	1,119.99	1,279.97	1,439.98	1,759.97	2,079.97	2,399.96	2,879.95
Bramham cum Oglethorpe	969.38	1,130.95	1,292.51	1,454.08	1,777.21	2,100.33	2,423.46	2,908.15
Bramhope and Carlton	967.99	1,129.33	1,290.65	1,451.99	1,774.65	2,097.31	2,419.98	2,903.97
Clifford	967.65	1,128.94	1,290.20	1,451.49	1,774.04	2,096.59	2,419.14	2,902.97
Collingham with Linton	977.45	1,140.37	1,303.27	1,466.19	1,792.01	2,117.83	2,443.64	2,932.37
Drighlington	962.44	1,122.86	1,283.25	1,443.67	1,764.48	2,085.30	2,406.11	2,887.33
East Keswick	967.99	1,129.34	1,290.66	1,452.00	1,774.66	2,097.33	2,419.99	2,903.99
Gildersome	955.50	1,114.76	1,274.00	1,433.26	1,751.76	2,070.26	2,388.76	2,866.51
Great and Little Preston	961.75	1,122.06	1,282.34	1,442.64	1,763.22	2,083.81	2,404.39	2,885.27
Harewood	947.82	1,105.80	1,263.76	1,421.74	1,737.68	2,053.62	2,369.56	2,843.47
Horsforth	957.87	1,117.53	1,277.16	1,436.82	1,756.11	2,075.40	2,394.69	2,873.63
Kippax	957.25	1,116.81	1,276.34	1,435.89	1,754.97	2,074.06	2,393.14	2,871.77
Ledsham	975.55	1,138.16	1,300.74	1,463.34	1,788.52	2,113.71	2,438.89	2,926.67
Ledston	961.53	1,121.80	1,282.04	1,442.31	1,762.82	2,083.33	2,403.84	2,884.61
Micklefield	1,008.47	1,176.55	1,344.62	1,512.71	1,848.87	2,185.02	2,521.18	3,025.41
Morley	960.25	1,120.31	1,280.34	1,440.39	1,760.47	2,080.56	2,400.64	2,880.77
Otley	994.92	1,160.75	1,326.56	1,492.39	1,824.03	2,155.67	2,487.31	2,984.77
Pool in Wharfedale	974.79	1,137.27	1,299.72	1,462.20	1,787.13	2,112.06	2,436.99	2,924.39
Rawdon	957.47	1,117.06	1,276.63	1,436.22	1,755.38	2,074.54	2,393.69	2,872.43
Scarcroft	969.09	1,130.62	1,292.12	1,453.65	1,776.68	2,099.71	2,422.74	2,907.29
Shadwell	971.75	1,133.71	1,295.66	1,457.63	1,781.55	2,105.46	2,429.38	2,915.25
Swillington	967.27	1,128.50	1,289.70	1,450.92	1,773.34	2,095.77	2,418.19	2,901.83
Thorner	972.43	1,134.51	1,296.57	1,458.65	1,782.79	2,106.93	2,431.08	2,917.29
Thorp Arch	971.13	1,133.00	1,294.84	1,456.71	1,780.42	2,104.13	2,427.84	2,913.41
Walton	980.42	1,143.83	1,307.23	1,470.64	1,797.45	2,124.25	2,451.06	2,941.27
Wetherby	983.11	1,146.98	1,310.82	1,474.68	1,802.38	2,130.09	2,457.79	2,949.35

- 5 That, in accordance with section 52ZB of the Local Government Finance Act 1992, following the principles set out by the Secretary of State and in the Referendums Relating to Council Tax Increases (Principles) (England) Report 2016/17, it be determined that Leeds City Council's relevant basic amount of council tax for the year 2016/17 is not excessive.

- 6 That the schedule of instalments for 2016/17 for transfers to Leeds City Council and payments to the Police and Crime Commissioner and the Fire & Rescue Authority out of the Collection Fund be determined as set out in Appendix II of this report.

### iii) Capital Programme Update 2016-2019

- a) that the attached capital programme, as presented in Appendix F, be approved

- b) that the revised Minimum Revenue Provision policy for 2016/17 as set out in Appendix D be approved

**iv) Treasury Management Strategy 2016-2017**

- a) That the borrowing limits for 2015/16, 2016/17, 2017/18 and 2018/19 be set as detailed in Section 3.4 of the submitted report and the changes to both the Operational Boundary and the Authorised limits be noted.
- b) That treasury management indicators for 2015/16, 2016/17, 2017/18 and 2018/19 be set as detailed in Section 3.5 of the submitted report.
- c) That investment limits for 2015/16, 2016/17, 2017/18 and 2018/19 be set as detailed in Section 3.6 of the submitted report.
- d) That the revised Treasury Management Policy Statement be adopted.

An amendment (1) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) a reduction of £245k in the strategic budget to be achieved through a reduction in the cost of full-time Trade Union Conveners.
- b) a reduction of £235k in the strategic budget for a Council-wide reduction in the spend on agency staffing for support, administration and managerial roles.
- c) a reduction of £40k to the Civic Enterprise budget to be achieved through savings from joint working with other public bodies in the City around transport provision.
- d) an increase of £520k to the Environment & Housing budget to fund additional PCSOs.'

An amendment (2) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) a reduction of £200k to the Strategic budget to be achieved by a directorate-wide reduction to the spend on ICT hardware and software.
- b) an increase of £200k to the Citizens and Communities to reflect a reversal of the proposed reduction to the Well Being Budget and Youth Activities .'

An amendment (3) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate



- a) a reduction of £155k to the Strategic budget to reflect savings from the half-year impact of the freezing of increments for Principal Officer staff.
- b) an increase to the Environment and Housing budget of £155k to fund additional gully cleansing services.'

An amendment (4) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) a reduction of £283k to the Strategic budget to reflect savings from the half-year impact of the freezing of increments for Principal Officer staff.
- b) an increase to the Adult Social Care budget of £283k to reduce the weekly Care Ring charges by £1 per week and help to address the falling demand for this service since charges were introduced in 2014.'

An amendment (5) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) a reduction of £100k to the Strategic budget to reflect savings from the half-year impact of the freezing of increments for Principal Officer staff.
- b) a reduction of £100k to the Strategy and Resources budget to be achieved through a reduction in the Information, Communication & Technology service representing a reduction in the region of 0.6% of gross spend.
- c) an increase to the City Development budget of £200k to fund additional resources to respond to the increasing complexity of planning appeals.'

An amendment (6) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) a reduction of £600k to the Strategy and Resources budget to be achieved through a reduction in the Information, Communication & Technology service.
- b) a reduction of £400k to the Strategic budget to reflect the half-year impact of removing overtime rates paid at double-time
- c) an increase of £1,000k to the Strategic budget to create a contingency budget to respond to potential budget pressures in Children's Services and if these funds are not drawn upon, to use the funds to create an earmarked reserve at year-end to help to manage fluctuating demand.'

An amendment (7) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) an injection of £1m into the Capital Programme in 2016/17 for an additional road maintenance programme to be funded from re-phasing of the Capital Programme.'

An amendment (8) was moved by Councillor A Carter, seconded by Councillor J Procter that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) an injection of £1m into the Capital Programme in 2016/17 for improved flood resilience measures to be funded from re-phasing of the Capital Programme.

An amendment (9) was moved by Councillor Golton, seconded by Councillor Campbell that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) an increase of £169k to the Environment and Housing budget to fund the implementation of kerbside glass waste collection.
- b) an increase of £1,750k to the Environment and Housing budget to fund the expansion of Food Waste Collection.
- c) an increase of £234k to the Environment and Housing budget to fund the prudential borrowing costs of the Anaerobic Digester capital scheme in 2016/17.
- d) an increase to the Strategic budget of £200k to be used to create an earmarked reserve to contribute to the capital financing costs associated with the Anaerobic Digester in 2017/18.
- e) a reduction to the Strategic budget of £880k to be achieved by implementing a pay freeze for all staff at PO1 and above.
- f) a reduction to the Strategic budget of £1,225k to be achieved by freezing increments for all staff.
- g) a reduction of £248k to the strategic budget to be achieved through a reduction in the cost of full-time Trade Union Conveners.'

An amendment (10) was moved by Councillor Golton, seconded by Councillor Campbell that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) an injection of £13.5m into the capital programme in respect of the development and implementation of an Anaerobic Digester. Of this, £4.29m to be phased into 2016/17 for site acquisition, preparation and project development costs to be funded through additional prudential borrowing.'

An amendment (11) was moved by Councillor Finnigan, seconded by Councillor Leadley that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) a reduction of £300k to the City Development budget to reflect the introduction of residents car parking permits.
- b) a reduction of £100k to the Environment and Housing budget representing the expansion of parking fees at district shopping centres.
- c) a reduction of £250k to the Strategic budget to reflect the expansion of parking charges at visitor attractions across the city.
- d) an increase to the Adult Social Care budget of £274k to reflect the reversal of the proposed closure of Middlecross, Siegan Manor and The Green care homes.
- e) an increase of £376k to the Environment & Housing budget to fund additional PCSOs.'

An amendment (12) was moved by Councillor Finnigan, seconded by Councillor Leadley that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) an injection of £3m into the 2016/17 capital programme to delegate to Area Committees to support a programme of minor works across the City.
- b) delete the New Generation Transport scheme from the capital programme and release £3m of capital funding in 2016/17.'

An amendment (13) was moved by Councillor D Blackburn, seconded by Councillor A Blackburn that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) an increase in the Citizens and Communities budget of £330k representing an increase of £10k per ward to the budget for Community Committees to support local environmental projects.
- b) an increase in the use of general reserves of £330k.

An amendment (14) was moved by Councillor D Blackburn, seconded by Councillor A Blackburn that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) an increase in the Citizens and Communities budget of £51k reflecting the reversal of the reduction to the funding provided to Community Committees for Youth Activities.
- b) an increase in the use of general reserves of £51k.

An amendment (15) was moved by Councillor D Blackburn, seconded by Councillor A Blackburn that

In 5 (i) after the words 'be approved' add 'subject to amendment to the Council's budget for 2016/17 as set out below and adjustments to the figures at 5 (ii) 2 a to f and accompanying tables as appropriate

- a) a reduction of £194k in the Strategy and Resources budget to be achieved by a 28% reduction in Special Responsibility Allowances paid to members.
- b) a reduction of £136k in the Strategy and Resources budget to be achieved by a 9% reduction in the Basic Allowances paid to members.
- c) an increase of £163k to the strategic budget to provide an in-year contingency budget in respect of the refuse collection winter contingency budget and the proposed savings from the review of refuse collection. If these resources are not required in 2016/17 then use the £163k to create an winter contingency earmarked reserve.
- d) an increase to the Environment and Housing budget of £167k to reflect the expansion of the existing food collection service.

Amendments 1 to 15 were declared lost and upon being put to the vote it was

## **RESOLVED –**

### **i Revenue Budget**

- a) To agree that the Revenue Budget for 2016/17 totalling £496.378m, as detailed and explained in the submitted report and accompanying papers be approved, with the Leeds element of the Council Tax for 2016/17 increasing by 1.99% plus the Adult Social Care precept of 2%. (This

excludes the Police and Fire precepts which will be incorporated into the report to be submitted to Council on the 24th February 2016.)

- b) To agree that Grants totalling £84k be allocated to Parishes as detailed in paragraph 4.4.8 of the report.
- c) To agree that with respect to the Housing Revenue Account, that the following be approved;
  - a reduction of 1% in dwelling rents, a 5% increase in garage rents and a 3% increase in district heating charges.
  - that service charges for multi-storey flats/low/medium rise properties are increased by £1 per week.
  - that charges for sheltered support are increased from £12 to £13 per week and that a charge of £2 per week is introduced for those tenants who benefit from the sheltered support service but do not currently pay.

## **ii Council Tax**

1 That it be noted that at the meeting on 13<sup>th</sup> January 2016, Council agreed the following amounts for the year 2016/17, in accordance with regulations made under Sections 31B(3) and 34(4) of the Local Government Finance Act 1992:-

- a) 218,267.1 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) as its council tax base for the year.

b

PARISH OF	Taxbase Numbers 2016/17
Aberford and District	769.1
Allerton Bywater	1,372.6
Alwoodley	3,630.6
Arthington	285.9
Austhorpe	25.4
Bardsey cum Rigton	1,118.8
Barwick in Elmet and Scholes	1,961.0
Boston Spa	1,955.6
Bramham cum Oglethorpe	728.5
Bramhope and Carlton	1,808.9
Clifford	726.3
Collingham with Linton	1,689.4
Drighlington	1,824.9
East Keswick	584.5
Gildersome	1,793.8
Great and Little Preston	559.8
Harewood	1,837.0
Horsforth	7,015.5
Kippax	2,851.2
Ledsham	96.1
Ledston	156.1
Micklefield	490.3
Morley	10,237.3
Otley	4,788.2
Pool in Wharfedale	937.2
Rawdon	2,668.0
Scarcroft	801.3
Shadwell	960.8
Swillington	945.5
Thorner	747.7
Thorp Arch	371.7
Walton	115.7
Wetherby	4,492.8
Wothersome	9.2

being the amounts calculated by the Council in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate.

2 That the following amounts be now calculated by the Council for the year 2016/17 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992:-

a) **£2,058,238,514** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act.

b) **£1,791,268,265** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act.

- c) **£266,970,249** being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its **council tax requirement** for the year.
- d) **£1,223.135548** being the amount at 2(c) above, divided by the amount at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as **the basic amount of its council tax for the year**.
- e) **£1,657,859.00** being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- f) **£1,215.54** being the amount at 2(d) above, less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the **basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates**.

g)

<b>Parish</b>	<b>Band D £ p</b>
Aberford and District	1,235.04
Allerton Bywater	1,238.12
Alwoodley	1,225.65
Arthington	1,222.54
Bardsey cum Rigton	1,244.37
Barwick in Elmet and Scholes	1,234.48
Boston Spa	1,234.32
Bramham cum Oglethorpe	1,248.42
Bramhope and Carlton	1,246.33
Clifford	1,245.83
Collingham with Linton	1,260.53
Drighlington	1,238.01
East Keswick	1,246.34
Gildersome	1,227.60
Great and Little Preston	1,236.98
Harewood	1,216.08
Horsforth	1,231.16
Kippax	1,230.23
Ledsham	1,257.68
Ledston	1,236.65
Micklefield	1,307.05
Morley	1,234.73
Otley	1,286.73
Pool in Wharfedale	1,256.54
Rawdon	1,230.56
Scarcroft	1,247.99
Shadwell	1,251.97
Swillington	1,245.26
Thornor	1,252.99
Thorp Arch	1,251.05
Walton	1,264.98
Wetherby	1,269.02

being the amounts given by adding to the amount at 2(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.



h)

	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
LEEDS EXCEPT PARTS BELOW:	810.36	945.42	1,080.48	1,215.54	1,485.66	1,755.78	2,025.90	2,431.08
<b>Parish of:</b>								
Aberford and District	823.36	960.59	1,097.81	1,235.04	1,509.49	1,783.95	2,058.40	2,470.08
Allerton Bywater	825.41	962.98	1,100.55	1,238.12	1,513.26	1,788.40	2,063.53	2,476.24
Alwoodley	817.10	953.28	1,089.47	1,225.65	1,498.02	1,770.38	2,042.75	2,451.30
Arthington	815.03	950.86	1,086.70	1,222.54	1,494.22	1,765.89	2,037.57	2,445.08
Bardsey cum Rigton	829.58	967.84	1,106.11	1,244.37	1,520.90	1,797.42	2,073.95	2,488.74
Barwick in Elmet and Scholes	822.99	960.15	1,097.32	1,234.48	1,508.81	1,783.14	2,057.47	2,468.96
Boston Spa	822.88	960.03	1,097.17	1,234.32	1,508.61	1,782.91	2,057.20	2,468.64
Bramham cum Oglethorpe	832.28	970.99	1,109.71	1,248.42	1,525.85	1,803.27	2,080.70	2,496.84
Bramhope and Carlton	830.89	969.37	1,107.85	1,246.33	1,523.29	1,800.25	2,077.22	2,492.66
Clifford	830.55	968.98	1,107.40	1,245.83	1,522.68	1,799.53	2,076.38	2,491.66
Collingham with Linton	840.35	980.41	1,120.47	1,260.53	1,540.65	1,820.77	2,100.88	2,521.06
Drighlington	825.34	962.90	1,100.45	1,238.01	1,513.12	1,788.24	2,063.35	2,476.02
East Keswick	830.89	969.38	1,107.86	1,246.34	1,523.30	1,800.27	2,077.23	2,492.68
Gildersome	818.40	954.80	1,091.20	1,227.60	1,500.40	1,773.20	2,046.00	2,455.20
Great and Little Preston	824.65	962.10	1,099.54	1,236.98	1,511.86	1,786.75	2,061.63	2,473.96
Harewood	810.72	945.84	1,080.96	1,216.08	1,486.32	1,756.56	2,026.80	2,432.16
Horsforth	820.77	957.57	1,094.36	1,231.16	1,504.75	1,778.34	2,051.93	2,462.32
Kippax	820.15	956.85	1,093.54	1,230.23	1,503.61	1,777.00	2,050.38	2,460.46
Ledsham	838.45	978.20	1,117.94	1,257.68	1,537.16	1,816.65	2,096.13	2,515.36
Ledston	824.43	961.84	1,099.24	1,236.65	1,511.46	1,786.27	2,061.08	2,473.30
Micklefield	871.37	1,016.59	1,161.82	1,307.05	1,597.51	1,887.96	2,178.42	2,614.10
Morley	823.15	960.35	1,097.54	1,234.73	1,509.11	1,783.50	2,057.88	2,469.46
Otley	857.82	1,000.79	1,143.76	1,286.73	1,572.67	1,858.61	2,144.55	2,573.46
Pool in Wharfedale	837.69	977.31	1,116.92	1,256.54	1,535.77	1,815.00	2,094.23	2,513.08
Rawdon	820.37	957.10	1,093.83	1,230.56	1,504.02	1,777.48	2,050.93	2,461.12
Scarcroft	831.99	970.66	1,109.32	1,247.99	1,525.32	1,802.65	2,079.98	2,495.98
Shadwell	834.65	973.75	1,112.86	1,251.97	1,530.19	1,808.40	2,086.62	2,503.94
Swillington	830.17	968.54	1,106.90	1,245.26	1,521.98	1,798.71	2,075.43	2,490.52
Thornor	835.33	974.55	1,113.77	1,252.99	1,531.43	1,809.87	2,088.32	2,505.98
Thorp Arch	834.03	973.04	1,112.04	1,251.05	1,529.06	1,807.07	2,085.08	2,502.10
Walton	843.32	983.87	1,124.43	1,264.98	1,546.09	1,827.19	2,108.30	2,529.96
Wetherby	846.01	987.02	1,128.02	1,269.02	1,551.02	1,833.03	2,115.03	2,538.04

being the amounts given by multiplying the amounts at 2(f) and 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 3 That it be noted for the year 2016/17 that the Police and Crime Commissioner has issued the following precept and the West Yorkshire Fire & Rescue Authority have issued the following precept to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Precepting Authority	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
Police & Crime Commissioner West Yorkshire	97.2995	113.5161	129.7327	145.9493	178.3825	210.8157	243.2488	291.8986
West Yorkshire Fire and Rescue Authority	39.804680	46.438794	53.072907	59.707021	72.975247	86.243474	99.511701	119.414042

- 4 That, having calculated the aggregate in each case of the amounts at 2(h) and 3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, and having received confirmation of the Fire & Rescue Authority precept, hereby sets the following amounts as the amounts of council tax for the year 2016/17 for each of the categories of dwellings shown below:

	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
LEEDS EXCEPT PARTS BELOW:	947.46	1,105.38	1,263.28	1,421.20	1,737.02	2,052.84	2,368.66	2,842.39
<b>Parish of:</b>								
Aberford and District	960.46	1,120.55	1,280.61	1,440.70	1,760.85	2,081.01	2,401.16	2,881.39
Allerton Bywater	962.51	1,122.94	1,283.35	1,443.78	1,764.62	2,085.46	2,406.29	2,887.55
Alwoodley	954.20	1,113.24	1,272.27	1,431.31	1,749.38	2,067.44	2,385.51	2,862.61
Arthington	952.13	1,110.82	1,269.50	1,428.20	1,745.58	2,062.95	2,380.33	2,856.39
Bardsey cum Rigton	966.68	1,127.80	1,288.91	1,450.03	1,772.26	2,094.48	2,416.71	2,900.05
Barwick in Elmet and Scholes	960.09	1,120.11	1,280.12	1,440.14	1,760.17	2,080.20	2,400.23	2,880.27
Boston Spa	959.98	1,119.99	1,279.97	1,439.98	1,759.97	2,079.97	2,399.96	2,879.95
Bramham cum Oglethorpe	969.38	1,130.95	1,292.51	1,454.08	1,777.21	2,100.33	2,423.46	2,908.15
Bramhope and Carlton	967.99	1,129.33	1,290.65	1,451.99	1,774.65	2,097.31	2,419.98	2,903.97
Clifford	967.65	1,128.94	1,290.20	1,451.49	1,774.04	2,096.59	2,419.14	2,902.97
Collingham with Linton	977.45	1,140.37	1,303.27	1,466.19	1,792.01	2,117.83	2,443.64	2,932.37
Drighlington	962.44	1,122.86	1,283.25	1,443.67	1,764.48	2,085.30	2,406.11	2,887.33
East Keswick	967.99	1,129.34	1,290.66	1,452.00	1,774.66	2,097.33	2,419.99	2,903.99
Gildersome	955.50	1,114.76	1,274.00	1,433.26	1,751.76	2,070.26	2,388.76	2,866.51
Great and Little Preston	961.75	1,122.06	1,282.34	1,442.64	1,763.22	2,083.81	2,404.39	2,885.27
Harewood	947.82	1,105.80	1,263.76	1,421.74	1,737.68	2,053.62	2,369.56	2,843.47
Horsforth	957.87	1,117.53	1,277.16	1,436.82	1,756.11	2,075.40	2,394.69	2,873.63
Kippax	957.25	1,116.81	1,276.34	1,435.89	1,754.97	2,074.06	2,393.14	2,871.77
Ledsham	975.55	1,138.16	1,300.74	1,463.34	1,788.52	2,113.71	2,438.89	2,926.67
Ledston	961.53	1,121.80	1,282.04	1,442.31	1,762.82	2,083.33	2,403.84	2,884.61
Micklefield	1,008.47	1,176.55	1,344.62	1,512.71	1,848.87	2,185.02	2,521.18	3,025.41
Morley	960.25	1,120.31	1,280.34	1,440.39	1,760.47	2,080.56	2,400.64	2,880.77
Otley	994.92	1,160.75	1,326.56	1,492.39	1,824.03	2,155.67	2,487.31	2,984.77
Pool in Wharfedale	974.79	1,137.27	1,299.72	1,462.20	1,787.13	2,112.06	2,436.99	2,924.39
Rawdon	957.47	1,117.06	1,276.63	1,436.22	1,755.38	2,074.54	2,393.69	2,872.43
Scarcroft	969.09	1,130.62	1,292.12	1,453.65	1,776.68	2,099.71	2,422.74	2,907.29
Shadwell	971.75	1,133.71	1,295.66	1,457.63	1,781.55	2,105.46	2,429.38	2,915.25
Swillington	967.27	1,128.50	1,289.70	1,450.92	1,773.34	2,095.77	2,418.19	2,901.83
Thorner	972.43	1,134.51	1,296.57	1,458.65	1,782.79	2,106.93	2,431.08	2,917.29
Thorp Arch	971.13	1,133.00	1,294.84	1,456.71	1,780.42	2,104.13	2,427.84	2,913.41
Walton	980.42	1,143.83	1,307.23	1,470.64	1,797.45	2,124.25	2,451.06	2,941.27
Wetherby	983.11	1,146.98	1,310.82	1,474.68	1,802.38	2,130.09	2,457.79	2,949.35

- 5 That, in accordance with section 52ZB of the Local Government Finance Act 1992, following the principles set out by the Secretary of State and in the Referendums Relating to Council Tax Increases (Principles) (England) Report 2016/17, it be determined that Leeds City Council's relevant basic amount of council tax for the year 2016/17 is not excessive.
- 6 That the schedule of instalments for 2016/17 for transfers to Leeds City Council and payments to the Police and Crime Commissioner and the Fire & Rescue Authority out of the Collection Fund be determined as set out in Appendix II of this report.

### iii Capital Programme Update 2016-2019

- a that the attached capital programme, as presented in Appendix F, be approved

b that the revised Minimum Revenue Provision policy for 2016/17 as set out in Appendix D be approved

**iv Treasury Management Strategy 2016-2017**

a That the borrowing limits for 2015/16, 2016/17, 2017/18 and 2018/19 be set as detailed in Section 3.4 of the submitted report and the changes to both the Operational Boundary and the Authorised limits be noted.

b That treasury management indicators for 2015/16, 2016/17, 2017/18 and 2018/19 be set as detailed in Section 3.5 of the submitted report.

c That investment limits for 2015/16, 2016/17, 2017/18 and 2018/19 be set as detailed in Section 3.6 of the submitted report.

d That the revised Treasury Management Policy Statement be adopted.

On the requisition of Councillors Charlwood and G Latty, the voting on all amendments and the motion was recorded as follows:-

Amendment 1 in the name of Councillor Andrew Carter

YES – 24

B Anderson, C Anderson, J Bentley, S Bentley, Buckley, Campbell, Amanda Carter, Andrew Carter, Castle, Cleasby, Cohen, Collins, Golton, Harrand , Lamb, G Latty, P Latty, Lay, J Procter, R Procter, Robinson, Wadsworth, Wilkinson and Wood.

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN - 8

A Blackburn, D Blackburn, Elliott, Finnigan, Gettings, Leadley, Varley and Wilford

Amendment 2 in the name of Councillor Andrew Carter

YES – 26

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

No - 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, Hayden, Heselwood,

A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN - 6

J Bentley, S Bentley, Campbell, Golton, Lay and Varley,

Amendment 3 in the name of Councillor Andrew Carter

YES – 27

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

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN - 5

Elliott, Finnigan, Gettings, Leadley and Varley

Amendment 4 in the name of Councillor Andrew Carter

YES – 21

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

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN - 11

J Bentley, S Bentley, Campbell, Cleasby, Elliott, Finnigan, Gettings, Golton, Lay, Leadley and Varley

Amendment 5 in the name of Councillor Andrew Carter

YES – 21

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

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN - 11

J Bentley, S Bentley, Campbell, Cleasby, Elliott, Finnigan, Gettings, Golton, Lay, Leadley and Varley

Amendment 6 in the name of Councillor Andrew Carter

YES – 18

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Castle, Cohen, Collins, Harrand , Lamb, G Latty, P Latty, J Procter, R Procter, Robinson, Wadsworth, Wilkinson and Wood.

No - 62

Akhtar, A Blackburn, D Blackburn, 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield ,Wilford and Yeadon.

ABSTAIN - 11

J Bentley, S Bentley, Campbell, Cleasby, Elliott, Finnigan, Gettings, Golton, Lay, Leadley and Varley

Amendment 7 in the name of Councillor Andrew Carter

YES – 26

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

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, 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

Amendment 8 in the name of Councillor Andrew Carter

YES – 32

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

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN - 0

Amendment 9 in the name of Councillor Golton

YES – 6

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

No - 76

Akhtar, B Anderson, C Anderson, Blake, Bruce, Buckley, Amanda Carter, Andrew Carter, Castle, Charlwood, Cohen, 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, Harrand, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, Lamb, G Latty, P Latty, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, J Procter, R Procter, Pryor, Rafique, Renshaw, Ritchie, Robinson, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Wadsworth, Walker, Walshaw, Wakefield, Wilkinson ,Wood and Yeadon.

ABSTAIN - 9

A Blackburn, D Blackburn, Collins, Elliott, Finnigan, Gettings, Leadley, Varley and Wilford

Amendment 10 in the name of Councillor Golton

YES – 9

J Bentley, S Bentley, A Blackburn, D Blackburn, Campbell, Cleasby, Golton, Lay and Wilford

No - 76

Akhtar, B Anderson, C Anderson, Blake, Bruce, Buckley, Amanda Carter, Andrew Carter, Castle, Charlwood, Cohen, 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, Harrand, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, Lamb, G Latty, P Latty, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, J Procter, R Procter, Pryor, Rafique, Renshaw, Ritchie, Robinson, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Wadsworth, Walker, Walshaw, Wakefield, Wilkinson ,Wood and Yeadon.

ABSTAIN - 6

Collins, Elliott, Finnigan, Gettings, Leadley and Varley

Amendment 11 in the name of Councillor Finnigan

YES – 5

Elliott, Finnigan, Gettings, Leadley, Varley

No - 76

Akhtar, B Anderson, C Anderson, Blake, Bruce, Buckley, Amanda Carter, Andrew Carter, Castle, Charlwood, Cohen, Congreve, Collins, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson ,Dunn, Gabriel, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harington, Harland, Harper, Harrand, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, A Khan, Lamb, G Latty, P Latty, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, J Procter, R Procter, Pryor, Rafique, Renshaw, Ritchie, Robinson, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Wadsworth, Walker, Walshaw, Wakefield, Wilkinson ,Wood and Yeadon.

ABSTAIN - 3

A Blackburn, D Blackburn and Wilford

Amendment 12 in the name of Councillor Finnigan

YES – 12

J Bentley, S Bentley, A Blackburn, D Blackburn, Campbell, Cleasby, Elliott, Finnigan, Gettings, Leadley, Varley and Wilford

No - 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, Hayden, Heselwood,

A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN - 19

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Castle, Cohen, Collins, Golton, Harrand , Lamb, G Latty, P Latty, J Procter, R Procter, Robinson, Wadsworth, Wilkinson and Wood.

Amendment 13 in the name of Councillor D Blackburn

YES – 14

J Bentley, S Bentley, A Blackburn, D Blackburn, Campbell, Cleasby, Elliott, Finnigan, Gettings, Golton, Lay, Leadley, Varley and Wilford

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN – 18

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Castle, Cohen, Collins, Harrand , Lamb, G Latty, P Latty, J Procter, R Procter, Robinson, Wadsworth, Wilkinson and Wood.

Amendment 14 in the name of Councillor D Blackburn

YES – 8

A Blackburn, D Blackburn, Elliott, Finnigan, Gettings, Leadley, Varley and Wilford

No - 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, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

ABSTAIN – 24

B Anderson, C Anderson, J Bentley, S Bentley, Buckley, Campbell, Amanda Carter, Andrew Carter, Castle, Cleasby, Cohen, Collins, Golton, Harrand , Lamb, G Latty, P Latty, Lay, J Procter, R Procter, Robinson, Wadsworth, Wilkinson and Wood.

Amendment 15 in the name of Councillor D Blackburn



YES – 8

A Blackburn, D Blackburn, Elliott, Finnigan, Gettings, Leadley, Varley and Wilford

No - 77

Akhtar, B Anderson, C Anderson, Blake, Bruce, Buckley, Amanda Carter, Andrew Carter, Castle, Charlwood, Cohen, Congreve, Collins, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson ,Dunn, Gabriel, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harington, Harland, Harper, Harrand, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Jarosz, A Khan, Lamb, G Latty, P Latty, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, J Procter, R Procter, Pryor, Rafique, Renshaw, Ritchie, Robinson, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Wadsworth, Walker, Walshaw, Wakefield, Wilkinson ,Wood and Yeadon.

ABSTAIN - 6

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

Budget Motion in the name of Councillor Blake

YES – 64

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

No - 1

Robinson

ABSTAIN – 20

B Anderson, C Anderson, A Blackburn, D Blackburn, Buckley, Amanda Carter, Andrew Carter, Castle, Cohen, Collins, Harrand , Lamb, G Latty, P Latty, J Procter, R Procter, Wadsworth, Wilford, Wilkinson and Wood.

**108 Minutes**

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

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

Having suspended Council Procedure Rules, discussion on the minutes concluded prior to all notified comments on the minutes having been debated.

Council rose at 4.50 pm

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Report author: Loraine Hallam  
Tel: 0113 - 3951600

**Report of City Solicitor**

**Report to Full Council**

**Date: 23 March 2016**

**Subject: Recommendations from General Purposes Committee – pay policy statement**

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

**1 Purpose of this report**

1.1 To put forward recommendations from the General Purposes Committee, in relation to approving a revised pay policy statement.

**2 Background information**

- 2.1 General Purposes Committee is authorised to make recommendations to full Council in connection with the discharge of any of its functions.
- 2.2 Local Authorities are required under section 38 of the Localism Act 2011 to prepare an annual Pay Policy Statement.

**3 Main issues**

- 3.1 On the 9 February 2016, the Chief Officer HR submitted a report to the General Purposes Committee, which sought the Committee’s views on a revised pay policy statement.
- 3.1 A copy of the report to General Purposes Committee is attached as an Annex to this report. A copy of the revised pay policy statement is attached as Addendum 1 to that report.
- 3.2 General Purposes Committee considered the draft Pay Policy Statement for 2016/17 at their meeting on the 9 February 2016.

- 3.3 General Purposes Committee resolved to recommend to full Council that
- i. the updated 2016/17 financial year pay policy statement as set out in Addendum 1 of the attached report to General Purposes Committee be adopted;
  - ii. that any required in year amendment to the Annual Pay Policy Statement in respect of exit payment caps or as a consequence of changes to Leeds City Council's policy statement on Pension Scheme Discretions is delegated the Chief Officer (HR).
  - iii. Note the assurances provided by the Deputy Chief Executive

## **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**

4.2.2 As set out in the attached report.

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

4.3.3 As set out in the attached report.

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

4.4.4 As set out in the attached report.

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

4.5.1 This decision is not subject to call-in nor does this report contain any exempt information.

### **4.6 Risk Management**

4.6.1 As set out in the attached report.

## **5 Recommendations**

Full Council is recommended to;

- a. Approve the updated 2016/17 financial year pay policy statement as set out in Addendum 1 of the attached report to General Purposes Committee;
- b. Approve that any required in year amendment to the Annual Pay Policy Statement in respect of exit payment caps or as a consequence of changes to Leeds City Council's policy statement on Pension Scheme Discretions is delegated to the Chief Officer (HR).
- c. Note the assurances provided by the Deputy 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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**Report of the Chief Officer HR**

**Report to General Purposes Committee**

**Date: 9 February 2016**

**Subject: Approval of the 2016/17 Pay Policy Statement**

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

**Summary of main issues**

1. This paper sets out an updated Pay Policy Statement for 2016/17. This is required under the Localism Act and must be annually approved by the Full Council before April.

**Recommendations**

2. The General Purposes Committee are recommended to:-
  - 2.1. Consider the review of the Pay Policy Statement and make recommendations to full Council in respect of the adoption of the review for the 2016/17 financial year.
  - 2.2. Make recommendations that any required in year amendment to the Annual Pay Policy Statement in respect of exit payment caps or as a consequence of changes to Leeds City Council's policy statement on Pension Scheme Discretions is undertaken by the Chief Officer (HR) and reported to the General Purposes Committee.
  - 2.3. Receive assurances from the Deputy Chief Executive that the senior management pay structure is appropriate and complied with.

## 1. Purpose of this report

- 1.1. The purpose of this report is to seek Members' views on the revised Pay Policy Statement and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2016/17 financial Year.

## 2. Background information

- 2.1. Local Authorities are required under section 38 of the Localism Act 2011 to prepare an Annual Pay Policy Statement. The statement must articulate the Council's policy towards the pay of its most senior staff and relationships with the pay of the rest of the work-force. The provisions of the Act do not apply to the employees of local authority schools.
- 2.2. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Localism Act do not seek to change this or to determine what decisions on pay should be taken. However they require individual employing authorities to be clearer about their own policies in relation to pay.
- 2.3. The Annual Pay Policy Statement has been written to comply with Section 40 of the Localism Act which requires authorities, in developing their Pay Policy Statement, to have regard to any guidance published by the Secretary of State. This includes Communities and Local Government guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency ("Open Data").
- 2.4. Under Section 38 the Localism Act and related guidance a Pay Policy Statement must as a minimum include:
  - 2.4.1. Chief Officer salaries and in addition; any policy to award additional fees for local election duties, expenses, bonuses, PRP, earn back, honoraria and ex-gratia payments and any termination or severance award arrangements;
  - 2.4.2. policy on other aspects of Chief Officer remuneration – recruitment, pay increases and additions, transparency, re-employment when the Chief Officer is in receipt of LGPS pension and/or a redundancy/severance payment, and;
  - 2.4.3. policy on remunerating the lowest paid in the workforce including the authority's definition of the lowest paid employee and the reasons for the definition e.g. the authority's lowest pay point and how it was decided;
  - 2.4.4. policy on relationship between the remuneration of Chief Officers and other staff – policy towards maintaining or reaching a specific pay multiple;
  - 2.4.5. Full Council being given the opportunity to consider salary packages in excess of £100k for new appointments before they are offered.<sup>1</sup>

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<sup>1</sup> This is undertaken by the Employment Committee, the committee appointed by Full Council for the purpose of appointing Senior Officers. See Employment Committee Terms of Reference



### 3. Main issues

#### 3.1. Policy Compliance 2015/16

- 3.1.1. The Chief Officer HR and Deputy Chief Executive give their assurance that the policy is up to date, fit for purpose, effectively communicated and routinely complied with and monitored. Due to the nature of the statutory framework the policy remains relatively static; with the only major amendment considered being the Governments proposals and consultation on capping exit payments. Otherwise variations to pay are subject to discussion between the Chief Executive, Deputy Chief Executive and Executive portfolio holder; with advice given by the Chief Officer (HR). Employment Committees are required to manage appointments to posts covered by the Policy where new appointments and grading issues can be considered. Finally the General Purposes Committee is able to consider the policy before it is presented to Full Council.
- 3.1.2. In drafting the Pay Policy Statement the Council has used guidance available from the national employers and Government legislation and the focus of the Statement is on ensuring that the Council complies with the requirements under the Localism Act as set out in paragraphs 2.3 and 2.4.
- 3.1.3. The focus of the legislation relates to an overall annual pay policy and not to individual post-holders. The key principles underpinning the Pay Policy Statement are that the Council:
- Is committed to equity and fairness of treatment across the whole workforce
  - Is committed to openness, transparency and public accountability
  - Has the right to determine senior officer pay locally
  - Has ensured that senior officer pay and terms and conditions are in line with those applicable to other employees
  - Has sufficient flexibility to cope with a variety of changing circumstances
  - Needs to reflect local circumstances such as a shortage of particular skills
- 3.1.4. The 2015/16 Policy was amended in year to include the updated JNC pay scales and also a delegated decision to apply the annual JNC/NJC pay uplift to TUPE transferred Public Health employees.
- 3.1.5. The pay multiple is the relationship between the median salary and the highest paid actual salary in the organisation, in Leeds the ratio between the Chief Executive's salary and median pay is 8.93:1<sup>2</sup>. With effect from 1<sup>st</sup> April 2016 the Council will pay a 'real' living wage rate of £8.01 per hour, equivalent to an annual salary of £15454.
- 3.1.6. The pay multiple in other regional authorities and core cities at 2015/16 (where this has been made available) is contained within in the table below:-

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<sup>2</sup> In 2011 the Chief Executive took a 5% voluntary pay reduction and a voluntary suspension to annual incremental progression which will continue to apply in 2016/17 under the latest policy. Overall this is £20k per annum and approximately 10% of salary entitlement.

Bradford	9:1
Calderdale <sup>3</sup>	5.79:1
Kirklees <sup>4</sup>	7.97:1
Wakefield <sup>5</sup>	8.85:1
Birmingham	8.4:1
Bristol	8.75:1
Cardiff	9:1
Liverpool	8.25:1
Manchester	8.89:1
Nottingham	10:1
Sheffield	9.31:1

- 3.1.7. At the time of writing, legislation is being considered in the Enterprise Bill to cap exit payments for public sector workers. Final details are awaited. But it is expected a cap will stop payments exceeding £95k from July 2016. This includes the costs of the early release of pensions; which would affect staff covered by the annual pay policy. It is unclear whether and how any local discretion could be applied (.e.g. where exceeding a £95k cap can nevertheless deliver greater savings). Also it is not clear whether it would be necessary to amend the Annual Pay Policy and/or Leeds City Council's policy statement on Pension Scheme Discretions which are referenced in the Pay Policy.
- 3.1.8. Similar legislation is also being considered regarding the requirement for public sector employees to refund exit payments if they earned more than £80k on exiting their previous organisation and are subsequently re-employed in the public sector.
- 3.1.9. Accordingly it is recommended that the approval of the Pay Policy by the Full Council includes a proposal that any in year amendment to the Annual Pay Policy in respect of making exceptions to a £95k exit cap or as a consequence of changes to Leeds City Council's Policy statement on Pension Scheme Discretions is undertaken by the Chief Officer (HR) and is reported to the General Purposes Committee.

## 4. Corporate Considerations

### 4.1. Consultation and Engagement

<sup>3</sup> Calderdale median salary is equivalent to £23k – Leeds median salary is £19k

<sup>4</sup> Kirklees implemented a local living wage from 1<sup>st</sup> April 2015 and their lowest salary level is equivalent to scp 11

<sup>5</sup> Wakefield CEX is taking a 5% voluntary pay reduction

Other Councils in the region and nationally will be publishing policies from January 2016 onwards. A responsive media engagement strategy will be prepared which will reference any advice taken from the LGE in relation to other relevant Pay Policy statements.

#### **4.2. Inclusion and Diversity / Cohesion and Integration**

Inclusion and diversity data has been compared with last year's information and it is noted that there has been a small percentage increase in the number of JNC positions held by BME, disabled and female employees.

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

4.3.1. The Pay Policy Statement is required by law and must be approved annually by Full Council prior to 1<sup>st</sup> April.

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

4.4.1. The Pay Policy Statement is a point of reference for the Council in assessing its senior management costs and its budget strategy.

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

4.5.1. The draft policy has been assessed as complying with the requirements of the Localism Act.

4.5.2. In terms of its formal adoption it is proposed to report the Policy to the Council meeting on 23<sup>rd</sup> March 2016, and is therefore compliant with the statutory requirements.

#### **4.6. Risk Management**

4.6.1. The Council will need to consider any reputational implications of the published policy in terms of how stakeholders and the media respond.

4.6.2. Also it is noted that in Reviewing the Policy all requirements regarding pay issues have been complied with in 2015/16. Members are asked to note this compliance.

### **5. Conclusions**

5.1. All Councils are legally obliged to provide, on an annual basis, a Pay Policy Statement. The proposed revised policy is intended to meet this requirement.

### **6. Recommendations**

6.1. The General Purposes Committee is recommended to:

6.2. Consider the review of the Pay Policy Statement and make recommendations to full Council in respect of the adoption of the review for the 2016/17 financial year.

6.3. Make recommendations that any required in year amendment to the Annual Pay Policy Statement in respect of exit payment caps or as a consequence of changes to

Leeds City Council's policy statement on Pension Scheme Discretions is undertaken by the Chief Officer (HR) and reported to the General Purposes Committee.

- 6.4. Receive assurances from the Deputy Chief Executive that the senior management pay structure is appropriate and complied with.



# **Annual Pay Policy Statement**

## **Financial Year 2016/17**

(To be) Approved by Full Council – 23<sup>rd</sup> March 2016

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**Appendix 4 – Public Health Consultant Pay and Allowances effective from 1st April 2013**

## **Section 1 - Introduction**

Sections 38 – 43 of the Localism Act 2011 require that the Authority produce a policy statement for each financial year that covers a number of matters concerning the pay of the Authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of the guidance issued by the Secretary of State for Communities and Local Government to which the Authority is required to have regard under Section 40 of that Act.

This policy is reviewed annually and is to be considered and approved by full Council at its meeting in March 2016.

This pay policy is in addition to the data on pay and rewards for staff which the Authority already publishes under the Code of Recommended Practice for Local Authorities on Data Transparency

This policy must be complied with for all decisions relating to the remuneration of, or other terms and conditions applying to, those senior officers listed in Section 2.

## **Section 2 - Policy Statement**

### **Definition of senior officers covered by the Pay Policy Statement**

This Pay Policy Statement covers the following senior officer posts;

1. Head of the Paid Service, which in this authority is the post of Chief Executive
2. Deputy Chief Executive, who is the Section 151 Officer, the City Solicitor who is the Monitoring Officer, the Directors of Public Health, Adult Social Care, Children Services, City Development and Environment and Housing and the Assistant Chief Executive (Citizens and Communities). These post holders are members of the authority's Corporate Leadership Team (CLT) and report directly to the Chief Executive.
3. Those required to report directly to, or are directly accountable to, one or more of those described in 1-2 above.
4. This policy statement does not cover or include staff employed by schools and is not required to do so.

### **Policy on remunerating senior officers**

It is the policy of this authority to establish a remuneration package for each senior officer post that is sufficient to attract and retain those with the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question.

### **Salaries and Appointment**

The authority may seek independent advice as a means of informing decisions on determining the pay scale for senior officer posts.

All new senior officer appointments will be made by the Employment Committee, who will determine salary packages<sup>1</sup>.

Appointments will be made to the appropriate approved minimum point of the grade for the post in question unless there is evidence that a preferred candidate cannot be appointed without varying the remuneration package. In such circumstances incremental advancement within the grade range is permissible.

In exceptional circumstances this policy provides for a departure from the Pay Policy. All departures from this policy will be expressly justified and, in cases where he/she is not personally affected, will be authorised by the Chief Executive in consultation with members of the Employment Committee. In cases where he/she is personally affected, departures from the Policy will be authorised by Full Council.

Where the Employment Committee has not been involved in the appointment of a Senior Officer the appropriate Executive Members will be consulted with; including the Executive Member within whose portfolio the post reports, the Executive Member with responsibility for Human Resources and the Leader of Council.

Information regarding any such decisions will be reported to the next meeting of Full Council.

Honoraria<sup>2</sup> may be payable in circumstances where additional duties and responsibilities are undertaken which are over and above those which could be reasonably accommodated within existing terms and conditions of employment.

Market supplements may be paid only where it has been established that there is a significant risk of not being able to retain/replace staff with specific knowledge and skills essential to the delivery of a particular service, project or corporate priority. All such payments will be reviewed annually by the Head of Paid Service.

The salary for JNC senior officer posts will be determined by reference to the pay scales at Appendix 1<sup>3</sup>.

The basic salary for the Director of Public Health, NHS Consultants and other Public Health staff transferred into the organisation in 2013 under TUPE principles and having reached a local agreement in 2015 to apply the future JNC/NJC uplift is determined by reference to the pay scales at Appendix 3.

### Terms and Conditions

The Chief Executive is employed on terms and conditions set out under the Joint National Council for Chief Executives. All other senior officers are employed on terms and conditions set out under the Joint National Council for Chief Officers. Under these arrangements national pay awards are negotiated annually. Equivalent arrangements are also in place for staff covered by NHS terms & conditions following the transfer of Public Health in 2013.

Some aspects of remuneration are applicable to all staff (including senior officers covered by this policy). For completeness these are outlined below:

- Membership of the Local Government Pension Scheme; with employee contributions ranging from 5.5% (on salaries up to £13,600) to 12.5% (on salaries over £151,800).

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<sup>1</sup> Senior Officers in this respect refers to the posts in Section 2 points 2 to 3

<sup>2</sup> Including payments made for joint authority duties

<sup>3</sup> For completeness the pay scales for employees employed on NJC terms and conditions of service is provided at Appendix 2



- Car mileage expenses are based on a local collective agreement and other travel and subsistence rates are based on National Joint Council for Local Government Employee rates
- On appointment, incremental progression following 6 months employment and then annual incremental progression on each 1<sup>st</sup> April thereafter.

The Director of Public Health (DPH) and Public Health Consultants transferred to the local authority on 1st April 2013 and receive protection of general NHS Terms and Conditions that were in place at that point in time with the exception of nationally negotiated pay awards which are linked to future agreed NJC/JNC uplift rates. Public Health Consultant additional payments and allowances are attached at Appendix 4.

### Bonuses and Performance Related Pay

For posts under this policy, the Authority does not currently operate a bonus or performance related pay scheme. Performance is considered however as part of a package to offer market supplements and retention pay when needed.

### Earn-Back

The Authority does not operate a scheme of remuneration linked to Earn-Back

### Termination Payments

All decisions relating to termination payments will be made by;

- Full Council – in respect of the Head of Paid Service
- The Head of Paid Service – in respect of the Deputy Chief Executive
- Deputy Chief Executive – in respect of other Directors and the City Solicitor
- Directors – in respect of those who report to them.

Termination payments may be made to senior officers covered by this policy. The maximum discretion for the Council is to award 104 weeks' pay under the national statutory framework however any payment will be subject to any legislation currently being considered to cap Public Sector exit payments. Payments made must demonstrate value for money and be conducive to the effective and efficient operation of the authority.

The Leader of the Council will be consulted in relation to any such termination payments.

### **Policy on remunerating the lowest paid in the workforce**

The pay scales for staff employed on National Joint Council for Local Government terms and conditions are detailed at Appendix 2, alongside other JNC grades. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.

These, and other terms and conditions of employment, are negotiated through appropriate collective bargaining mechanisms and then incorporated into contracts of employment.

The lowest pay point in this authority (excluding schools) equates to an annual full time salary of £13,871 and can be expressed as an hourly rate of pay of £7.1897.

The pay multiplier between this and the substantive salary for the Chief Executive is 14.14:1 However based on the Chief Executive's voluntary pay reduction the pay multiplier is 12.71:1<sup>4</sup>

With effect from 1<sup>st</sup> April 2016 the Council will pay a 'real' living wage rate of £8.01 per hour, equivalent to an annual salary of £15454. The pay multiplier between this and the substantive Chief Executive salary will be 12.69:1 and based on the voluntary reduction will be 11.41:1. Plans to increase pay rates to £8.25 per hour (the Living Wage), equivalent to an annual salary of £15917, are being made. This would mean that the pay multiplier between the lowest paid employees and the Chief Executive's actual salary is 11.08:1.

For comparison the National Living Wage of £7.20 per hour will apply to employees aged 25 years and above from 1<sup>st</sup> April 2016.

### **Policy on the relationship between Senior Officer remuneration and that of other staff**

The highest paid salary is paid to the Chief Executive. At March 2014 the average median salary in Leeds City Council (not including Schools) is £19,743.

The ratio between the median and Chief Executive's substantive salary, the 'pay multiple' is 9.94:1 based on actual pay the pay multiple is 8.93:1. This authority does not have a policy on maintaining or reaching a specific 'pay multiple'. However the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement.

The authority's approach to the payment of staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay.

### **Re-employment of staff in receipt of a LGPS Pension or a Redundancy/Severance Payment**

The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation.

### **Obligations under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).**

The Authority will publish information on pay and rewards for staff falling under the criteria specified in the Code of Recommended Practice for Local Authorities on Data Transparency and which requires the authority to provide information relating to those employees with salary packages above £50,000 and which fall below those of Chief Officers as specified above.

### Election Fees

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<sup>4</sup> In 2011 the Chief Executive took a 5% voluntary pay reduction and a voluntary suspension of incremental progression which will continue to apply in 2016/17. Overall this is £20k per annum and approximately 10% of salary entitlement.

Additional fees for national elections and referendums are paid to the Chief Executive in their capacity as Returning Officer. In turn these are apportioned to staff supporting the Returning Officer in accordance with criteria determined by the Chief Executive.

These fees and any apportionment will be published as part of the Council's Obligations under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

#### Private Service Company Consultants

Individuals who operate as private service companies will not be directly engaged to cover senior officer posts covered by this policy.

## Pay scales under the JNC Conditions of Service 2014/16

Grade	SCP	Salary	Grade	SCP	Salary
Chief Executive	1	182,147	Director 75%	1	80,284
	2	185,650		2	82,291
	3	189,153		3	84,298
	4	192,655		4	86,305
	5	196,158		5	88,312
Deputy Chief Executive	1	147,118	Director 70%	1	74,932
	2	150,620		2	76,805
	3	154,123		3	78,678
	4	157,626		4	80,552
	5	161,128		5	82,425
Director	1	134,347	Director 65%	1	69,580
	2	137,320		2	71,319
	3	140,293		3	73,059
	4	143,265		4	74,798
	5	146,238		5	76,537
Asst Chief Executive	1	114,215	Director 60%	1	64,227
	2	116,699		2	65,833
	3	119,183		3	67,439
	4	121,667		4	69,044
	5	124,151		5	70,650
Director 95%	1	101,693	Director 52.5%	1	56,199
	2	102,192		2	57,604
	3	104,684		3	59,009
	4	107,177		4	60,414
	5	109,669		5	61,819
Director 90%	1	96,341	Director 45%	1	48,171
	2	98,750		2	49,375
	3	101,158		3	50,579
	4	101,536		4	51,783
	5	103,897		5	52,987
Director 85%	1	90,989	Director 40%	1	42,818
	2	93,264		2	43,889
	3	95,538		3	44,959
	4	97,813		4	46,030
	5	100,087		5	47,100
Director 80%	1	85,637			
	2	87,777			
	3	89,918			
	4	92,059			
	5	94,200			

**Pay scales under the NJC Conditions of Service**

Spinal Column Point	1 <sup>st</sup> April 2013	1 <sup>st</sup> January 2015
05 <sup>5</sup>	£12,435	£13,500
06 <sup>6</sup>	£12,614	£13,614
07 <sup>7</sup>	£12,915	£13,715
08	£13,321	£13,871
09	£13,725	£14,075
10	£14,013	£14,338
11	£14,880	£15,207
12	£15,189	£15,523
13	£15,598	£15,941
14	£15,882	£16,231
15	£16,215	£16,572
16	£16,604	£16,969
17	£16,998	£17,372
18	£17,333	£17,714
19	£17,980	£18,376
20	£18,638	£19,048
21	£19,317	£19,742
22	£19,817	£20,253
23	£20,400	£20,849
24	£21,067	£21,530
25	£21,734	£22,212
26	£22,443	£22,937
27	£23,188	£23,698
28	£23,945	£24,472
29	£24,892	£25,440
30	£25,727	£26,293
31	£26,539	£27,123
32	£27,323	£27,924
33	£28,127	£28,746
34	£28,922	£29,558
35	£29,528	£30,178
36	£30,311	£30,978
37	£31,160	£31,846
38	£32,072	£32,778
39	£33,128	£33,857
40	£33,998	£34,746
41	£34,894	£35,662
42	£35,784	£36,571
43	£36,676	£37,483
44	£37,578	£38,405
45	£38,422	£39,267
46	£39,351	£40,217
47	£40,254	£41,140
48	£41,148	£42,053
49	£42,032	£42,957

<sup>5</sup> Not used in Leeds but deleted nationally in Oct 2015

<sup>6</sup> No longer used in Leeds

<sup>7</sup> No longer used in Leeds

**Public Health Agenda for Change and Consultant Salary Scales with NJC/JNC 2014/16 uplift (rounded)**

Level	Salary 01.04.2013	FTE salary - NJC/JNC uplift
01	£14,294	£14,609
02	£14,653	£14,975
03	£15,013	£15,343
04	£15,432	£15,772
05	£15,851	£16,200
06	£16,271	£16,629
07	£16,811	£17,181
08	£17,425	£17,808
09	£17,794	£18,185
10	£18,285	£18,687
11	£18,838	£19,252
12	£19,268	£19,692
13	£19,947	£20,386
14	£20,638	£21,092
15	£21,265	£21,733
16	£21,388	£21,859
17	£22,016	£22,500
17	£22,016	£22,500
18	£22,902	£23,407
19	£23,825	£24,349
20	£24,799	£25,345
21	£25,783	£26,350
22	£26,822	£27,412
23	£27,901	£28,515
24	£28,755	£29,388
25	£29,759	£30,414
26	£30,764	£31,441
27	£31,767	£32,467
28	£32,898	£33,622
29	£34,530	£35,290
30	£35,536	£36,318
31	£36,666	£37,473
32	£37,921	£38,755
33	£39,239	£40,102
34	£40,558	£41,450
35	£42,190	£43,034
36	£43,822	£44,698
37	£45,707	£46,621
38	£47,088	£48,030
39	£49,473	£50,462
40	£52,235	£53,280

<b>Level</b>	<b>Salary 01.04.2013</b>	<b>FTE salary - NJC/JNC uplift</b>
41	£54,998	£56,098
42	£56,504	£57,634
43	£59,016	£60,196
44	£61,779	£63,015
45	£65,922	£67,240
46	£67,805	£69,161
47	£70,631	£72,044
48	£74,084	£75,566
49	£77,850	£79,407
50	£81,618	£83,250
51	£85,535	£87,246
52	£89,640	£91,433
53	£93,944	£95,823
54	£98,453	£100,422

***Public Health Medical & Dental Consultant pay scales with JNC 2014/16 uplift (rounded)***

<b>Level</b>	<b>Annual salary 01.04.2013</b>	<b>FTE salary- JNC uplift</b>
01	£75,249	£76,754
02	£76,424	£77,953
03	£79,961	£81,560
04	£82,318	£83,964
05	£84,667	£86,360
06	£90,263	£92,068
07	£95,860	£97,777
08	£101,451	no award over 100K

## NHS Public Health Consultant Pay and Allowances effective from 1<sup>st</sup> April 2013

Additional supplements for Directors of Public Health (Chief Officer Supplement) including those who are Consultants in Dental Public Health

**Table 2: value of supplement (either contract)<sup>6</sup>**

Supplement Band	Minimum £	Maximum £	Exceptional Maximum £
Band A (Regional Director of PH)	13,646	19,808	
Band B	5,284	10,579	13,646
Band C	4,418	8,804	10,579
Band D	3,522	7,042	8,804

(NB: table 2 shows the value of the Director of Public Health supplement to be added to salary)

**Table 3: total salary for DPH's on old contract (with additional supplements included)<sup>6</sup>**

Supplement Band	Pay Scale Code	Minimum £	Maximum £	Exceptional Maximum £
Band A (Regional Director of PH)	KE31*	94,634	100,796	
Band B	KE21*	86,272	91,567	94,634
Band C	KE11*	85,406	89,792	91,567
Band D	KE01*	84,510	88,030	89,792

(NB: table 3 shows the value of the Director of Public Health supplement added to the maximum of the old Consultant salary scale. These values are not to be used for Consultants on the 2003 Consultant contract)

**Table 4: Clinical Excellence Awards for Consultants (either contracts)<sup>7</sup>**

<b>Awarded by Local Committees</b>		
Level 1	£2,957	
Level 2	£5,914	
Level 3	£8,871	
Level 4	£11,828	
Level 5	£14,785	
Level 6	£17,742	
Level 7	£23,656	
Level 8	£29,570	
Level 9	£35,484	
		<b>Awarded by ACCEA</b>
		Level 9 (Bronze) £35,484
		Level 10 (Silver) £46,644
		Level 11 (Gold) £58,305
		Level 12 (Platinum) £75,796

**Table 5: Discretionary Points for Consultants (either contracts)**

Pay Scale/code	1	2	3	4	5	6	7	8
MC10/KC10	£3,204	£6,408	£9,612	£12,816	£16,020	£19,224	£22,428	£25,632

6: Payable under both the old contract and 2003 consultant contract. Further information for the new contract can be found in Schedule 16 terms and conditions and for the old contract – Consultants (England) 2003 and for the old consultant in HSG (92)12. The KE01 – KE31 scales are now closed pay scales and no further appointments should be made to them.

7: Clinical Excellence awards previously awarded under local area based committee arrangements. From 1<sup>st</sup> April 2013 Public Health England now supports Local Authorities to meet their statutory obligations through the transfer scheme/TUPE to maintain this contractual provision. This self-nominating award scheme requires the employee to have their application signed off by the Chief Executive/Director of Public Health and applications are considered by an 8 person panel which includes lay, professional and employer members.





Report author: Andy Hodson  
Tel: 43208

**Report of**     **City Solicitor**

**Report to**     **Council**

**Date:**         **23 March 2016**

**Subject:**     **Annual Report from the Standards and Conduct 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

## 1     **Purpose of this report**

1.1    The report and attachments at Addendum 1 have been referred to full Council by the Standards and Conduct Committee for consideration in order for full Council to receive assurances as to how the authority’s duty to promote and maintain high standards of conduct (by Members and co-opted Members of the Council) is being discharged.

## 2     **Main issues**

2.1    In reviewing the matters set out in the report, the Standards and Conduct Committee gave particular consideration to the circumstances that might arise where a complaint concerning Disclosable Pecuniary Interests would be considered by the West Yorkshire Police.

2.2    The committee emphasised the importance of Members keeping their register of interests up to date, and concluded that Members should be provided with a reminder, on a quarterly basis, to review the content of their Register of Interests.

2.3 Having considered the report the committee resolved:

- To receive and note the assurances provided in respect of the Council's arrangements for Standards and Conduct;
- To refer the annual report on Standards and Conduct to full Council for consideration;
- That no amendments, to either the Members' Code of Conduct or the procedures for considering complaints, are required at this time; and
- That a reminder be sent to all Members to check their register of interests on a three monthly basis.

### **3 Recommendations**

3.1 Council is asked to receive and consider the Annual Report from the Standards and Conduct Committee at Addendum 1 and the assurances set out.

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

4.1 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 the City Solicitor**

**Report to Standards and Conduct Committee**

**Date: 4<sup>th</sup> March 2016**

**Subject: Annual Report of the Standards and Conduct Committee**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): n/a	<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: n/a Appendix number: n/a	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

- 1 The purpose of this report is to present to the committee an annual report relating to matters within the committee's terms of reference. In previous years the Committee has resolved to refer the annual report to full Council for consideration; this being because the Authority as a whole has the duty to promote and maintain high standards of conduct by Members and co-opted Members of the Council.
- 2 The annual report summarises the work carried by the Monitoring Officer and her staff to support the Committee throughout the year.

**Recommendations**

- 3 Members are asked to consider;
  - The matters set out in this annual report and resolve whether or not to refer the report to full Council for consideration, and;
  - Whether any amendments, to either the Members' Code of Conduct or the procedures for considering complaints, are required.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to present to the committee an annual report relating to matters within the committee's terms of reference. In previous years the Committee has resolved to refer the annual report to full Council for consideration; this being because the Authority as a whole has the duty to promote and maintain high standards of conduct by Members and co-opted Members of the Council. Members are asked to consider whether to refer the report to full Council for consideration so that full Council can receive assurances as to how the Authorities duty to promote and maintain high standards of conduct (by Members and co-opted Members of the Council) is being discharged.

## **2 Annual Report**

- 2.1 The Standards and Conduct Committee draft annual report presents the work carried out by the Monitoring Officer and her staff to support the committee throughout the year. The report also demonstrates the ways in which the Authority has fulfilled its statutory duty to promote and maintain high standards of conduct.

## **3 Main issues**

- 3.1 The Standards and Conduct Committee has the following terms of reference:
- To promote and maintain high standards of conduct by members and co-opted members of the authority.
  - To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
  - To consider and determine written allegations that a member or co-opted member of the authority has failed to comply with the authority's code of conduct, or that a member or co-opted member of a parish council in the Leeds area has failed to comply with the parish council's code of conduct.
  - Following a determination of whether or not a member or co-opted member of the authority has failed to comply with the code of conduct, to consider whether or not action might be necessary, and to make recommendations on the form of action.
  - To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of employees of the authority.
- 3.2 The committee meets annually, or at other frequencies that circumstances required. Regular briefings have taken place with the Chair of the committee and with the council's appointed Independent Member.

## **Training**

- 3.3 All newly elected members have received training in respect of the code of conduct and the specific requirements relating to the registration and declaration of interests.
- 3.4 In addition, as part of prescribed training for councillors who are members of Plans Panels, briefings have been provided on the legal framework concerning the avoidance of bias and predetermination.

## **Register of Interests**

- 3.5 The Localism Act 2011 places a duty on the Monitoring Officer of a relevant authority to establish and maintain a register of interest of members and co-opted members of the authority. These requirements have been met during the year.
- 3.6 Similarly the Monitoring Officer has supported members of the authority (and of Parish and Town Councils) in meeting their obligations to notify any disclosable pecuniary interest within 28 days of either their election or of a change in the circumstances relating to such interests.

## **Dispensations**

- 3.7 If a councillor wishes to apply for a dispensation to allow them to take part in a meeting with a disclosable pecuniary interest they must submit a written application to the Monitoring Officer.
- 3.8 Applications are then decided by the Head of Paid Service. However, in deciding whether to grant a dispensation the Head of Paid Service must consult with the Chair of the Standards and Conduct Committee.
- 3.9 In 2014 the committee considered local prohibitions on councillor's involvement in decision making where they have a Disclosable Pecuniary Interest (DPI). In particular the circumstances where a member of the public has rights to attend and make representations – for example in relation to a personal planning application. The committee concluded that this limitation placed an unjust discrimination upon councillors. The committee agreed that, subject to certain constraints, and the receipt of an application, that the Head of Paid Service be advised of the committee's support for such restrictions to be set aside by way of a dispensation.
- 3.10 The Head of Paid Service has granted dispensations to all elected members who have requested it to allow those members (when they have a DPI) to make representations at a meeting where members of the public have the same entitlement – however those members must not otherwise be involved in the decision making of the decision making body. There have been no issues arising from this dispensation during the year.
- 3.11 The other active dispensation, granted in May 2013 (for a period of 4 years), permits members to take part and vote in matters relating to bodies on which they receive a basic or special responsibility allowance. Other than granting existing dispensations to newly elected members, no further dispensations have been applied for or granted during 2015/16.

## **Reviewing the Members' Code of Conduct and the arrangements for dealing with complaints**

- 3.12 No amendments have been made to the Members' Code of Conduct or the Procedure for Consideration of Complaints during the year and no amendments are proposed by officers. Both documents are attached to this report as Appendix 1 and Appendix 2 respectively. Members are asked to consider what if any recommendations to make to General Purposes Committee in respect of the arrangements currently in place.

### **Complaint handling**

- 3.13 Leeds City Council has a responsibility for making arrangements to receive and consider complaints against Leeds city councillors and parish and town councillors in Leeds. At Stage 2 of the complaints procedure the Chair of the Standards and Conduct Committee must be consulted by the Monitoring Officer in deciding whether the matters raised by the complainant have been appropriately addressed by the subject Member. If a complaint was to reach Stage 3 of the complaints procedure the Consideration Sub-Committee of the Standards and Conduct Committee would need to meet to consider the complaint and decide whether the Code of Conduct had been breached and what action to recommend.
- 3.14 As part of their regular briefings (with the Deputy Monitoring Officer) the Chair and the Independent Person have been appraised with a summary of the complaints that have been received (whilst maintaining the anonymity of the subject member) together with an outline of how those complaints have been assessed and concluded.
- 3.15 So far, all complaints have been resolved either before or at Stage 1 of the complaints procedure meaning that there have been no findings of a failure by Leeds City Councillors or Parish and Town Councillors in Leeds to comply with the relevant Code of Conduct.

### Complaints relating to Leeds City Councillors

- 3.16 Acting under delegated powers from the Monitoring Officer, the Deputy Monitoring Officer has received 3 complaints about Leeds City Councillors. This is the lower than the 11 complaints in the last two years. All of these complaints were submitted by members of the public. There are no specific trends in terms of the subject Members complained of in the nature of complaints made.
- 3.17 In order to be considered under the formal complaints process complaints must be submitted in writing, must provide substantiated information, and should outline what form of resolution the complainant is seeking.
- 3.18 The Deputy Monitoring Officer considered each complaint and made a decision as to whether it will be treated as a valid complaint or not.

## Complaints Summary<sup>1</sup>

Complaint	Nature of Complaint	Outcome
1	Concerns relating to Members involvement in the designation of a property on the List of Derelict and Nuisance Building Programme.	<b>Dismissed at Stage 1</b> , complaint did not relate to the Code of Conduct and provided no substantiated evidence to support the complaint. Members are routinely consulted on the matters referred to.
2	Allegation in relation to Councillor's role on the management committee of a local community body.  Allegation that Councillor disclosed personal information by email.	<b>Dismissed at Stage 1</b> – other action/investigation taking place.  <b>Complaint unsubstantiated</b> – request for further information to be submitted made and no further information forthcoming.
3	Anonymous allegation that subject member exerted undue influence to the extent that a will was altered to the benefit of the subject member.	<b>Dismissed at Stage 1</b> Anonymous complaint. (Also no substantiated evidence submitted & in any event the matter related to public and private life).  Complaint passed to Internal Audit under Whistleblowing policy and to Group Whip.

- 3.19 As Members will recall, complaints alleging a failure to register a disclosable pecuniary interest are matters for consideration by the West Yorkshire Police as the Localism Act 2011 has made such failures a criminal offence. No such complaints have been received this year.

### Complaints relating to Parish and Town Councillors in Leeds

- 3.20 The Deputy Monitoring Officer has received three complaints relating Parish or Town Councillors in the Leeds area. This compares with no complaints last year and 2 the year before. Two of three complaints came from members of the public with the other being submitted by a parish councillor about a fellow parish councillor.

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<sup>1</sup> A further complaint was reported verbally at the Standards and Conduct Committee meeting which had been dismissed at Stage 1 as it had already been the subject of investigation and action.

## Complaints Summary

Complaint	Nature of Complaint	Outcome
1	<p>Allegation that subject member:</p> <ul style="list-style-type: none"> <li>• Abused her position as a Town Councillor;</li> <li>• Threatened to have the complainant evicted from their home;</li> <li>• Indulged in hate complaints;</li> <li>• Slandered the complainant;</li> <li>• Discussed the complainant's personal circumstances with a neighbour.</li> </ul>	<p>No information supplied to substantiate the complaints made - request made for information to be provided – no further information provided and complaint closed.</p>
2	<p>Allegation that subject member</p> <ul style="list-style-type: none"> <li>• Acted in a lewd manner;</li> <li>• Was insulting and condescending, and</li> <li>• Behaved in an aggressive nature</li> </ul>	<p><b>Dismissed at Stage 1</b> – allegations related to Councillors personal and private life and so Code of Conduct did not apply to those circumstances.</p>
3	<p>Allegation that the subject member:</p> <ul style="list-style-type: none"> <li>• Made comments which were are inappropriate and disrespectful</li> <li>• More generally failed in duties to comply with the principles of Objectivity Selflessness, Honesty and Integrity and Openness contained within the Code of Conduct.</li> </ul>	<p><b>Dismissed at Stage 1</b></p> <p>No evidence provided to substantiate the allegations made provided. No derogatory or otherwise personally disrespectful comments towards the complainant evident and no suggestion of improper or dishonest conduct.</p>



## **Supporting Members of Parish and Town Councils**

- 3.21 Parish and Town Councils now have greater responsibility under the Localism Act 2011 for making their own standards arrangements. These responsibilities include:
- promoting and maintaining high standards of conduct by its own Members;
  - formally adopting a Code of Conduct that is consistent with the requirements of the Localism Act and publicising that adoption;
  - completing a register of disclosable pecuniary interests and ensuring that information about this register is available on the Parish or Town Council's own website (if it has one);
  - putting in place arrangements for Members to apply for and be granted a dispensation; and
  - ensuring that arrangements are in place for the Parish or Town Council to consider any complaints referred to it by Leeds City Council and to decide on any appropriate action against the subject Member.
- 3.22 Under the previous standards and conduct legislation many of these responsibilities were carried out by the Standards Committee on behalf of Parish and Town Councils.
- 3.23 Leeds City Council also has a responsibility to collate the registers of interest completed by Parish and Town Councillors in Leeds and to publish these on the Council's website. The Deputy Monitoring Officer has provided written guidance for Members on how to complete the document and has advised Parish and Town Council Clerks were necessary.
- 3.24 Leeds City Council also has responsibility for receiving and considering complaints made against parish and town councillors.
- 3.25 Under Stage 3 of the complaints procedure the Standards and Conduct Committee have made specific arrangements for complaints against parish and town councillors. Although such complaints would still be decided by the Consideration Sub-Committee, a co-opted parish member would also be invited to attend the sub-committee meeting.
- 3.26 A parish member is not entitled to vote at the meeting, but would be entitled to speak at the discretion of the Chair. Two parish members remain co-opted to the committee - Councillor Debbie Potter (from Shadwell Parish Council and Councillor Martin Hughes (from Horsforth Town Council) and form a pool of parish and town council members that the authority can call upon as needed. The co-opted parish members are also invited to attend Standards and Conduct Committee meetings to observe the proceedings.

## **Independent Person**

- 3.27 The Standards and Conduct Committee have supported the Independent Person in his role by inviting him to attend meetings of the committee as an observer, and ensuring that he has undertaken training on the Members' Code of Conduct.
- 3.28 The Independent Person also has quarterly briefing meetings with the Deputy Monitoring Officer. The Independent Person's current term of office is until July 2017.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.3 In providing an oversight of local codes and protocols and the Members' Code of Conduct the Committee have considered comments and feedback from the relevant Committees and from other Leeds City Councillors.
- 4.1.4 In relation to complaints against Councillors, in all cases mentioned in this report the complainant has been contacted and an explanation has been provided as to why the complaint is not being progressed. The subject Member has also been informed of the complaint and the response to the complainant, for information only.

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

- 4.2.1 There are no implications for equality and diversity or cohesion and integration arising from this report.

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

- 4.3.1 Principle 3 of the Code of Corporate Governance states that the Council will put in place a Code of Conduct and keep it under review.
- 4.3.2 According to the Localism Act 2011 the Council has a duty to promote and maintain high standards of conduct amongst Members and co-opted Members of the authority. This report outlines how the Standards and Conduct Committee has carried out this duty on behalf of the Council.

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

- 4.4.1 There are no resource implications arising from this report.

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

- 4.5.1 The Standards and Conduct Committee's terms of reference are taken from the Chapter 7 of the Localism Act 2011.
- 4.5.2 There are no implications for access to information or call in arising from this report.

## 4.6 Risk Management

- 4.6.1 The arrangements described within this report provide assurance that the authority, parish and town councils, individual councillors and the Monitoring Officer are complying with the requirements set out in the Localism Act 2011. The work undertaken by the Monitoring Officer and her staff, and by this committee, ensure that these arrangements remain up to date and fit for purpose and that the risk of breaching the statutory requirements is minimised.
- 4.6.2 In relation to complaints against councillors the Monitoring Officer has considered the information above and does not consider that there are any adverse trends in the types of complaints received, and as no potential breaches of the Members' Code of Conduct have been revealed, there are no issues to address through training.

## 5 Recommendations

- 5.1 Members are asked to consider;
- The matters set out in this annual report and resolve whether or not to refer the report to full Council for consideration, and;
  - Whether any amendments, to either the Members' Code of Conduct or the procedures for considering complaints, are required.

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

- 6.1 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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<b>MEMBERS' CODE OF CONDUCT</b>
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This Code applies to elected Members and voting co-opted Members of Leeds City Council in all aspects of their public life. This means that the Council expects Members to follow this Code when they are conducting the work of the Council, representing the Council on any external organisation, and otherwise acting in their official capacity. The Code of Conduct does not apply to what Members do in their purely private and personal lives<sup>1</sup>.

### **Part One - Standards of Conduct**

You must have regard to, and act in accordance with, the following standards of conduct<sup>2</sup>:

**1. Selflessness**

You should serve only in the public interest, and should never improperly confer an advantage or disadvantage on any person, organisation or group, or any other third party.<sup>3</sup>

**2. Honesty and Integrity**

You should not place yourself in situations where your honesty and integrity may be questioned; you should not behave improperly and should avoid the appearance of such behaviour.<sup>4</sup>

**3. Objectivity**

You must make decisions based on the information before you, having had regard to any professional advice provided to you and in accordance with your view of the public interest.

You should make decisions on merit, this includes when making appointments, awarding contracts, or recommending individuals for awards or other recognition.

**4. Accountability**

You are accountable to the public for your decisions and actions and the manner in which you carry out your duties. You must co-operate fully and honestly with any scrutiny appropriate to your office.

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<sup>1</sup> When engaging in political activities such as canvassing for re-election Members are not acting in their official capacity, and for the purposes of this Code of Conduct, such political activities are considered part of a Member's private and personal life.

<sup>2</sup> And in accordance with any supplementary guidance or protocols agreed by the authority from time to time.

<sup>3</sup> This does not mean that Members are under any obligation to support or become involved in all requests for assistance from their constituents.

<sup>4</sup> Where you are present at a formal meeting of the authority and identify any relevant and significant interest which is not a disclosable pecuniary interest and which relates to the business being conducted, you may declare the interest to the meeting, if you consider it is in the public interest to do so. You may also choose not to participate in the business as a result, although you are not obliged to do so.

*Members' Code of Conduct*

You should not undertake any action which would bring the Council, your position, or the position of Members generally, into disrepute.

**5. Openness**

You must be as open as possible about your actions and those of the authority, and should be prepared to give reasons for those actions.

**6. Leadership**

You must promote and maintain high standards of conduct by supporting these principles by leadership and by example, and should act in a way that secures or preserves the confidence of others.

You must have due regard to the impartiality and integrity of the authority's statutory officers and its other employees<sup>5</sup>.

**Part Two – Registration and disclosure of interests****Registration of Interests**

7. Within 28 days of your election or co-option, you must notify the Monitoring Officer of any 'disclosable pecuniary interests' which you have at that time<sup>6</sup>.
8. Where you are re-elected or re-appointed, notification is only required of any new disclosable pecuniary interests within 28 days of your election or co-option.
9. You must keep your Register of Interests entry up to date by notifying the Monitoring Officer of any changes to your disclosable pecuniary interests within 28 days of the change occurring, or of you becoming aware of the change.
10. A pecuniary interest is a 'disclosable pecuniary interest' in relation to you if it is of a type described in Appendix 1, and either:
  - (a) it is an interest of yourself, or
  - (b) it is an interest of -
    - (i) your spouse or civil partner,
    - (ii) a person with whom you are living as husband and wife, or
    - (iii) a person with whom you are living as if you are civil partners, and you are aware that that other person has the interest.
11. You are also required to notify the Monitoring Officer of any gifts or hospitality with an estimated value of at least £50<sup>7</sup> which you receive in your role as a

<sup>5</sup> Members may express themselves robustly in representing their, or their constituents' views, although where a Member engages in a sustained or systematic challenge of an employee which is unfounded or in any other way unreasonable, such conduct would fall within the scope of this code. However an unintentional remark, made in isolation, is unlikely to amount to a failure to comply with the code of conduct.

<sup>6</sup> The Monitoring Officer must enter these interests into the Register of Interests, which will be made available for public inspection and published on the Council's website.

<sup>7</sup> This financial limit will be maintained in line with the definition of a donation to be declared by election candidates during local authority elections in England and Wales (as set out in Schedule 2A

*Members' Code of Conduct*

Leeds City Councillor<sup>8</sup>. You must inform the Monitoring Officer of any such gifts or hospitality within 28 days of receiving them so that the details can be entered into the Register of Interests.<sup>9</sup>

**Sensitive interests**

12. If the nature of an interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation, the interest must not be included in any published version of the Register of Interests, or be entered into any copy of the register that is made available for public inspection<sup>10 11</sup>.

**Disclosure of disclosable pecuniary interests at meetings**

13. The following provisions apply if you are present at a meeting of the authority or of any committee<sup>12</sup>, sub-committee, joint committee or joint sub-committee of the authority, and you are aware that you have a disclosable pecuniary interest in a matter to be considered, or being considered, at the meeting.
14. If the interest is not entered in the authority's Register of Interests, you must disclose the interest to the meeting (unless the interest is a sensitive interest).
15. If the interest is not entered in the authority's Register of Interests and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure.
16. Where the interest does appear in the Register of Interests, you must bring the interest to the attention of the meeting (unless the interest is a sensitive interest).
17. You may not:
- (a) participate, or participate further, in any discussion of the matter at the meeting,
  - (b) participate in any vote, or further vote, taken on the matter at the meeting, or
  - (c) remain in the room during the discussion or vote on the matter (subject to paragraph 18 below).

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of the Representation of the People Act 1983).

<sup>8</sup> This does not include civic gifts or hospitality received by the Lord Mayor of Leeds whilst acting in this capacity. Civic gifts are to be recorded in a separate register maintained by the Lord Mayor's office.

<sup>9</sup> These details will be removed from the register two calendar years after they were added by the Monitoring Officer.

<sup>10</sup> Instead the Register of Interests may state that the Member has an interest the detail of which are withheld under section 32(2) of the Localism Act 2011

<sup>11</sup> If the Member is required to disclose such an interest in a meeting, the Member need not disclose the interest, but merely the fact that the Member has a disclosable pecuniary interest in the matter concerned.

<sup>12</sup> This includes the Executive Board and any committee of the executive.

*Members' Code of Conduct*

18. If you are not a member of the relevant committee, sub-committee, joint committee or joint sub-committee, and are present at the meeting in another capacity, you may remain in the room to observe the proceedings but must not participate in the discussion on the matter, even as a member of the public.
19. In certain circumstances you may be granted a dispensation to permit you to take part in the business of the authority, even if you have a disclosable pecuniary interest relating to that business. Such dispensations are granted by the Head of Paid Service following a written request to the Monitoring Officer.

**Allegations of a Failure to Comply with Code of Conduct**

20. All complaints alleging a failure to comply with this Code will be considered in accordance with a procedure agreed by full Council.



**APPENDIX 1 - DEFINITION OF A 'DISCLOSABLE PECUNIARY INTEREST'<sup>13</sup>**

**Employment, office, trade, profession or vocation** - Any employment, office, trade, profession or vocation carried on for profit or gain.

**Sponsorship** - Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period<sup>14</sup> in respect of any expenses incurred by you in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

**Contracts** - Any contract which is made between the relevant person<sup>15</sup> (or a body in which the relevant person has a beneficial interest<sup>16</sup>) and the relevant authority –

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

**Land** - Any beneficial interest in land<sup>17</sup> which is within the area of the relevant authority.

**Licences** - Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

**Corporate tenancies** - Any tenancy where (to your knowledge) –

- (a) the landlord is the relevant authority; and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

**Securities** - Any beneficial interest in securities<sup>18</sup> of a body where –

- (a) that body (to your knowledge) has a place of business or land in the area of the relevant authority; and
- (b) either –

<sup>13</sup> As defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464.

<sup>14</sup> "Relevant period" means the period of 12 months ending with the day on which the Member completes their notification.

<sup>15</sup> "Relevant person" refers to the Member and their spouse or civil partner, or a person with whom the Member is living as husband or wife, or a person with whom the Member is living as if they were civil partners, so long as the Member is aware that that other person has the interest.

<sup>16</sup> This means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest. The definition of "director" includes a member of a committee of management of an industrial and provident society.

<sup>17</sup> "Land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.

<sup>18</sup> "Securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

*Members' Code of Conduct*

- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

**PROCEDURE FOR CONSIDERING COMPLAINTS ALLEGING A FAILURE TO COMPLY WITH A MEMBERS' CODE OF CONDUCT WITHIN THE AREA OF LEEDS METROPOLITAN DISTRICT COUNCIL**

### **Introduction**

1. This procedure should be used to deal with complaints submitted under the Members' Code of Conduct adopted by Leeds City Council and the Parish and Town Councils in the Leeds area.
2. The Members' Code of Conduct applies to elected Members and voting co-opted members when they are acting in that capacity. Complaints which relate to a failure to comply with the rules about 'Disclosable Pecuniary Interests' should be directed to the West Yorkshire Police for their consideration. Complaints about a potential breach of the general obligations should be submitted to the Monitoring Officer for consideration.
3. The Monitoring Officer may nominate another officer of suitable experience and seniority to carry out any of the functions listed in this procedure.

### **Stage 1 - Initial assessment by the Monitoring Officer**

4. Complaints must be submitted in writing, must provide substantiated information, and should outline what form of resolution the complainant is seeking. Otherwise the Monitoring Officer should ask the complainant to resubmit their complaint. Ideally the complainant will use the correct complaints form to submit their complaint, but other written complaints will be accepted so long as they contain the relevant information.
5. The Monitoring Officer will consider the complaint and make a decision as to whether it will be treated as a valid complaint or not.
6. The following types of complaint will not be considered as 'valid complaints' under this procedure:
  - a. Complaints which are submitted anonymously<sup>1 2</sup>;
  - b. Complaints which do not identify a subject Member;
  - c. Complaints which relate to a Member's personal or private life;

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<sup>1</sup> Complaints which contain a request for the complainant's identity to be withheld may be considered to be 'valid complaints', although the complainant's identity will only be withheld in exceptional circumstances. If the Monitoring Officer does not consider it appropriate to withhold the complainant's identity, the complainant will be given the opportunity to withdraw their complaint before it proceeds to the next stage.

<sup>2</sup> Anonymous complaints which reveal potential fraud or corruption will be referred to Internal Audit for consideration under the Council's adopted Whistle blowing Policy

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

- d. Complaints concerning a failure to respond to a request from a constituent or other individual;
  - e. Complaints which relate to the alleged actions of employees of the Council or non-voting co-optees;
  - f. Complaints which relate to a decision of an employee or a Committee;
  - g. Complaints which relate to a person who is no longer a Member of the Council or which refer to alleged incidents before the person became a Member of the Council;
  - h. Complaints which refer to alleged incidents which happened so long ago that there would be little benefit in taking action now;
  - i. Complaints containing trivial allegations, or which appear to be simply malicious, politically motivated or tit-for-tat;
  - j. Complaints regarding alleged behaviour which has already been the subject of an investigation or some form of action;
  - k. Complaints which relate to an alleged failure to comply with the rules regarding 'Disclosable Pecuniary Interests'<sup>3</sup>;
  - l. Complaints which do not relate to the Members' Code of Conduct.
7. In all cases where the complaint names a Member of a relevant authority, the Member will be notified of the complaint. If the Monitoring Officer decides that the complaint is 'invalid', this notification is made for information only.
8. If the complaint relates to an employee or is a service related issue, the Monitoring Officer will refer the complaint to the relevant service in order for them to respond to the complainant directly.
9. In any case where the Monitoring Officer decides that the complaint is 'invalid', they will write to the complainant explaining why their complaint cannot be dealt with under this procedure. There is no appeal process for decisions taken by the Monitoring Officer at this stage.

## **Stage 2 - Informal resolution**

10. If, following initial assessment, the Monitoring Officer decides that the complaint should be treated as a 'valid complaint' they will write to the complainant and explain that the matter is to be referred to the subject Member for them to seek to resolve the issue in accordance with this procedure. The complainant will also be provided with an outline of the procedure for dealing with complaints against Councillors.

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<sup>3</sup> Such complaints will be redirected to the West Yorkshire Police, subject to the complainant's agreement.

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

11. At the same time the Monitoring Officer will refer the matter to the subject Member and the relevant Group Whip<sup>4</sup> for their consideration. In this correspondence the Monitoring Officer will provide the subject Member with a reasonable timescale within which to attempt to resolve the complaint (usually this will be 28 days), and will provide the subject Member with the contact details for the Independent Person<sup>5</sup>.
12. Types of informal resolution might include:
  - a. An explanation by the subject Member of the circumstances surrounding the complaint;
  - b. An apology from the subject Member;
  - c. An agreement from the subject Member to attend relevant training or to take part in a mentoring process;
  - d. Offering to engage in a process of mediation or conciliation between the subject Member and the complainant; or
  - e. Any other action capable of resolving the complaint.
13. Before deciding upon a course of action the subject Member may seek guidance from a Group Whip, the Independent Person, and/or the Monitoring Officer. It may also be advisable to seek advice from the complainant to ascertain what form of informal resolution they would find acceptable, particularly if the form of resolution they have specified in their complaint is not possible.
14. The Independent Person is available to the subject Member to give them advice on the severity of the complaint and what form of resolution they would consider appropriate. Providing such guidance will not prevent the Independent Person from giving a view to the Standards and Conduct Committee about the complaint at a later stage.
15. At the end of the 28 day period the Monitoring Officer will, in consultation with the Chair of the Standards and Conduct Committee, seek to establish whether the subject Member (or Group Whip) has appropriately addressed matters which have been raised by the complainant.
16. Where the subject Member has appropriately addressed the matters raised there will be no further action taken in respect of the complaint and the Monitoring Officer will notify both the complainant and the subject Member of this decision.
17. Where it has not been possible to appropriately address matters, the complaint will be referred to the Standards and Conduct Committee for consideration. The

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<sup>4</sup> If the subject Member is the Group Whip, the complaint will be copied to his or her Group Leader. In the case of a Parish or Town Council without structured political groups, the Monitoring Officer could consider involving the Chairperson of the Council.

<sup>5</sup> See Annex 1 for a summary of the role of the Independent Person.

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

Monitoring Officer will notify both the complainant and the subject Member of this decision, and will provide the subject Member with information regarding the Council's insurance arrangements (and how legal representation may be accessed).

18. There will be no appeal process for decisions taken by the Monitoring Officer and the Chair of the Standards and Conduct Committee at this stage.

### **Stage 3 – Standards and Conduct Committee**

19. The Monitoring Officer will prepare a report for consideration by the Standards and Conduct Committee. This report will include readily obtainable information (such as minutes of meetings or Clerk's notes), a summary of the complaint and the efforts made to resolve the matter informally.

20. The Monitoring Officer must arrange for a meeting of the Standards and Conduct Committee (or the relevant Sub-Committee<sup>6</sup>)<sup>7</sup> to be convened to consider the Monitoring Officer's report of the complaint. Wherever possible the meeting will take place within 28 days of the Monitoring Officer's report being finalised.

21. If the complaint relates to a Parish or Town Councillor, one of the co-opted Parish Members will be invited to attend the Committee meeting. The Parish Member will not be entitled to vote at the meeting, but will be entitled to speak at the discretion of the Chair.

22. The following people will also be invited to attend the Committee meeting:

- a. The complainant;
- b. The subject Member;
- c. The Group Whip (if relevant); and
- d. The Independent Person.

23. The Monitoring Officer will also attend the meeting in order to present their report.

24. After initial consideration of the Monitoring Officer's report, the Committee will take statements from the following parties (either in person or in written form if the person is unable to attend the meeting):

- a. The complainant; and

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<sup>6</sup> Such Sub-Committee will be made up of three Members of the Standards and Conduct Committee, one of whom must be from the same political group as the subject Member (wherever possible), but not all of the Members will be from the same political group. The Chair will be elected from among the membership at the beginning of the meeting, but cannot be from the same political group as the subject Member.

<sup>7</sup> References to the Committee in rules 21 to 36 below shall be read as references to the Sub-Committee if such sub-committee has been appointed and is convened to hear the complaint.

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

- b. The subject Member.
25. The Committee may also ask questions of anyone present at the meeting in order to reach a conclusion on the complaint.
  26. Before reaching a final decision on the complaint, the Committee must seek, and take account of, the view of the Independent Person in relation to the complaint.
  27. If the Committee is unable to reach a conclusion on the complaint on the basis of the information before it, it may adjourn the meeting and request that the Monitoring Officer seeks the further information required. However, when doing so the Committee should consider whether the information will be readily available to the Monitoring Officer.
  28. Once the Committee is satisfied with the information before it, it must decide the following issues:
    - a. Whether the subject Member has failed to comply with the Members' Code of Conduct;
    - b. Whether further action is warranted; and
    - c. What form of action might be appropriate.
  29. If the complaint relates to a Parish or Town Councillor the Committee will only make a decision regarding whether the subject Member has failed to comply with the relevant Members' Code of Conduct. This decision, and the reasons for it, will be communicated to the relevant Parish or Town Council in order for it to make a decision as to whether further action is warranted and what form of action would be appropriate.
  30. In all other cases, if the Committee concludes that, on the balance of probabilities, the subject Member did not fail to comply with the Members' Code of Conduct, this will conclude the complaints process. In such cases no further action will be taken in respect of the complaint, although the Committee may still wish to consider making a recommendation to the authority with a view to promoting and maintaining high standards of conduct in general. Such recommendations may include proposed changes to internal procedures and practices or training for Members in general.
  31. If the Committee concludes that, on the balance of probabilities, the subject Member has failed to comply with the Members' Code of Conduct, the Committee must go on to consider whether action should be recommended in respect of the subject Member, and what form of action might be appropriate.
  32. The recommendations available to the Committee are limited to:
    - a. A formal letter to the subject Member from the Chair of the Standards and Conduct Committee;

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

- b. Formal censure by a motion of full Council; or
  - c. Removal by the authority of the Member from a relevant Committee(s) subject to statutory and constitutional requirements.
33. The Committee may make a recommendation in relation to one or more of the above sanctions to full Council, the Group Whip or the Chair of the Standards and Conduct Committee. The Chair will confirm any such recommendations in writing within five working days of the Committee meeting.
34. The Committee may also make general recommendations to the authority with a view to promoting and maintaining high standards of conduct within the authority. As stated above, such recommendations may include proposed changes to internal procedures and practices or training for Members in general. The Monitoring Officer will be responsible for communicating such recommendations to the relevant Committee or officer for consideration.
35. Within five working days of the meeting the Chair of the Committee will write to the complainant and the subject Member explaining the final decision of the Committee and detailing any recommendations made.
36. There will be no right of appeal against a decision of the Committee.



## **ANNEX 1 - ROLE OF THE 'INDEPENDENT PERSON'**

### Role of the Independent Person

The role of the independent person is set out in Section 28 of the Localism Act 2011.

As part of its arrangements under which decisions on allegations can be made, each principal authority must appoint at least one independent person.

The independent person's views **must** be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate.

The authority may also seek the independent person's views on an allegation that it has not decided to investigate. However, there is no requirement for the authority to do so, or to take those views into account.

Finally, a member or co-opted member of the authority (or of a parish council in the area) may seek the independent person's views on an allegation made against them.

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Report author: Kevin Tomkinson  
Tel: 74357

**Report of**     **City Solicitor**

**Report to**     **Council**

**Date:**         **23 March 2016**

**Subject:**     **Attendance at Meetings**

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     To seek authorisation of the Council to the absence of Councillor Downes from meetings of the authority for up to six consecutive months.

## Recommendations

- 1     That approval be given to the absence of Councillor Downes from meetings of the authority for a period of up to six months from this meeting.

## **2 Purpose of this report**

- 2.1 To seek authorisation of the Council to the absence of Councillor Downes from meetings of the authority for up to six consecutive months.

## **3 Background information**

- 3.1 Section 85 (1) of the Local Government Act 1972 makes provision in relation to member attendance at meetings. It provides that if a member fails to attend qualifying meetings for a period of 6 consecutive months from the date of their last attendance, they shall cease to be a member of the authority unless, before the expiry of that period, the authority has approved such non attendance.
- 3.2 Members may be aware that Councillor Downes has recently had an operation and his last attendance at a meeting of the authority was Full Council on 13th January 2016.

## **4 Main issues**

- 4.1 The group whip for Councillor Downes has requested that Council approve his absence from meetings of the authority for a period of up to 6 months for health reasons.
- 4.2 Councillor Downes committee memberships are Outer North West Community Committee, Licensing Committee and Council.

### **4.1 Consultation and Engagement**

- 4.2 The relevant group whip has been consulted on this report.

### **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 Council is asked to approve the absence of Councillor Downes from meetings of the authority for a period of up to six months from this meeting.

**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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**Report of the Chair Inner North East Community Committee**

**Report to Full Council**

**Date: 23rd March 2016**

**Subject: Inner North East Community Committee**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Chapel Allerton, Moortown and Roundhay wards		
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

**Summary of main issues**

This report provides an overview of the progress, achievements and opportunities for the Inner North East Community Committee over the past year. Key achievements include:

- Hosting four themed meetings around key Community Committee priorities;
- Various successful projects funded by the Community Committee;
- The work of Community Champions and sub groups

**Recommendations**

Members are asked to note the content of this report.

## **Purpose of this report**

- 1 The purpose of this report is to outline the progress and achievements of the Inner North East Community Committee over the period since the last update to Full Council in April 2015. It also outlines challenges and opportunities within the area.

## **Background information**

- 2 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.

## **Progress**

- 3 The Community Committee has enjoyed some well attended and successful workshops over the past year, with numbers attending increasing to around 30-40. These have built on the strengths of a strong and vibrant community and third sector within the Inner North East area. The Committee has continued to develop strong partnership working particularly with a range of community organisations. Members have embraced a more collaborative way of working, including the associated challenges. This has been a very positive change over the last year and is starting to yield positive results.
- 4 Papers for meetings have been refined to make them more user-friendly, colourful and engaging. A newsletter has also been developed for the Committee, which has been placed in local libraries, housing offices and Community Centres and circulated through e-mail contacts, to expand the reach of the Committee to new audiences.
- 5 The Committee has been well served by six Community Committee Champions who have each supported the work of the Community Committee by taking a lead on particular portfolios and associated workstreams:
  - Adult Social Care – Cllr Christine Macniven
  - Children & Young People – Cllr Rebecca Charlwood
  - Community Safety – Councillor Mohammed Rafique
  - Employment, Skills & Welfare – Cllr Ghulam Hussain
  - Environment – Cllr Bill Urry
  - Health & Well Being – Cllr Eileen Taylor
- 6 The Champions have helped develop better links between the service areas and the Community Committee. The Communities Team is currently working to help facilitate improved engagement of the Service Leads, particularly Adult Social Care and Children's Services. The Employment, Skills and Welfare Champion has been instrumental in establishing priorities of the ENE Employment and Skills Board including 1) mental health, 2) support into work through skills training, 3) ESOL provision, 4) support for the 50+ age group and 5) support for young people aged 16-24.



7 The Committee has focused its discussions this year on:

- ***Environmental Services and Parks and Countryside (June 2015)***
- ***Raising awareness of domestic violence and abuse (September 2015)***
- ***Increasing the effectiveness of Community Hubs (December 2015)***
- ***Increasing physical activity levels in young people (March 2016)***

### **Shaping the Delivery of Environmental Services**

- 8 During 2015/16 the service introduced a zonal way of working. In the ENE locality this resulted in a dedicated zonal team being created for the Inner North East area. This meant for the first time the Inner NE area had its own Team Leader, operational charge-hands and dedicated path-sweeper. In addition the area has its own, dedicated operational staff with a 7 day a week service retained.
- 9 Feedback so far from Members on new working arrangements has been largely positive. This was supported by an interactive Community Committee workshop session in June, where residents helped informed local environmental priority setting. Relationships between local staff and key community contacts (such as Members and resident groups) are developing well. Staff have commented that they prefer to work in this way; getting to know the area and its residents / customers better. There is a definite increase in levels of pride in staff serving the area.
- 10 Examples of the benefits of having more locally dedicated and knowledgeable team with a dedicated Team Leader and operational Charge-hand include:
- a. staff are working closer with local Members and alongside local groups, such local schools and in-bloom groups, to support local clean-up days / environmental activities and building local relationships
  - b. responsiveness and adaptability to meet specific needs of the INE area e.g. warning / cctv signs at known fly-tip spots, de-leafing of pavements, Leeds Carnival clean-up
  - c. the complaints level for bulky item collections has reduced by 85% citywide since it moved to zonal teams – the ENE Locality Team only received 2 formal complaints for the 3 months ending 31/12/15; out of 2,056 service requests.
- 11 In addition, the Environmental Champion and Environmental sub group have successfully driven forward local parks improvements with all bar one park in the area achieving green flag status, and the remaining park being very close to this standard.
- 12 The Environmental sub group and discussions at Community Committee have driven forward the local element of the city's Derelict and Nuisance Sites programme, with significant improvements to a number of prominent sites through local partnership working. Committee and DNS programme match funding has

enabled for example, an arts project to create a more attractive appearance to the former Mobil garage site on Chapeltown Road.

## Domestic Violence and Abuse

- 13 Reducing incidences of domestic violence and abuse is identified as one of the Council's seven Breakthrough Projects. This will ensure that the Council and partners will focus on reducing domestic violence as a longer term priority for action, particularly through the strong local housing partnerships. Valuable discussion took place at the September Community Committee workshop and acted as a catalyst for a response at a local level, including a number of activities during the '16 days of action' campaign.



- 14 A number of display boards were erected in the Reginald Centre, Moor Allerton Library and Oakwood Library. In addition, a partnership walk took place from the Reginald Centre to the Compton Centre to raise awareness of Domestic Violence and Abuse. Prior to the walk, Cllr Rafique in his role as Community Safety Champion gave a speech explaining why the Committee had chosen reducing domestic violence as a local priority. White ribbons were tied around trees as a symbolic gesture of men taking a stand against domestic violence.
- 15 The Committee also agreed to set aside £500 from each ward budgets to fund local activities to target domestic violence. This opportunity was seized by Leeds Housing Concern who secured £200 to run their own awareness raising activities during the 16 days of action, particularly targeting vulnerable homeless people.

## Community Hubs

- 16 Positive improvements have come about as a result of increased dialogue with the local community and well established local organisations who have been keen to maximise the opportunities presented by the hub model. The Hub has taken the opportunity to re-shape space and enable enhanced local services to be available. As a result, the Hub has seen increased community usage. A further opportunity to raise the profile of the Hub was made possible through the hosting of the Local Government Chronicle Awards on 1<sup>st</sup> February. Following the Leader and Chief Executive's visit to Chapel Allerton ward in January, the Chief Executive was keen that the judges experience a Council community rather than civic setting.

- 17 The December Community Committee received a presentation on the ambitions and plans for rolling out the community hub model. This included useful workshop discussion, involving a broad range of around 40 local partner organisations and residents which has informed further development of the hub.
- 18 The Job shop performance has greatly improved since transition to the community hub. Last year the Reginald centre supported 271 customers into work and this year over 400 will have gained employment. **Path Yorkshire non accredited ESOL** – 6 dedicated ESOL classes at pre entry or level have been held at the Reginald Centre with approximately 72 people completing each course. This has included a women only course that has proven very popular. **LCC accredited ESOL** – As part of the ENEE Employment and Skills board action plan Leeds City College have begun delivery of accredited ESOL classes in February 2016. This is level 2 and above bespoke to client dependant on outcome of an initial assessment. The first session was due to have 24 attendees, with 60 people turning up to register. Additional sessions have since been scheduled.
- 19 **Free Legal Clinic** – The legal clinic was launched in January 2016 and runs for two hours every Wednesday. This service has been an unprecedented success with an average of 6 clients seen per session, and 73 appointments held overall.
- 20 **Giant advertising screen** – A giant screen has been funded through taking a sponsorship approach with local businesses and stakeholders. To date over £4500 has been raised, with funds to pay for the screen, installation and maintenance 100% covered. A surplus pot of money is now in place for any additional sponsors which will be used to pay for other centre improvements.
- 21 **Young person Takeover day** – On 20<sup>th</sup> November, 12 young people from Wykebeck primary school took over the centre with ward members getting involved with a book sale and having a turn on a street king as well as taking part in filming for Made in Leeds TV appearances. Community Hub staff worked closely with the Locality Team and Communities Team to deliver a memorable day for the young people involved.



- 22 **Social prescribing** – The Reginald Centre will become the ‘central hub’ for the North Leeds Social Prescribing contract, commencing delivery from April 1<sup>st</sup> 2016. Up to 8 Well-being Coordinators will be based at the centre for an 18 month period

and will take referrals from GP surgeries across the whole area. Referrals may be appropriate for non-medical interventions such as housing, debt advice, legal advice and employment support. This is in partnership with the lead provider Community Links.

- 23 **Money Buddies** – Leeds Money Buddies are a team of volunteers who have been recruited by Ebor Gardens Advice Centre to deliver a free, confidential, impartial and independent Money Buddy service to the public. The Money Buddy has been established at The Reginald Centre and the service will continue for 12 months until October 2016, supported with £1065 from the Community Committee. Key highlights are:

- frontline staff were trained prior to the scheme being launched
- Yorkshire Evening Post and local radio attended the launch of the service, resulting in a newspaper article and radio interview with a Money Buddy
- 71.5% of clients have required specialist legal debt advice
- Total financial gains identified with clients is £7385. The average gains are expected to increase as a result of specialist ongoing legal debt advice.

### **Increasing Physical Activity in Young People**

- 24 In support of the Council's Breakthrough Project Reducing Health Inequalities through Healthier Lifestyles, the March workshop element of the Community Committee will focus on promoting increased levels of activity in young people. This will include promoting 'Play Streets' and the Committee will aim to increase the number of Play Streets across the Inner North East area.

### **Leader of the Council and Chief Executive ward visits**

- 25 Ward Members have been keen to share their local intelligence, local challenges and ideas for improvements via a series of ward visits by the Leader of the Council and Chief Executive. In January, a Chapel Allerton ward visit provided a great opportunity for front line Council and voluntary sector staff to highlight issues in the area - environment, regeneration work on the Beckhills estate, diversionary activities for young people and developments at the Reginald Centre Community Hub. Visits to Moortown and Roundhay wards are currently being planned for later in the year.



## Priority Neighbourhoods

- 26 Committee funding for additional staffing has enabled significant and intensive neighbourhood improvement activity across Chapeltown and Meanwood, neighbourhoods which face significant and systemic deprivation issues.

### Chapeltown

- 27 Partner agencies in Chapeltown have been in discussion about how best to work together to address new neighbourhood priorities. As a result the first Neighbourhood Improvement Partnership meeting, called “Working together for Chapeltown”, took place on 14<sup>th</sup> December 2015. The meeting was attended by around 35 Council staff, third sector partners, ward councillors and West Yorkshire Police who all work in Chapeltown. The group received a presentation exploring the area’s demographics such as population by age and ethnicity, information on children and young people, crime statistics, health data and environmental information. Through focused table discussions, the group agreed the top priorities to take forward as a partnership. The priorities agreed were:
- a. Health and Wellbeing particularly social isolation;
  - b. Support for older people, including older people’s housing issues;
  - c. engaging young people to prevent them from getting involved in negative activity and crime, the provision of more information for young people on the consequences of crime as well as a potential mentoring scheme and peer support;
  - d. Greater collaborative working and partnerships in the area to create strength and resilience across the community
  - e. Increased resident engagement in service delivery;
  - f. Standard of private rented sector housing and houses of multiple occupation
- 28 Following the initial meeting, work streams have started to take shape to address some of these issues for example:
- ✓ Chapeltown Housing Investment Strategy - reviewed and re-focused, with housing associations, Leeds City Council and the 3<sup>rd</sup> sector working in partnership to update and streamline an action plan to combat housing related issues in the area;
  - ✓ A neighbourhood watch residents group has been formed in the area with around 15 residents currently involved. The residents meet monthly with partners and work closely to inform local service provision;
  - ✓ A social isolation group has been formed with public health and local health partners, working with Leeds University on a project to help socially isolated people in Chapeltown through different faith groups;
  - ✓ Street Leeds sessions are currently being organised for young people in Chapeltown on the subject of crime. Street Leeds is a public legal education

programme for the people of Leeds, delivered by the Leeds' legal community in partnership with Chapeltown Citizen's Advice Bureau and Leeds City Council;

- ✓ Improved partnership working models are being formed such as a joint website for the area called "Chapeltown News". This brings together information about local activity and services on offer locally to ensure the information is available in one user friendly website. It is envisaged that this will be launched shortly at the same time as the provision of free public Wi-Fi.

### Meanwood

- 29 The Meanwood Seven Estates Group concentrates on Miles Hill, Farm Hill, Beckhill, Potternewton, Sugar Wells, Scott Hall and Stonegate areas in Meanwood. It includes Leeds City Council services, third sector, local councillors, West Yorkshire Police, local schools, GP surgeries and faith groups. The group has been refocused and reshaped with a clear action plan which is being worked towards as a partnership. The group is currently focusing on the Beckhill estate and work around maintaining resident engagement and enthusiasm as physical improvement work starts.
- 30 The group is also working on priorities in the area such as:
- a. help for older people improve their home safety with more secure key safes;
  - b. youth provision since the closure of Beckhill House Community Centre;
  - c. anti-social behaviour, particularly joy riding;
  - d. ensuring residents are involved as much as possible in the consultation around Meanwood Community centre;
  - e. Two separate residents groups are also being established in the area for Stonegates and the Beckhills. The Beckhill group met for the first time on 1<sup>st</sup> March 2016.

### **Wellbeing projects & Youth Activities Fund**

- 31 To provide some context, the Committee has allocated a total of £229,495 during 2015/16 to support local projects. This is made up of £165,315 Well-being funding and £64,180 Youth Activity Funding. The following examples illustrate the range of projects funded across the Inner North East area:
- 32 As well as funding of a number of area-wide projects such as £7,368 for CCTV monitoring and maintenance, the Committee has funded a range of local projects. The Community Committee utilised £2,354 to fund Chapeltown Youth Development Centre to run a Bonfire Night Youth Engagement Project. The project involved running two nights of young peoples' diversionary activities and successfully engaged round 150 young people. There were no reported incidents of youth anti-social behaviour in Chapeltown over Bonfire night or the following night.
- 33 Black Health Initiative received funding of £2,610 to run Fusion Café, a community based inter-generational luncheon club. The Café is unique in that it has clients of all ages attending although the majority are over the age of 65. The overall aim of

the programme is to reduce social isolation; encourage and support physical fitness; provide factual information on service providers by having guest speakers from organisations promoting their services and provide factual information on medical issues by having key speakers on health issues which disproportionately affect the targeted community and is sometimes surrounded by cultural myths and taboos.

- 34 Community Committee capital funding of around £3,500, coupled with £3,500 revenue funding has enabled significant match funding of around £113,000 Arts Council England funding to be drawn in to significantly upgrade RJC Dance's facilities at The Mandela Centre.
- 35 Well-being funding of £250 has been used to support the Meanwood Toy Appeal, with Zest Health for Life working to deliver donated toys at Christmas to deprived children in Meanwood. In addition, Youth Activity Funding enabled pop-up multi-sports and swim camps to be delivered at Scott Hall Leisure Centre by the Council's Sport and Active Lifestyles team. Around 40 young people benefited from this scheme which was supported by £10,987 Youth Activity Funding.
- 36 A Community Confluence event held at St Edmund's Parish Hall in Roundhay brought together people from different ethnic backgrounds, with over 62 community and professional artists performing to an audience of over 200 people. The event was supported by £300 from the Community Committee. Talks are now taking place with a view to taking the event to West Yorkshire Playhouse next year.

### **Communications**

- 37 The Community Committee has made significant improvements in the way it communicates with local residents and partner agencies. The Community Committee itself has been re-formatted to be much more welcoming and user friendly, with attendance regularly around 40 people.
- 38 The Committee now has an established Facebook page. Since the last INE report to Full Council in April 2015, numbers of 'likes' have increased from 182 to 314.
- 39 The Community Committee has recently seen its new community noticeboard installed outside The Reginald Centre.
- 40 Work has taken place with Millfield Primary School and Citizens @ Leeds to seek the views of young people on the Beckhills estate for ideas to improve their environment. The first Beckhills residents meeting has taken place recently to discuss estate regeneration, waste services, housing, street lighting and play options in the area. Around 40 residents attended and provided useful local intelligence to help develop sustainable local solutions.

### **Corporate Considerations**

### **Consultation and Engagement**

- 41 The Inner North East 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**

- 42 The Inner North East 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 wellbeing and the youth activities fund 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. Equality Impact considerations are currently being examined as part of the development of the Community Committee improvement agenda and implementation of the Neighbourhood Improvement framework.

## **Council policies and City Priorities**

- 43 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. The broad range of work undertaken by the Community Committee supports the Council's Breakthrough Project 'Strong Communities Benefitting from a Strong City'.

## **Resources and value for money**

- 44 There are no new resource implications detailed within this report.

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

- 45 There are no legal, access to information or call in implications arising from this report.

## **Risk Management**

- 46 There are no risk management issues of any significance arising from this report.

## **Conclusions**

- 47 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.
- 48 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.
- 49 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. The partnership between the Committee and local community and third sector organisations is vital for supporting the ongoing reach of the Community Committee into the wider community. This will



enable the Community Committee to have a wider variety of community conversations in different settings, formats and groups over the next year

### **Recommendations**

50 Members are asked to note the content of this report.

### **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.

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**Report of the Chair, Outer South Community Committee – Councillor Karen Bruce**

**Report to Full Council**

**Date: Wednesday, 23<sup>rd</sup> March 2016**

**Subject: Work of Outer South Community Committee**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Ardsley & Robin Hood Morley North Morley South Rothwell		
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 provides an update on the Outer South Community Committee’s progress so far including an update on:

- Themed Community Committee Workshops
- The work of the Community Committee Champions
- Successful projects delivered in 2015/16

**Recommendations**

Members are asked to note the content of this report and receive a presentation from the Chair of the Outer South Community Committee.

## 1. Purpose of this report

- 1.1 The purpose of this report is to update Full Council on the progress of the Outer South Community Committee and its workshops, the work of the Community Committee Champions and also highlights key successful projects.

## 2. Background information

- 2.1 Area Committees were created 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 with an enhanced focus on community engagement and in particular, increase the attendance and active involvement of local people at Community Committee meetings.
- 2.2 This report looks at the themed Community Committee workshops, highlights successful projects that have been delivered in 2015/16 and outlines how the Community Committee Champions have helped shape projects and plans for 2015/16.

## 3. Main issues

### 3.1 Community Committee Meetings and Workshops 2015/16

- 3.1.1 The Outer South Community Committee agreed its programme of themed workshops for 2015/16 as outlined in the table below:

Community Committee Date	Theme	Workshop Topic	Community Committee Champion
23 <sup>rd</sup> March 2015	Employment, Skills and Welfare	Achieving Positive Outcomes in the Labour Market for Disabled people	Cllr Neil Dawson
29 <sup>th</sup> June 2015	Environment & Community Safety	Child Sexual Exploitation	Cllr Karen Bruce
30 <sup>th</sup> November 2015	Adult Social Care and Health & Wellbeing	Health & Wellbeing in Outer South Leeds	Cllr Lisa Mulherin Cllr Karen Renshaw
14 <sup>th</sup> March 2016	Environment & Community Safety	Have Your Say on Environmental Services in Your Area	Cllr Karen Bruce

- 3.1.2 These themed workshops address key issues and the topics which are determined in collaboration with service leads and Community Committee Champions. The formal business meeting generally follows the workshop depending on the topic.

### 3.2 What Works Well

- 3.2.1 The new Community Committee format has proved successful in the Outer South area. Highlights include:

- The new ways of working has enabled effective engagement with a range of services and stakeholders on a number of topics across the area and has provided a platform to widen the conversation and make connections with all involved including engaging residents and service users in the issues that matter to them
- Community Committee Champions have played an active role in shaping the agenda and working with service leads which has had a positive impact
- Greater publicity and communications is a key role in promoting Community Committee and new ways of engaging residents has started. Various promotional activities have been used to promote meetings and workshops to residents and service partners. Facebook page and twitter accounts are regularly updated with information about events and meetings. This also provides an opportunity for residents to post comments or questions before the Community Committee
- The use of videos on Facebook to promote Community Committee events appears to be effective in reaching a wider audience and securing attendance at Community Committee workshops

3.2.2 The recent Adult Social Care and Health & Wellbeing themed Community Committee Workshop held on 30<sup>th</sup> November 2015 at the Rodillian Academy in Ardsley & Robin Hood ward focused on Health & Wellbeing in Outer South Leeds attracted over 50 people:



Outer South Community Committee Workshop: Health & Wellbeing

3.2.3 As well as an introduction to the Leeds Health & Wellbeing Strategy attendees participated in group and table discussions looking at the refresh of the strategy which includes people living longer and having healthier lives and how resident's quality of life can be improved by access to quality services (such as good health care). Other priorities discussed included people living in healthy & sustainable communities (with good transport links in rural areas) and people being involved in decisions made about them.

### 3.3 Community Committee Champions and the Work of Sub Groups

3.3.1 The Outer South Community Committee Champions met on 14<sup>th</sup> September 2015 and are working with Service Leads to develop priorities. Community Committee Champions have been appointed to the following themes:

- Children & Young People – Cllr Bob Gettings
- Environment & Community Safety – Cllr Karen Bruce
- Health & Wellbeing – Cllr Lisa Mulherin
- Adult Social Care – Cllr Karen Renshaw
- Employment, Skills & Welfare – Cllr Neil Dawson

- 3.3.2 The Outer South Community Committee, at its meeting on 29<sup>th</sup> June 2015 considered a Forward Plan Report and agreed its recommendations. The report confirmed the Community Committee Champion role would aim to provide local leadership for each theme and topic, whilst acting as a critical interface with services. Meeting ideally on a quarterly basis, the report confirmed that Community Committee Champions, along with Service Leads are well placed to shape the local agenda around each theme.
- 3.3.3 Themed workshops provided a forum for Councillors, residents and Services to consider issues affecting their communities with the aim of finding solutions. It was agreed that the topics would be determined by Community Committee Champions in collaboration with Service Leads.
- 3.3.4 The Communities Team developed local action plans from the workshops. The Community Committee Champions meeting on 14<sup>th</sup> September 2015 agreed monitoring of actions plans and that updates would be provided through the Summary of Key Work report.
- 3.3.5 Following the Champion’s meeting on 14<sup>th</sup> September 2015, there was agreement that time limited, post event action plans be signed off by the Champions if tasks have been completed.
- 3.3.6 The Community Committee continues to develop its infrastructure in the form of Sub Groups to support the delivery of its work and provide a vehicle for the Community Committee theme Champions to take the lead on programmes of work. Among other things these Sub Groups manage delegations to Community Committee and monitor Wellbeing Funded projects and bring together key partners to collectively achieve outcomes. The Community Committee Sub Groups are detailed below:

<b>Sub Group</b>	<b>Community Committee Champion/Chair</b>
Children & Families	Cllr Bob Gettings
Community Centres	Cllr Bob Gettings
Environmental Services	Cllr Karen Bruce
Older Person’s Working Group	Cllr Karen Renshaw

- 3.3.7 **Children and Families sub group** has been instrumental in developing the model to deliver against the Youth Activities Fund delegation and has increased the voice and influence of children and young people. In 2015 the Community Committee commissioned three mini Breezes’ which took place in Rothwell, East Ardsley and Morley. The events provided a platform and opportunity to undertake consultations with children and young people which will help shape the delivery of activities 2016/17. Nearly 200 children and young people took part in the consultation.
- 3.3.8 Children and Young people continue to play an essential role in reviewing Youth Activity Fund applications and score applications on a number of areas such as how many children and young people can take part in an activity; where and when the

activity will take place; how effectively is the provider at engaging with young people and value for money.

- 3.3.9 An invitation to apply for the Youth Activities Funding 2016/17 went live in November 2015 and the closing date for applications was 17<sup>th</sup> January 2016. The Children and Families Sub Group reviewed and approved all 10 applications at the group's meeting on 23<sup>rd</sup> February 2016, taking into account feedback from children and young people. All the projects will be considered for final approval at the March 2016 Community Committee.
- 3.3.10 **Community Centres Sub Group** oversees the portfolio of community facilities delegated to the Community Committee. At the meeting of 9<sup>th</sup> June 2015, in conjunction with the revised Pricing and Lettings Policy, it was agreed that approval for free lets would be sought via email with ward specific members. In 2015/16, the Community Committee processed 30 requests for community lettings amounting to £75,489.10
- 3.3.11 **Environmental Services Sub Group** has continued to meet throughout the year and has received regular performance reports e.g. updates from the Localities Team and Housing Leeds promoting a joined up approach to issues such anti-social behaviour, litter and fly tipping. The Sub Group also monitors the delivery against the Environmental Services Delegation. The impact of bringing Parks and Countryside, Environment and Housing together has started to show improved, streamlined service delivery.
- 3.3.12 **Site Based Gardeners Scheme.** Community Committee approved funding of £35,654.01 for the Site Based Gardeners Scheme which provides dedicated gardeners who managed a number of green spaces including Smithy Lane Recreation Ground, Woodlesford Park, Drighlington Park, Lewisham Park, Hembrigg Park, Wide Lane, Churwell Park, Lowry Road, Magpie Lane, Shayfield Recreation Ground and Carlton Village. The gardeners undertook general gardening duties including: grass cutting, pruning, de-littering, emptying of litter bins, removing fly tipping, marking out sports pitches, inspection of play equipment, maintenance of park infrastructure, planting and sweeping paths. In addition gardeners acted as a point of liaison with the local community, effected policing duties and dealt with other routine park maintenance such as unlocking of park gates. The project helped to improve the physical environment and security issues at the above sites. The site-based gardeners engaged with the public to enhance visitor experience at the sites.
- 3.3.13 **Older Person's Working Group** was established by the Community Committee to bring together representatives from the Community Committee, statutory, community and voluntary sector who work with and for older people to promote the well-being of all older people in South Leeds. The Older Person's Working Group is a partnership that provides local leadership arrangements that are responsive to the needs of older people providing for better, more responsive and personalised services. The group aims to ensure service delivery that positively impacts the lives of older people in the Outer South. Through partnership working the group engages with services to identify local actions to address the following priorities:
- Health & Wellbeing issues relating to older people: including a focus on dementia and social isolation

- Housing and older people – supporting self-care and maintaining independence
- Community Committee funded projects including **Wellbeing Packs** and **Outer South Garden Maintenance Scheme**
- Intergenerational activities e.g. **International Day of Older People events**

3.3.14 **Wellbeing Packs:** The Older Person working Group in July 2015 received confirmation that that Public Health was working on a citywide offer for Winter Wellbeing Packs (containing food and warmth resources) for socially isolated people to be used as an engagement tool. The project was delivered during winter 2015 with a combination of funding from Public Health and Housing Advisory Panels and £4,000 of Community Committee wellbeing funding. As a result, a total of 524 packs were available for the Outer South area. The packs were made available to a variety of organisations for distribution. To support this approach a 'Winter Friends' training session was delivered to organisations distributing the packs. Organisations received an invitation to the training and an update on pack allocations. The training allowed Winter Friends to:

- learn signs and symptoms of isolation
- signposting and referral opportunities
- high impact interventions for support
- links to Leeds-wide Winter Friends media campaign and
- provide a networking opportunity for organisations to understand capacity and challenges in reaching isolated people

3.3.15 **Outer South Garden Maintenance Scheme.** Community Committee funding of £33,000 was approved to support a gardening service to the elderly and disabled in the Outer South area. The service, delivered by Morley Elderly Action, helps to prevent depression and despair at not being able to cope with the garden. It also helps to prevent accidents, such as tripping and falling as the garden is kept neat and tidy and does not have overgrown bushes and grass. A client can also benefit from being able to sit in their garden or walk around it, promoting healthier lifestyle. Work undertaken includes grass cutting, strimming, hedge cutting, cutting back bushes and small trees and weeding. Garden tidying at the beginning and end of the seasons is also completed. Targeted priority groups are anyone aged over 60, those with a disability and anyone unable to cope because of old age.

3.3.16 **International Day of Older People Celebration Events:** Since 1998 Leeds has organised annual events to celebrate International Day of Older People. Following the establishment of the Older Person Group and to help mark this day, the Community Committee approved £1,000 each for Rothwell & District Live at Home Scheme and Morley Elderly Action to host events on Wednesday, 30<sup>th</sup> September 2015 at Blackburn Hall, Rothwell and Monday, 14<sup>th</sup> October 2015 at the Town Hall, Morley respectively. To summarise, the events focused around promoting independent living for people over the age of 60 by introducing them to services that could be of help and engaging with the socially isolated older people living in the South Area to enable them to find out what activities and groups are available that could have a positive impact on their health and wellbeing. Transport was arranged for those who may have been unable, or may lack the confidence, to come along to an activity on their own. The grants permitted a number of qualified instructors to deliver taster sessions of gentle exercise, for example. To further complement the activities, local therapists were invited to offer alternative therapies along with statutory organisations and agencies, including the Police, Fire Service, Council



Services, Leeds Let's Get Active', Leeds Community Healthcare Trust and the Alzheimer's Society. Around 400 people attended the events.



International Day of Older People, Morley Town Hall

### 3.4 Key Projects Delivered

- 3.4.1 **Community Safety:** Community Committee funded a Wellbeing Project involving a number of crime reduction items which included holiday packs containing timer switches, television simulators and motion detector alarms to help reduce burglary. These packs have been purchased and distributed across the four wards. The aim was that the neighbourhood watch co-ordinators would be the custodians of the packs and loan some of the items out to members within the watch. Other crime reduction items were also funded such as bike security skins, shed alarms, marking kits and number plate screws. These items were distributed via community events across the four wards. The South Housing Leeds Area Panel match funded some of the items e.g. additional vehicle packs to help reduce vehicle crime.
- 3.4.2 **Operation Flame:** Community Committee funded Operation Flame in all Wards in the run up to bonfire night and the weekend after. This was a multi-agency coordinated operation to tackle anti-social behaviour (ASB) and environmental issues leading up to and including mischief night and the bonfire period. Various partners worked together in the lead up to the period including Fire Service, PCSOs/PCs, Housing Leeds and the Environmental Locality Team. The aim was for partners to report any material which could be used in unofficial bonfires to the Environmental Action Team for removal. PCSOs directed young people to the youth provision and the ASB Team and Police also undertook pro-active visits to reduce ASB during the period. The Fire Service informed that the South East area had the lowest reported incidents across the city during the period and are in no doubt that Operation Flame contributed to this achievement. There were also no attacks on fire fighters in South East Leeds area during the period.
- 3.4.3 **Money Buddies:** Outer South Community Committee approved £1,995 to deliver the project across the Outer South area and are currently active in Morley One Stop Centre (OSC) and Rothwell OSC. Initially a slow start mainly due to over 50% of volunteers gaining full time employment however, to date, the equivalent financial gains for clients have been very encouraging and the feedback from clients has been excellent. In November 2015 it was reported that the total financial gains as result of e.g. utilities switch/utilities arrears/debt consolidation etc. for Morley and Rothwell combined equated to over £47,000.

3.4.4 **Leeds South Foodbank** was established in 2013 to provide emergency food to people in crisis. The Foodbank is run by volunteers and supported by the Trussell Trust. Outer South Community Committee allocated £4,000 Wellbeing funding to help establish Foodbanks in each of the four wards. Funding has supported the opening of a Foodbank distribution centre in Rothwell based at the Windmill Youth & Community Centre. Foodbanks in Morley are based at New Horizons Church and Drighlington Methodist Church.

3.4.5 **Community Heroes:** In June 2015 a Community Heroes Event was delivered at Blackburn Hall, Rothwell. The event was an opportunity for the Outer South Community Committee to celebrate the diversity and strength of community leadership in communities, saying thank you to those contributing to their communities on a voluntary basis across Outer South Leeds. Feedback from the event was very positive and groups appreciated the recognition offered to them.



Celebrating Recognition: Community Heroes, Blackburn Hall, Rothwell

3.4.6 The Outer South Community Committee, through its wellbeing budget, supports local community events that promote civic pride, community cohesion and help increase the footfall to the local area impacting on local trade and awareness of local facilities. Events supported through Wellbeing funding in 2015/16 include:

- May Day, Summer Carnival, Christmas Fayre in Rothwell
- Rothwell Competitive Music Festival



Rothwell Summer Carnival

3.4.7 **Morley Literature Festival:** The festival was a successful celebratory 10<sup>th</sup> anniversary event marked by a rebrand of the festival as the Morley Arts Festival (MAF) along with a new logo and website taking the festival forward to incorporate all art forms, whilst maintaining a strong literature focus. The financial foundation for the festival was secured by the Outer South Community Committee with an allocation of £10,000 with additional support from Morley Town Council,



Arts@Leeds and Land Securities. This year's programme comprised of 36 days of arts and 67 live, public events of which, 30 were free events for children and adults. 6400 attended at the live events with 2460 children across 12 Morley schools involved in the Schools Programme. The festival continued to enjoy the patronage of Gervase Phinn who officially opened the festival at a celebratory launch. Other headline artists included Michael Portillo, Lord Robert Winston, Carole Matthews, Ashley Jackson and Dr Annie Gray. Audience feedback about the speakers was very positive. The festival continues to maintain its reputation as a creative and cultural event of high profile within the region and a valuable addition to the Leeds cultural portfolio.

- 3.4.8 **John O'Gaunts Community Fun Day:** John O'Gaunts Community Fun Day event was held on Thursday, 18<sup>th</sup> February 2016 at the Rose Lund Community Centre, 12.00 to 5.00pm. Local services including statutory and community partners worked together to host a productive day with the view to enhancing community outreach engagement and enable an effective consultation process as part of the overall prospective Rothwell Neighbourhood Plan. Over 200 residents attended the event.



John O'Gaunts Community Fun Day

## 4 Corporate Considerations

### 4.1 Consultation and Engagement

- 4.1.1 Outer South Community Committee has developed an engagement framework. It is supported by ad hoc community events and galas, Outer South Facebook page, Twitter and the Community Committee newsletter.

### 4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 All projects funded from Wellbeing must have an equal opportunities policy and as an outline which equality group the project will work with, and how equality and cohesion issues have been considered.
- 4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

### 4.3 Council policies and City Priorities

- 4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well Being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

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

4.4.1 There is no new resource implications detailed within this report. In all requests for funding from Community Committee applicants are asked to consider value for money during the application process.

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

4.5.1 There are no legal implications and this report is not subject to call in.

#### **4.6 Risk Management**

4.6.1 There are no significant risk management issues contained within the report.

### **5 Conclusions**

5.1 Community Committees will further develop the engagement and involvement of local communities in the decision making process by actively involving residents in themed Community Committee meetings and other engagement activity in Outer South Leeds. The Outer South Community Committee will continue to support projects and programmes of work that enhance service delivery and continue to invest in local facilities.

### **6 Recommendations**

6.1 Members are asked to note the content of this report.

### **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.

## EXECUTIVE BOARD

WEDNESDAY, 9TH MARCH, 2016

**PRESENT:** Councillor J Blake in the Chair

Councillors A Carter, D Coupar, M Dobson,  
S Golton, J Lewis, L Mulherin, M Rafique  
and L Yeadon

**APOLOGIES:** Councillor R Lewis

**144 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

**145 Minutes**

**RESOLVED** – That the minutes of the meeting held on 10<sup>th</sup> February 2016 be approved as a correct record.

### **RESOURCES AND STRATEGY**

**146 European Structural and Investment Funds Programme 2014-2020 Update**

The Director of City Development submitted a report providing an update on the European Structural Investment Fund (ESIF) programme for the Leeds City Region and which provided information on progress made by the Council in developing projects. The report also sought approval to enter into a contract for two early projects currently being considered by the ESIF managing authority, namely the 'Ad:Venture Enterprise Growth Programme' and the 'Digital Enterprise Project', and sought the relevant 'authorisation to spend'.

Responding to an enquiry, assurances were provided that Opposition Groups would be kept informed of any future outline applications for ESIF which were intended to be submitted.

In addition, it was requested that further information be provided to Executive Members detailing the extent to which other organisations and partners across the city had accessed such funding streams.

**RESOLVED -**

- (a) That the summary of the European Structural and Investment Funds (ESIF) programme and the progress made to date in developing projects within the Council, be noted.
- (b) That Council expenditure for Ad:Venture Enterprise Growth Programme of £345,000 and for the Digital Enterprise Project of £70,000, a total of £415,000, be authorised.

- (c) That the Director of City Development be authorised to enter into contract with the relevant ESIF Managing Authority for the Ad:Venture Enterprise Growth Programme and the Digital Enterprise Project.
- (d) That it be noted that future outline applications for ESIF projects will be submitted by the relevant Director under their delegated authority and in consultation with the Executive Member, and that Executive Board approval will be sought prior to entering into any contracts for successful ESIF applications.

## **HEALTH, WELLBEING AND ADULTS**

### **147 Leeds City Council Health Breakthrough Project “Early Intervention to Reduce Health Inequalities”**

The Director of Public Health submitted a report outlining the need for an Integrated Healthy Living Service (IHLS) and Locality Community Health Development and Improvement (LCHD/I) services in Leeds. In addition, the report described how related services currently worked and how the commissioning of future services were planned as part of the Health Breakthrough project and as a contribution towards the Best Council Plan. Finally, the report sought the Board’s approval to procure an IHLS and LCHD/I services for Leeds.

Members welcomed the consideration of this matter at Executive Board.

Responding to a specific enquiry, the Board was assured of relevant local Ward Members’ involvement in the consultation exercises associated with any future procurement processes. In addition, it was requested that the relevant Community Committees also be involved in such consultation, as appropriate.

In conclusion, it was requested that regular updates be provided on the progress being made in the delivery of such services.

#### **RESOLVED –**

- (a) That the progress being made by the Health Breakthrough project be noted.
- (b) That the Director of Public Health be authorised to procure an Integrated Healthy Living Service for Leeds and Locality Community Health Development/Improvement Services, with contracts to be awarded in April 2017 and September 2016 respectively.

## **CHILDREN AND FAMILIES**

### **148 The Annual Standards Report 2014-2015**

The Director of Children’s Services submitted a report which summarised the achievement of learners at all Key Stages throughout 2014/15. In presenting the achievements and challenges over the course of that academic year, it provided recommendations for the future and outlined the actions being taken

by the Council to support, monitor, challenge and intervene in this area, as necessary.

Responding to a Member's specific enquiry, the Board was provided with information on the attainment levels in Leeds at Key Stage 2 and Key Stage 4 respectively, when compared with other Core Cities.

**RESOLVED –**

- (a) That the data in the submitted report illustrating the outcomes of Leeds children and young people in 2014 and 2015 be noted.
- (b) That the actions recommended for each priority in order to enable the effective delivery of the Best City for Learning strategy, be supported.
- (c) That in noting the comments made during the meeting, consideration be given to the Board making recommendations, as deemed appropriate, on the future provision of ongoing support, challenge and intervention in Leeds in order to ensure that progress continues to be made.
- (d) That the vision, as presented within the submitted report, as to where the Council wants to be by 2020 in order to further improve learning across Leeds, be approved.
- (e) That it be noted that the Head of Learning Improvement is responsible for the implementation of such matters.

**149 The Best City for Learning Strategy**

The Director of Children's Services and the Director of City Development submitted a joint report presenting the Best City for Learning Strategy, which looked to outline a 4 year plan to improve learning across Leeds from 2016 - 2020.

Whilst acknowledging the strategic nature of the documents which had been submitted to the Board, Members received details of the range of actions being taken by the Council in collaboration with schools, partners and other local authorities to build upon the progress that was currently being made and also to meet those key priorities, as set out within the strategy. Also, in highlighting the key importance of effective relationships between schools and the Council, Members received information on the actions being taken to continue to develop such relationships.

Furthermore, it was requested that a briefing note be submitted to Executive Board Members which provided details and specific examples of the 'traded' supportive services provided by the Council to schools and the extent to which such services were currently being utilised. In addition, it was requested that the Board be provided with updates in respect of any changes to school funding arrangements, as and when appropriate.

In conclusion, the Board paid tribute to and thanked Paul Brennan, Deputy Director for Learning, Children's Services, for his services to the Council, as this would be the final Board meeting in which he would be in attendance prior to his retirement.

**RESOLVED -**

- (a) That each of the seven priorities, as detailed within the Strategy, be noted.
- (b) That the implications listed under each priority, together with the vision for success in learning across Leeds, be noted.
- (c) That the actions recommended for each priority in order to enable the effective delivery of the strategy be supported.
- (d) That in noting the comments made during the meeting, consideration be given to the Board making recommendations, as deemed appropriate, on the future provision of ongoing support, challenge and intervention in Leeds in order to ensure that progress continues to be made.
- (e) That it be noted that the Head of Learning Improvement is responsible for the implementation of the strategy.

**150 Outcome of statutory notice on proposals to expand primary provision in Pudsey/Swinnow**

Further to Minute No. 115, 16<sup>th</sup> December 2015, the Director of Children's Services submitted a report detailing proposals submitted to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report described the outcome of a statutory notice regarding proposals to expand primary school provision at Greenside Primary School and which sought a final decision on such proposals.

**RESOLVED –**

- (a) That the expansion of Greenside Primary School from a capacity of 315 pupils to 420 pupils, increasing 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 Head of Learning Systems.

**151 Outcome of statutory notice on proposals to expand primary provision and establish SEN provision at Carr Manor Community School**

Further to Minute No. 95, 18<sup>th</sup> November 2015, the Director of Children's Services submitted a report detailing proposals brought forward to meet the Local Authority's duty to ensure sufficiency of both school and Special Educational Needs (SEN) places. Specifically, this report detailed the outcome of a Statutory Notice regarding proposals to increase primary places and establish SEN provision at Carr Manor Community School, and



recommended that Executive Board approved the withdrawal of the proposals at this stage.

**RESOLVED –**

- (a) That the recommendation to withdraw the proposal to expand Carr Manor Community School and to establish SEN provision at this stage be approved.
- (b) That it be noted that further consultation may be required in order to ensure that the authority meets its duty to provide primary and SEN places in the Meanwood area and that a further report may be submitted to Executive Board.
- (c) That it be noted that the Head of Learning Systems and the Head of Complex Needs are the responsible officers for such matters.

**152 Outcome of consultation to increase Primary School Places and establish Special Educational Needs provision at Bramley Primary School**

The Director of Children's Services submitted a report detailing proposals brought forward to meet the local authority's duty to ensure sufficiency of both mainstream primary provision and primary aged Special Educational Needs (SEN) places. Specifically, the report described the outcome of the consultation that had taken place regarding proposals to expand primary school provision and establish SEN provision at Bramley Primary School and which sought permission to publish a statutory notice in respect of such proposals.

**RESOLVED –**

- (a) That approval be given to the publication of a Statutory Notice to expand primary provision at Bramley Primary School from a capacity of 280 pupils to 420 pupils, with an increase in the admission number from 40 to 60, with effect from September 2017, and also to establishing provision for pupils with Complex Communication Difficulties including children who may have a diagnosis of ASC (Autistic Spectrum Condition) for approximately 6 pupils, with effect from September 2017.
- (b) That it be noted that the responsible officers for the implementation of such matters are the Capacity Planning and Sufficiency Lead and the Head of Complex Needs.

**153 Outcome of Consultation on a Proposal to cease to provide complex social, emotional and mental health provision under the West Oaks SEN Specialist School and College (Oakwood Lane site) and Providing for these needs under the Wellspring Academy Trust**

Further to Minute No. 93, 18<sup>th</sup> November 2015, the Director of Children's Services submitted a report detailing the outcome of a consultation exercise regarding a proposal to cease to provide complex SEMH (Social, Emotional and Mental Health) provision under the West Oaks SEN (Special Educational

Needs) Specialist School and College (Oakwood Lane site) and providing for those needs under The Wellspring Academy Trust. Furthermore, the report sought permission to publish a statutory notice in respect of such proposals.

**RESOLVED –**

- (a) That the publication of a Statutory Notice to cease to provide behaviour, emotional and social difficulty (BESD) provision under the governance of the West Oaks SEN Specialist School and College (Oakwood Lane site) from 31 August 2016, be approved. (This is conditional on the conversion of the existing BESD Specialist Inclusive Learning Centre (SILC) into a 4 – 19 SEMH sponsored academy. The provision at the Oakwood Lane site would become part of the new academy from 1 September 2016. If the academy conversion is not in place, then the provision would continue at Oakwood Lane under the governance of West Oaks SEN Specialist School and College).
- (b) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning Systems.

**COMMUNITIES**

**154 Establishing a Council Lettings Agency and the future policy direction for the regulation of the Private Rented Sector**

Further to Minute No. 44, 23<sup>rd</sup> September 2015, the Director of Environment and Housing submitted a report setting out proposals to establish a Council Lettings Agency and also detailing proposals regarding the regulation of the Private Rented Sector (PRS).

In considering the submitted report, Members welcomed the proposals detailed within it.

In conclusion, the Board paid tribute to and thanked John Statham, Head of Housing Partnerships, Environment and Housing, for his services to the Council, as this would be the final Board meeting in which he would be in attendance prior to his retirement.

**RESOLVED -**

- (a) That the proposal, in principle, to establish a Council Lettings scheme managed by Housing Leeds be approved.
- (b) That the proposal to establish a Leeds Rental Standard, supported by self-regulation, be approved.
- (c) That the proposal to establish a Rogue Landlord Unit be approved.
- (d) That the proposal to commit the Leeds Neighbourhood Approach (LNA) to a longer term multi-agency programme of work within Holbeck be approved.

- (e) That the Director of Environment and Housing be requested to bring forward proposals for a Selective Licensing Scheme.
- (f) That the proposals, as set out within the submitted report, to implement a range of charging proposals, be approved.
- (g) That the implementation of all of the resolutions, as detailed above, be delegated to the Director of Environment and Housing.

**155 Leeds Social Value Charter**

The Assistant Chief Executive (Citizens and Communities) submitted a report which sought endorsement of the Leeds Social Value Charter and requested that Council directorates seek to enhance existing activities in order to promote social responsibility, build social capital, deliver social value and maximise the social return on the Council's investment in all aspects of policy and practice.

Members highlighted the importance of ensuring that appropriate structures were in place within the Council and across the city to enable the third, private and public sectors to work alongside each other and local communities, for the overall benefit of Leeds. In response, emphasis was placed upon how the Council's role in this area had developed, with the aim that it would continue to do so in order to maximise the impact of social value in Leeds.

In conclusion, it was requested that Executive Members and also relevant local Ward Members receive updates on the development of new initiatives in this area.

**RESOLVED -**

- (a) That the contents of the submitted report be noted.
- (b) That the Leeds Social Value Charter be endorsed, that the establishment of the cross-sector implementation group be supported and that the Council's directorates be encouraged to explore opportunities to deliver on the social value ambitions.
- (c) That the Assistant Chief Executive (Citizens and Communities) be requested to maintain an overview of Charter developments and implement its principles within the Council and across the city.

**ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY**

**156 Police Community Safety Officers (PCSOs)**

The Director of Environment and Housing submitted a report providing Executive Board with details of the outcome of discussions which had been undertaken with the Police and Crime Commissioner (PCC) about Police Community Safety Officers (PCSO) numbers, funding and allocation in Leeds. In addition, the Board was invited to determine the future distribution of Leeds City Council funded PCSO posts from 2016/17.

In considering the submitted report, the crucial role played by PCSOs in communities across Leeds was highlighted. In acknowledging that although the submitted proposals would mean that there would be changes to the way in which PCSOs were allocated, it was highlighted that there would be an increase of 20 PCSOs in Leeds funded by the PCC and the Council, compared to the current number in post.

In response, concern was raised, with specific reference made to the fact that under such proposals, the current minimum allocation of 5 PCSOs per Ward would be reduced to 3.

With regard to the proposals on the revised allocation arrangements, it was requested that regular updates be provided on such matters, as and when appropriate.

**RESOLVED** – That the future distribution of Leeds City Council funded PCSO posts from 2016/17 be approved on the basis of equal distribution of two PCSOs per ward.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within this minute, whilst under the same provisions, Councillor Golton required it to be recorded that he voted against the decisions referred to within this minute)

## **ECONOMY AND CULTURE**

### **157 Storm Eva - Recovery Plan Update**

Further to Minute No. 120, 20<sup>th</sup> January 2016, the Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the impact of Storm Eva in Leeds, specifically with regard to the recovery response and developments regarding flood alleviation proposals for the city.

Members received an update on several issues including:

- the current position regarding the establishment of flood defence measures, with specific reference to the scoping exercise which continued to be undertaken, whilst it was also noted that currently there was no funding arrangements in place for the associated feasibility study;
- the actions being taken by the Council to pursue the issue of insurance provision for affected properties and businesses;
- the recent announcement regarding the closure of the Thyssenkrupp Woodhead factory was highlighted.

In noting that as regular dialogue with Government continued and the fact that the Secretary of State for Environment, Food and Rural Affairs had confirmed that Leeds would receive the flood defences it required, it was agreed that a letter, jointly signed by those Group Leaders on Executive Board, be submitted to Government which outlines the Council's commitment to pursue

the funding required for Leeds to establish appropriate flood alleviation measures in the short term and appropriate flood defences in the longer term.

With regard to the establishment of appropriate flood defences, emphasis was placed upon the importance of ensuring that such measures covered the entirety of the affected areas.

Responding to an enquiry, Members received clarification on the statistics regarding the number of flats which had been flooded as a consequence of Storm Eva.

**RESOLVED –**

- (a) That the updates, as detailed within the submitted report be noted, including the update on the progress made against the resolutions from the 20<sup>th</sup> January 2016 Executive Board meeting (as detailed at annex 1), together with the ongoing progress made on the citywide Strategic Recovery Plan (as detailed at annex 2).
- (b) That a further update be provided to Members of the Executive Board in June 2016.

**EMPLOYMENT, ENTERPRISE AND OPPORTUNITY**

**158 Equality Framework**

Further to Minute No. 69, 21<sup>st</sup> October 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report setting out the outcome of the Council's reaccreditation against the Equality Framework for Local Government at the level of 'excellent'.

**RESOLVED –**

- (a) That the reaccreditation of the Council as an 'Excellent' local authority in the Equality Framework for Local Government, be noted.
- (b) That the development of an Equality Framework Improvement Plan be noted, with the delivery of the plan being overseen by the Assistant Chief Executive (Citizens and Communities) with support from the Equality and Diversity Board and the Member Champions Equality Group.

**REGENERATION, TRANSPORT AND PLANNING**

**159 Leeds District Heating Network Local Development Order (LDO 3)**

Further to Minute No. 141, 10<sup>th</sup> February 2016, the Director of City Development submitted a report which set out for the purposes of adoption and subsequent submission to the Secretary of State for Communities and Local Government a proposed Local Development Order (LDO) in respect of the Leeds District Heating Network.

**RESOLVED –**

- (a) That the adoption of the Leeds District Heating Network Local Development Order (LDO3), as set out in Appendix 1 to the submitted report, be approved.
- (b) That approval be given for the Chief Planning Officer to submit a copy of the Leeds District Heating Network Local Development Order (LDO3), together with the statement of reasons, to the Secretary of State for Communities and Local Government.

**160 Holbeck Urban Village, South Bank Supplementary Planning Document**

Further to Minute No. 81, 18<sup>th</sup> November 2015, the Director of City Development submitted a report which sought approval to undertake consultation upon a draft Supplementary Planning Document (SPD) to replace and update the Holbeck Urban Village Revised Planning Framework (2006). This was in the light of major inward investment proposals, substantial changes to the national and local Planning Policy context since 2006, the emergence of the vision for the South Bank, the opening of Leeds Station Southern Entrance, the post global recession market place, the completion of a number of successful developments in the area and the worsening condition of the Grade I listed and 'at risk' Temple Works.

**RESOLVED –**

- (a) That the Chief Planning Officer be authorised to undertake a 6 week public consultation exercise in order to seek views on the draft Supplementary Planning Document to inform development proposals in the Holbeck Urban Village.
- (b) That once the consultation is complete and comments addressed, the Chief Planning Officer be requested to report back to the Executive Board in the summer of 2016 in order to enable the Board to consider the formal adoption of the SPD.

**DATE OF PUBLICATION:** FRIDAY, 11<sup>TH</sup> MARCH 2016

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 18<sup>TH</sup> MARCH 2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 21<sup>st</sup> March 2016)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th April, 2016

## **SCRUTINY BOARD (CITIZENS AND COMMUNITIES)**

**MONDAY, 15TH FEBRUARY, 2016**

**PRESENT:** Councillor B Anderson in the Chair

Councillors A Blackburn, N Buckley,  
R Grahame, M Harland, G Hyde,  
J Illingworth, J Jarosz, K Wakefield and  
N Walshaw

### **56 Late Items**

In relation to item 7, the Board received a draft inquiry report following its inquiry into Universal Credit.

### **57 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **58 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors C Campbell, M Robinson and K Maqsood. Notification was received that Councillor J Jarosz was substituting for Councillor K Maqsood.

### **59 Minutes - 18 January 2016**

**RESOLVED** – That the minutes of the meeting held on 18<sup>th</sup> January 2016 be approved as a correct record.

### **60 Inquiry into Universal Credit - draft scrutiny report**

The report of the Head of Scrutiny and Member Development presented the draft report of the Scrutiny Board following its recent inquiry into Universal Credit.

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
- Alison France, Customer Services Operations Manager (Leeds), Jobcentre Plus
- Simon Betts, Partnership Manager (Leeds), Jobcentre Plus

The key issues raised were as follows:

Draft minutes to be approved at the meeting  
to be held on Monday, 14th March, 2016

- Transitional Protection arrangements – whilst acknowledging that issues surrounding Transitional Protection arrangements do not currently affect Leeds, Members reiterated the need for DWP to still address this matter with urgency as it will be relevant to other local authority areas that are administering Universal Credit to couples and families.
- Impact of further welfare reforms – reference was made during the meeting to an article within the Independent which implied that single parents entering into a relationship with someone claiming Universal Credit could potentially have their own benefits reassessed at a lesser rate in line with new reforms. Representatives from DWP agreed to seek further clarification of this and report back to Scrutiny.
- Training of DWP staff – whilst acknowledging that the draft inquiry report emphasises the importance of training frontline staff on Universal Credit, the representatives from DWP also shared details of training programmes currently in place for their staff too.
- Close working with Citizens Advice – Members reiterated the importance of working closely with Citizens Advice as part of the roll out for Universal Credit.

The Chair thanked everyone for their contribution to the Board's inquiry into Universal Credit and particularly welcomed the input of DWP throughout the course of the inquiry.

**RESOLVED** – That the Scrutiny Board's draft inquiry report on Universal Credit be approved.

## **61 Scrutiny Inquiry into Community Committees - session 2**

The report of the Assistant Chief Executive (Citizens and Communities) provided information as part of the Scrutiny Board on-going inquiry into the development of Community Committees. This focused on the extent to which Community Committees are engaging with other established community forums/partnerships such as Cluster Partnerships; Parish and Town Councils; and Clinical Commissioning Groups (CCGs). Appended to this report were documents setting out details of all the various partnership arrangements operating within the 3 main locality working areas (South East; East North East; West North West).

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Shaid Mahmood, Chief Officer for Communities
- Rory Barke, Area Leader (Corporate)
- Martin Dean, Area Leader
- Baksho Uppal, Area Leader
- Lucy Jackson, Consultant in Public Health
- Joanne Davis, Health Improvement Principal, Public Health
- Tim Taylor, Health and Wellbeing Improvement Manager, Public Health



- Sue Rumbold, Chief Officer Partnership Development and Business Support, Children's Services
- Mary Armitage, Targeted Services Area Lead, Children's Services
- Councillor Claire Hassell, Barwick & Scholes Parish Council
- Councillor Nick Fawcett, Clifford Parish Council

The key issues raised were as follows:

- The important role of Community Committee Champions in engaging with local partners and providing regular updates to their Committee.
- The need to establish effective methods of communication between Community Committee Members and their respective Communities Teams to give assurance that any action points arising from meetings or workshops are being progressed.
- The need to establish a robust reporting mechanism between the Cluster Partnerships and Community Committees and to work closely with Children's Services in this regard.
- The need to strengthen communication links between Community Committees and their respective Parish and Town Councils.
- The importance of identifying key priority issues that will encourage greater interest from local communities.

The Chair thanked everyone for their contribution to this inquiry session and also acknowledged that Rory Barke would be retiring from the Council next month. As such, the Chair took the opportunity to thank Rory for support he has provided to Scrutiny over the years and wished him well in his retirement.

**RESOLVED** – That the Board notes the report of the Assistant Chief Executive (Citizens and Communities).

(Councillor J Illingworth arrived at 10.30 am during consideration of this item).

## **62 Syrian Refugee Relocation Programme update**

At the request of the Scrutiny Board in October 2015, the report of the Assistant Chief Executive (Citizens and Communities) provided an overview of the current Syrian Refugee Relocation Programme and how this has been implemented in Leeds.

The following individuals were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Shaid Mahmood, Chief Officer for Communities
- Anne McMaster, Communities Team, Citizens and Communities
- Sue Rumbold, Chief Officer Partnership Development and Business Support, Children's Services

The key issues raised were as follows:

- Members noted that since the agreement, 7 Syrian families (25 people) arrived in Leeds on 8<sup>th</sup> December 2015. These families have been accommodated through a local housing association. It was highlighted again that less than 10 council houses are expected to be used to support the relocation of up to 200 Syrian refugees as the Council continues to work closely with the private rented sector and housing associations.
- Reference was made to a funding bid by Migration Yorkshire as part of a ‘vulnerable and marginalised new migrants’ programme which includes both Big Lottery and ESIF funding.
- 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. Linked to this, Members acknowledged the challenges surrounding the provision of ESOL programmes.
- Members welcomed the efforts being made locally in providing specific support to Syrian refugee children.

**RESOLVED** – That the report of the Assistant Chief Executive (Citizens and Communities) be noted.

### **63 Performance Update**

The report of the Assistant Chief Executive (Citizens and Communities) provided an update on performance areas relevant to the Board’s remit.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Shaid Mahmood, Chief Officer for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- Susanna Benton, Electoral Services Manager

The key issues raised were as follows:

- Registration of deaths within 5 days of death – Members were assured that the Council was performing above the national average rate, which was 78%, and that the national target of 90% for registering deaths within 5 days is not easily achievable due to uncontrollable external factors before the customer contacts the Council. However, efforts continue to be made to help improve the local performance rate.
- Call answer rates – it was highlighted that the customer wait time to speak to a member of staff in the Contact Centre had fallen by almost half from 6m7s in quarter 2 to 3m31s in quarter 3. This was linked to recent recruits completing their training programmes and taking up their positions in their new teams.
- The Living Wage – reference was made to the Council’s on-going engagement work with other local employers in promoting the Living

Wage. Members therefore requested further detail of responses received from other employers in this regard.

- Claims affected by under occupancy – Members discussed the use of Discretionary Housing Payments in assisting individuals affected by under occupancy and the potential impact of future DHP grant reduction.

**RESOLVED** – That the report of the Assistant Chief Executive (Citizens and Communities) be noted.

#### **64 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.

**RESOLVED** – That the work schedule be noted.

#### **65 Date and Time of Next Meeting**

Monday, 14<sup>th</sup> March 2016 at 10.00 am (pre-meeting for all Board Members at 9.30 am).

(The meeting concluded at 11.55 am)

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## SCRUTINY BOARD (CITY DEVELOPMENT)

WEDNESDAY, 17TH FEBRUARY, 2016

**PRESENT:** Councillor P Truswell in the Chair

Councillors B Anderson, A Castle,  
P Davey, R Harington, J Heselwood,  
S McKenna, P Wadsworth and J Walker

### 60 Late Items

The Board received the following supplementary information in relation to agenda item 8, Leeds Cycling Starts Here (Tour de France Legacy) Update:

- Case Studies – Cycling Activity in Leeds

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

### 61 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 62 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor M Ingham , Councillor C Townsley and Councillor D Cohen. Councillor D Cohen was substituted by Councillor B Anderson.

### 63 Minutes - 27 January 2016

**RESOLVED** – That the minutes of the meeting held on 27 January 2016, be approved as a correct record.

### 64 Inquiry into Bus Service Provision

The Head of Scrutiny and Member Development and West Yorkshire Combined Authority (WYCA) submitted a report which provided the Scrutiny Board with the information required to undertake the Second session of the inquiry into bus service provision.

The following information was appended to the report:

- KPMG – Local Bus Market Study (January 2016)

The following representatives were in attendance:

- Councillor Richard Lewis, Executive Board Member (Regeneration, Transport and Planning)
- Councillor Keith Wakefield, Chair of Transport Committee
- Andrew Hall, Head of Transportation
- Tom Gifford, WYCA, Project Manager
- Neale Wallace, WYCA, Bus Services Manager

The key areas of discussion were:

- The proposed vision of the developing West Yorkshire Single Transport plan which will include the Bus Plan for West Yorkshire, including the strategic and policy context of the Bus Plan.
- The opportunity for growth in patronage and the target to maximise 25% patronage growth.
- The programme of forthcoming consultation on the Bus Plan and the reasons why consultation was being undertaken.
- Air quality and the recognition of hot spots in the City where pollution is having a negative impact on health. The need for Bus Operators to meet environmental standards to improve air quality and meet the aspiration for zero emissions.
- The Nexus experience, if the current legislation was impractical and if there were any lessons to be learned.
- The impact of congestion on bus services and the investment in road improvement works. The broader issues around the bus system which included quality, resources and service resilience.
- Competition and the intervention required to promote this. The problems with individual ticketing and the need to change the ticketing system.
- The need for connected integrated transport structures.

**RESOLVED** – The report was noted and the evidence considered as part of the inquiry.

## **65 Leeds Cycling Starts Here (Tour de France legacy) - update**

The Director of City Development submitted a report which presented an update on the preparation of the Leeds Cycling Starts Here (LCSH) Strategy, Action Plan and long term cycling ambition and strategy for the city.

The following information was appended to the report:

- Leeds Cycling Starts Here Strategy – Aims and Themes
- Leeds Cycling Starts Here Strategy – Action Plan Overview

The following representatives were in attendance:

- Councillor Richard Lewis, Executive Board Member (Regeneration Transport and Planning)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 30th March, 2016

- Mark Allman, Head of Service for Sport
- Ray Hill, Team Leader (Travel Plans and Choices).

The key areas of discussion were:

- Consultation about phase 2 of the cycle super highway. The Board was advised that the team were working with Elected Members and communities. Work was being undertaken to ensure the best approach to consultation.
- The complex nature of highways design (with reference to Stanningley Bottoms) and meeting the needs of the communities. The importance of engagement with communities and the undertaking that this matter will be looked at by Cycling Board.
- Cycling road safety, skills development and providing the opportunities for improving the standards and behaviours of both child and adult cyclists.
- Promotion of the benefits of the super highway network.
- Communication of the Boddington development. The Board was advised that this was only recently confirmed two months ago.
- Communication and promotion of Tour de Yorkshire which included exploring community support and engagement so that opportunities were not missed.
- The consultation process, extent of consultation engagement particularly with hard to reach groups and funding the consultation.

## **RESOLVED –**

The Scrutiny Board:

- a) Considered the Leeds Cycling Starts Here programme update
- b) Recommended the need for improved communication and promotion regarding City Connect and the cycle super highway
- c) Recommended that opportunities within communities are maximised to strengthen Tour de France and Tour de Yorkshire legacy.
- d) Recommended integrated transport planning for liveable places that is inclusive of cycling, walking and also motorised transport.

## **66 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.

**RESOLVED –** The Scrutiny Board notes the content of the report and agrees the revised work schedule.

**67 Date and Time of Next Meeting**

Wednesday, 30 March 2016 at 10.30am (pre-meeting for all Board Members at 10.00am)

(The meeting concluded at 12:25pm)



## SCRUTINY BOARD (ADULT SOCIAL SERVICES, PUBLIC HEALTH, NHS)

TUESDAY, 16TH FEBRUARY, 2016

**PRESENT:** Councillor P Gruen in the Chair

Councillors C Anderson, A Castle,  
A Hussain, G Hussain, C Macniven,  
B Selby, E Taylor, B Urry and S Varley

**Co-opted Member** – Dr J Beal (Healthwatch Leeds)

### 101 Exempt Information - Possible Exclusion of the Press and Public

**RESOLVED** – That the press and public be excluded from the meeting during the consideration of agenda item 12, 'Waterloo Manor Independent Hospital', which has been designated as containing confidential information, as defined in Access to Information Procedure Rule 9.2 (a) 'information given to the Council by a Government Department on terms which forbid its public disclosure'. (Minute no. 112 refers)

### 102 Late Items

The following late and supplementary information was submitted to the Board:

- Agenda item 6 – Minutes of the meeting held on 27 January 2016
- Agenda item 9 – Chairs Update – Draft Scrutiny Board Statement on Leeds Community Healthcare – Changes to Service Locations
- Agenda item 12 – Waterloo Manor Independent Hospital – Copy of draft Care Quality Commission Inspection Report (Confidential)
- Agenda item 15 – Third Sector Involvement in the Provision of Health and Social Care Services in Leeds: Submission by Touchstone.

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

### 103 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 104 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor B Flynn, Councillor S Lay and Councillor A Smart and Co-opted Member, Mr R Taylor (Healthwatch Leeds). Notification had been received that Councillor A Castle was to substitute for Councillor B Flynn and Councillor B Urry for Councillor A Smart.

## **105 Minutes - 27 January 2016**

**RESOLVED** – That the minutes of the meeting held 27 January 2016 be approved as a correct record.

## **106 Matters arising from the minutes**

### **Minute no. 97 – Change to the service provider at Shakespeare Medical Practice and the Walk-in Centre within the Burmantofts Health Centre**

The Board was advised that Richmond Hill Medical Centre had now closed. Work was still on-going regarding proposed changes to the walk-in centre within the Burmantofts Health Centre.

### **Minute no. 98 – Children’s Emotional and Mental Health**

The Chair advised that a letter had been sent to Leeds Community Healthcare Trust expressing the Board’s concerns about the waiting times for children to receive autism assessments, alongside the lack of prior engagement with the Scrutiny Board regarding the offer of alternative access to assessments in Huddersfield.

## **107 Minutes of Health and Wellbeing Board - 20 January 2016**

**RESOLVED** – That the minutes of the Health and Wellbeing Board meeting held on 20 January 2016, be noted.

## **108 Minutes of Executive Board - 20 January 2016**

**RESOLVED** – That the minutes of the Executive Board meeting held on 20 January 2016, be noted.

## **109 Chair's Update**

The Chair provided a verbal update on scrutiny activity since the January Board meeting.

The following updates were provided in relation to recent meetings and discussions that had taken place:

- An update on recent bereavements working group meeting
- Discussions around integrated teams – Adult Social Care and Leeds Community Healthcare
- Leeds and York Partnership NHS Foundation Trust (LYPFT) proposed name change
- Commissioners and providers – the need for early engagement with the Scrutiny Board on proposed service changes and/or developments
- NHS specialised commissioning
- Cath Roff, Director of Adult Social Services, progressing issues regarding The Green Residential Care Home.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 15th March, 2016

Other issues:

- Clinical Commissioning Group (CCG) response to Scrutiny Board regarding Primary Care Commissioning Committees.
- Carry over action from January Board meeting – proposed changes to Huddersfield and Calderdale Accident and Emergency services – proposal to only retain one Accident and Emergency service at Halifax.
- Care Quality Commission (CQC) was seeking views on its revised (5-year) strategy – working group meeting date to be confirmed. Consultation was open until 14 March 2016.

The Board also considered a draft response to Leeds Community Healthcare NHS Trust regarding proposed changes to service locations, alongside an initial view from the Trust on the draft recommendations. In considering the draft report, members agreed to maintain the thrust of the each recommendation, with some slight revisions to the report.

#### **RESOLVED –**

- (a) That the Chair's update be noted.
- (b) That the Board's draft response to Leeds Community Healthcare NHS Trust regarding proposed changes to service locations be agreed, subject to the amendments discussed at the meeting being incorporated into the final response and signed-off by the Chair of the Scrutiny Board.

#### **110 Care Quality Commission (CQC) - Inspection Outcomes**

The Head of Scrutiny and Member Development submitted a report which provided details of recently reported Care Quality Commission (CQC) inspection outcomes for health and social care providers across Leeds.

The following were in attendance:

- Mick Ward, Head of Commissioning, Adult Social Services
- Jennifer Jones (Inspection Manager) – Care Quality Commission
- Kate Gorse-Brightmore (Inspection Manager) – Care Quality Commission.

The key areas of discussion were:

- Confirmation regarding the process for undertaking inspections. The Board was advised about action plans and unannounced visits to address providers that had been listed as 'requiring improvement'.
- Clarification sought regarding the timeliness of reporting. The Board was advised that the deadline for reporting was 50 days from the end of inspection to publication of the report.

- Concern that there was no Care Quality Commission (CQC) representative in attendance at the Board meeting to discuss primary care issues.
- Arrangements for a potential visit by the Scrutiny Board to Waterloo Manor Independent Hospital in March 2016.
- A suggestion that a general overview regarding inspection outcomes be provided to the Board on a monthly basis.

#### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That a general overview regarding inspection outcomes be provided to the Board on a monthly basis.

#### **111 NHS Providers Update - February 2016**

The Head of Scrutiny and Member Development submitted a report which introduced brief update reports, setting out key organisational issues and developments from NHS Providers in Leeds.

The following were in attendance:

- Richard Wall (Associate Director of Strategy and Partnerships) – Leeds and York Partnership Foundation NHS Trust
- Thea Stein (Chief Executive) – Leeds Community Healthcare NHS Trust
- Tony Whitfield (Director of Finance) – Leeds Teaching Hospitals NHS Trust.

The key areas of discussion were:

##### **Leeds and York Partnership Foundation NHS Trust**

- An update on change in leadership at the Trust. The Board was advised that Jill Copeland was currently serving as Chief Executive on an interim basis.
- Confirmation that the Trust's Annual Operating Plan was to be published in April 2016. A multi-agency 5-year Sustainability and Transformation Plan was also being developed.

##### **Leeds Teaching Hospitals NHS Trust**

- Impact of winter pressures, particularly demands on high level and complex care arrangements. Emphasis on effective planning and home care arrangements.
- Potential investment in real estate at Leeds Teaching Hospitals NHS Trust, balanced against available resources.

## Leeds Community Healthcare NHS Trust

- An acknowledgement regarding the role and importance of community nursing.
- Confirmation regarding recent improvements to meeting the 12-week target for children to be assessed for autism.
- The impact of budget pressures on preventative care.

The Chair noted the references to pressures on resources, particularly budgetary pressure and suggested this may be an area for particular focus in the new municipal year (2016/17).

### RESOLVED –

- (a) That the update reports be noted.
- (b) That resource pressures, particularly budgetary pressures, be noted as a potential focus for the Scrutiny Board in the new municipal year (2016/17).

## 112 Waterloo Manor Independent Hospital

The Head of Scrutiny and Member Development submitted a report which outlined the Board's recent consideration of matters associated with Waterloo Manor.

The following were in attendance:

- Jennifer Jones (Inspection Manager) – Care Quality Commission
- Kate Gorse-Brightmore (Inspection Manager) – Care Quality Commission.

The key areas of discussion were:

- The impact of inspection outcomes on service users and their families, with particular concern about the timeliness of reporting.  
*Care Quality Commission (CQC) representatives acknowledged that the delay in producing the report was unacceptable. An external review was being undertaken and further details regarding this were to be provided to the Board.  
The Board specifically asked to be considered as a consultee as part of the external review.*
- Concern about the organisational structure at CQC, particularly in terms of who to contact when specific issues had been identified.  
*Assurance was provided that senior CQC representatives would attend future Board meetings.*

Following consideration of the Waterloo Manor Independent Hospital – Draft CQC Inspection Report designated as confidential under the provisions of Access to Information Procedure Rule 9.2 (a), which was considered in private during the meeting, it was

Draft minutes to be approved at the meeting  
to be held on Tuesday, 15th March, 2016

## **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That the Board be provided with further details regarding CQCs on-going external review and consideration be given to members of the Board being asked to formally contribute to the external review.

### **113 Cancer Outcomes**

The Head of Scrutiny and Member Development submitted a report which introduced the Improving Cancer Outcomes report that had been presented to a recent meeting of Leeds' Health and Wellbeing Board.

The following information was also appended to the report:

- Leeds Cancer Strategy Group – Terms of Reference.

The following were in attendance:

- Dr Ian Cameron, Executive Director of Public Health
- Sue Robins (Director of Commissioning, Strategy and Performance) – NHS Leeds West Clinical Commissioning Group (CCG)
- David Berridge (Deputy Chief Medical Officer) Leeds Teaching Hospitals NHS Trust.

The key areas of discussion were:

- Development of the Leeds Cancer Strategy Group – which would focus on outcomes, under-pinned by the National Cancer Strategy.
- Concern that Leeds was failing behind some one-year survival rates when compared to other areas.
- The importance of preventative work, including Public Health 'Healthy Living Services'.
- Significant progress in relation to day 38 and day 62 targets.
- A suggestion that future reporting included further information and data about oral cancer.
- The impact of budget pressures on reducing alcohol intake and smoking cessation. The Board was advised that there had been a £3.9m reduction in funding grant for public health in 2016/17. A further indicative reduction of £1.2m was anticipated. Financial pressures had also impacted on joint working with other Councils.
- Positive work and engagement with universities and student unions.
- Further work needed in terms of addressing health inequalities and narrowing the gap.

**RESOLVED –** That the contents of the report and appendices be noted and used to help formulate a draft statement for consideration at a future meeting of the Scrutiny Board.

## 114 Primary Care Inquiry

The Head of Scrutiny and Member Development submitted a report which introduced the evaluation of the extended hours pilot in the Leeds West Clinical Commissioning Group area of the city.

The following information was appended to the report:

- NHS Leeds West Clinical Commissioning Group – Enhanced Access to Primary Care – Interim Evaluation.

The following were in attendance:

- Sue Robins (Director of Commissioning, Strategy and Performance) – NHS Leeds West Clinical Commissioning Group (CCG)
- Becky Barwick (Head of Strategic Development) – Leeds West CCG.

The key areas of discussion were:

- Development of shared learning with other CCGs and a commitment to 7 day GP services.
- The impact on Accident and Emergency attendances.
- Confirmation that overall there was less demand for services on a Sunday although some marketing activity to help raise awareness had been undertaken to address this.
- The costs associated with patients not attending appointments. The Board was advised that development of text messaging reminders and an online facility to book appointments had helped to address this.
- Next steps focussed on reviewing new models of care and reviewing the impact of weekend appointments. The views of patients and carers were being sought as part of the evaluation.

Specifically, the Scrutiny Board requested the following information:

- An analysis of missed appointments for weekdays and weekends during the pilot scheme.
- Clarity on the level of participation across GPs within the Leeds West area, and therefore the proportion of patients with access to the extended access scheme.
- Confirmation from Leeds North and Leeds South and East CCGs how the current and future evaluations were being used to help shape access to primary care (GP) services in other areas of the City.

### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That formal responses be provided to the requests for further information discussed at the meeting.

## **115 Third Sector Involvement in the Provision of Health and Social Care Services in Leeds**

The Head of Scrutiny and Member Development submitted a report which introduced further input from Third Sector Organisations in Leeds, as part of the Scrutiny Board's inquiry.

The following were in attendance:

- Mick Ward, Head of Commissioning, Adult Social Services
- Dominic Charkin, Zest Health for Life
- Angela Goodyear, Feel good Factor
- Pip Goff, Leeds Community Foundation
- Pat McGeever, Health for All (Leeds)
- Bereket Loul, Touchstone Leeds.

The key areas of discussion were:

- The value and importance of third sector organisations.
- The positive work undertaken by small, volunteer-led groups.
- Concern about the impact of budget cuts on communities.
- Concern that there was insufficient capacity for third sector organisations to develop smaller groups, particularly support with complex funding applications.
- Concern regarding the level of 'financial reserves' required (in some cases quoted as in excess of £1M) in order to make community-led applications / bids.
- The use of 'grants' versus the use of 'contracts'.
- Potential opportunities for third sector organisations to support Council's deliver services.
- Promoting the availability of Members Improvements in the Community and Environment (MICE) funds to support third sector organisations.
- The need for third sector organisations to link more closely with the work of Community Committees.
- The balance between organisations maintaining individual identify and the need to form consortia as part of bidding/ procurement processes.

**RESOLVED** – That the contents of the report be noted.

(Councillor A Hussain left the meeting at 4.10pm and Councillor A Castle left the meeting at 5.05pm, during the consideration of this item.)

## **116 Work schedule (February 2016)**

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 noted:

- Anticipated response from CCG regarding commissioning after April 2016. In relation to the Scrutiny Board's proposal that the Council's Health and Wellbeing Champions be involved in the future work of proposed Primary Care Committees, the CCG proposed that a representative from the Council's Health and Wellbeing Board be added to the membership. The Scrutiny Board confirmed its intention to challenge CCG's proposal and in doing so emphasised the importance of locality involvement.
- Concern that there had been no communication with the Scrutiny Board regarding the closure of Whinmoor Grange Surgery.

**RESOLVED** – That subject to any on-going scheduling decisions, the Board's work schedule be approved.

**117 Date and Time of Next Meeting**

Tuesday, 15 March 2016 at 12.30pm (pre-meeting for all Board Members at 12 noon)

(The meeting concluded at 5.10pm)

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## **SCRUTINY BOARD (STRATEGY AND RESOURCES)**

**MONDAY, 22ND FEBRUARY, 2016**

**PRESENT:** Councillor K Groves in the Chair

Councillors B Anderson, D Cohen,  
C Dobson, H Hayden, J Jarosz,  
J McKenna, D Nagle, A Sobel and  
T Wilford

### **59 Late Items**

There were no late items.

### **60 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests.

### **61 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors S Bentley and R Wood. Notification had been received that Councillor B Anderson was to substitute for Councillor R Wood.

### **62 Minutes - 25 January 2016**

**RESOLVED** – That the minutes of the meeting held on 25 January 2016 be approved as a correct record.

### **63 Scrutiny Inquiry into ICT Capacity - Session 2**

The Head of Service Delivery ICT submitted a report which addressed the areas of focus for the second session of the ICT Inquiry, namely;

- Review of current market salaries and pressures being faced in the IT sector in Leeds
- Review of the progress made on the ICT Workforce & Sourcing strategy
- Consider whether there is a case for IT recruitment/remuneration being excluded from some of the general processes/restrictions that the Council has had to put in place to address current financial situation and whether use of supplements, retention bonuses or other financial incentives would improve our recruitment and retention rates and better support the Council in transforming.
- Review of how some of the current blanket Council recruitment restrictions, timescales and processes affect ICT recruitment and the associated impact in being able to support services and deliver projects.

The following were in attendance:

- Dylan Roberts, Chief Digital Officer
- Bev Fisher, Head of Service Delivery
- Roger Green, Portfolio Manager

Opening the discussion, the Chair invited the Chief Digital Officer to make a presentation to the Board outlining the challenges and opportunities facing ICT services. The presentation focused on the role of ICT in the delivery of the Council's strategies and particularly focused on the Leeds based digital strategy. The presentation was followed by a question and answer session.

The Head of Service Delivery then introduced her report. This included a response to the Board's request that a review of the effectiveness of governance arrangements within Directorates for filtering project demand. It was noted that the Chair had already raised this issue on behalf of the Board with the Deputy Chief Executive.

A response was also received regarding options for a peer review of ICT services. It was noted that the Chief Digital Officer was discussing this with the LGA.

In summary the main areas of discussion were:

- The cost of ICT services – particularly in relation to budgets under the control of the Chief Digital Officer and those under the control of others. The Board asked for clarification on this matter.
- Timescales and budget provision to achieve the Place Based approach.
- The need to adhere to agreed city design principles.
- Whether the Member ICT steering group should be re-established to help the governance around project prioritisation.
- Recruitment and retention issues including pay scales and competing within the wider ICT labour market.
- Recruitment processes and whether they were a barrier to successful recruitment.
- The need for a strong graduate scheme.
- The need to promote the positive aspects of working for Leeds City Council.

Concluding the discussion the Board asked the Chair to raise those matters discussed today with the Deputy Chief Executive.

## **RESOLVED –**

- (a) To receive and note the information provided to address session two of the Inquiry
- (b) That the Chair relay to the Deputy Chief Executive the discussions held by the Board

Draft minutes to be approved at the meeting  
to be held on Monday, 21st March, 2016

- (c) That the Chief Officer (Human Resources) be advised of the observations made by the Board in relation to recruitment and retention
- (d) That ICT undertake an exercise in relation to the cost benefits of introducing higher grades and the potential savings this might generate if this resulted in the use of fewer agency staff.

**64 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which provided information regarding the Board's work schedule.

**RESOLVED** – That the Board's work schedule be noted.

**65 Date and Time of Next Meeting**

Monday 21 March 2016 at 10.00am (Pre-meeting for all Board Members at 9.30am)

The meeting concluded at 11.35am.

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## SCRUTINY BOARD (CHILDREN'S SERVICES)

THURSDAY, 25TH FEBRUARY, 2016

**PRESENT:** Councillor S Bentley in the Chair

Councillors N Dawson, C Dobson, J Elliott,  
C Gruen, 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 K Jan – Teacher Representative  
Ms T Kayani – Young Lives Leeds  
Ms C Bewsher – Looked After Children and Care Leavers

#### **64 Late Items**

In relation to agenda item 8, the following supplementary information was submitted by Leeds Community Healthcare NHS Trust:

- Preparation for Adulthood (February 2016)
- Transition between Child and Adolescent and Adult Mental Health Services in Leeds.

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

#### **65 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

#### **66 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted by Councillors A Lamb and K Renshaw and Co-opted Member, Mrs S Hutchinson.

#### **67 Minutes - 21 January 2016**

**RESOVLED** – That the minutes of the meeting held on 21 January 2016 be approved as a correct record.

## 68 Universal Youth Activity Fund

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided a summary of progress regarding the Youth Activity Fund.

The following information was appended to the report:

- Performance data 2014/15 and 2015/16
- Summer Peer Inspections of Youth Activity Fund Activities 2015
- Terms of Reference – Youth Activity Fund Steering Group
- Youth activity spending profile 2014/15 and 2015/16.

The following were in attendance:

- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Sue Rumbold, Chief Officer (Partnership Development and Business Support)
- Jean Ellison, Youth Offer Lead
- Rory Barke, Area Leader (Corporate)
- Mark Law, Chief Executive of Barca-Leeds

The key areas of discussion were:

- An acknowledgement that the application process for youth activity funding was complex and in need of simplifying.
- The need to clearly distinguish between universal and targeted youth activities.
- The need to improve partnership working and consultation with young people by developing links with schools and the Youth Council.
- The need to ensure that children and young people influenced the provision of activities at the outset and commission appropriately.
- The need to develop and share good practice across Community Committees and the large variations in participating children and young people in community committee areas.
- Further clarification needed in terms of monitoring, outcomes, quality and value for money.
- An update on planned consultation for all youth activity, process and planning arrangements in the third sector.

### **RESOLVED –**

- (a) That the report and appendices be noted.
- (b) That the Board endorses that the cross directorate steering group be convened by the new Chief Officer (Communities) to further improve and develop Community Committees funding and support of youth activities through:



- A critical examination and dissemination of best practice with regard to the engagement of children and young people in the decision making processes of Committees on youth activity funding;
- A review of the monitoring requirements of activity providers through the Breeze Culture Network and the insistence of Breeze cards;
- Simplifying the process and bringing the applications for Youth Activity Funding and Community Committee Wellbeing funding together and removing the need for duplication of applications for each area for City wide providers;
- Ensuring that the steering group had school and elected member representatives; and
- A review of engagement and marketing techniques to ensure that the maximum number of children and young people are made aware of activities and participate.

## **69 Scrutiny Inquiry - Preparing for the Future, Supporting Special Educational Needs and Disabled Young People - Health**

The Head of Scrutiny and Member Development submitted a report to support the Board's discussion with health representatives regarding transition pathways for young people through the commissioning and delivery of health services.

The following were in attendance:

- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Sue Rumbold, Chief Officer (Partnership Development and Business Support)
- Barbara Newton , Head of Service (Complex Needs), Children's Services
- Stephen Bardsley, Service Delivery Manager, Adult Social Care
- Catherine Williams, Commissioning Manager, NHS South and East Clinical Commissioning Group
- Benita Powrie, Head of Service (Integrated Children's Addition Service), Leeds Community Healthcare NHS Trust
- Nick Wood, General Manager, Leeds Community Healthcare NHS Trust
- Anne Stanton, Head of Nursing, Leeds Teaching Hospitals NHS Trust.

Councillor Peter Gruen, was also in attendance to support the Scrutiny Board (Children's Services) in his capacity as Chair of Scrutiny Board (Adult Social Services, NHS, Public Health)

The Board received a short presentation from each of the NHS organisations represented at the meeting.

The key areas of discussion were:

- Improvements to transition arrangements through early co-ordinated care, development of a single set of goals, care plans and greater involvement of youth workers to provide support and help with signposting. The Board discussed the need for a change in approach and retraining of staff to deliver these outcomes.
- The need to explore different approaches to working with young people, to empower them so they had some influence and control of their own care and outcomes.
- More work needed to prepare young people and their parent/carers for the transition to adult health care provision. The Board discussed development of joint planning and outcomes.
- Concern about waiting times for children to be assessed for autism.
- The need for improvements to sharing information across NHS departments and other organisations, particularly simplifying processes and ensuring families did not have to repeatedly provide information.
- A suggestion that future reporting included case studies and examples of good practice to better understand the issues faced by young people.

#### **RESOLVED –**

- (a) That the issues raised as part of the Board's Inquiry be noted.
- (b) That examples of good practice and case studies are provided to the Board to better understand the issues faced by young people.

#### **70 Scrutiny Inquiry - Preparing for the Future, Supporting Special Educational Needs and Disabled Young People - Leeds City College**

The Head of Scrutiny and Member Development submitted a report which presented information to support the Board's discussion about the education and life skills support provided at Leeds City College.

The following information was appended to the report:

- List of courses studied by students who have high needs enrolled at Leeds City College in the academic year 2015-16.

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Member (Children and Families)
- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Andrew Eastwood, Head of Service (Learning Improvement)
- Barbara Newton, Head of Service (Complex Needs)
- Diane Wilson, Director of Essential Skills, Leeds City College.

The key areas of discussion were:

- An update regarding ongoing work to address tracking of student destinations.
- Confirmation that there was a requirement to track student destinations for 6 months after leaving college. It was reported that Leeds City College tracked students for at least a year.
- Development of the 'Active Adult Life' programme to support students that had not accessed paid employment. The Board was advised that People in Action and West Yorkshire Playhouse had already signed up to the programme.
- Confirmation of personalised programmes to support and challenge students with special educational needs and disabilities (SEND).
- Increased partnership working and support to ensure students were enrolled on the most appropriate course.

**RESOLVED –**

- (a) That the issues raised as part of the Board's Inquiry be noted.
- (b) That the Board be provided with a breakdown of student destinations for the 2014/15 academic year.

**71 Best City for Learning - Draft Strategy**

The Director of Children's Services submitted a report which presented the Draft Best City for Learning Strategy 2016-2020. The strategy outlined the four year plan for improving learning in Leeds.

The following were in attendance:

- Paul Brennan, Deputy Director of Children's Services (Learning)
- Andrew Eastwood, Head of Service (Learning Improvement).

The key areas of discussion were:

- Concern that the strategy may reflect ambition which was not achievable.
- Greater focus needed in the strategy on delivering improvements.
- The need to strengthen reference to children and young people with SEND.
- The need to recognise and reference the importance of recruiting and retaining good quality teachers.

**RESOLVED –** That the issues raised above be noted and the Draft Best City for Learning Strategy be amended.

**72 Work Schedule**

The Head of Scrutiny and Member Development submitted a report which invited Members to consider the Board's work schedule for the remainder of the 2015/16 municipal year.

**RESOLVED** – That subject to any on-going scheduling decisions, the Board's work schedule be approved.

**73 Date and Time of Next Meeting**

Thursday, 10 March 2016 at 9.45am (pre-meeting for all Board Members at 9.15am)

(The meeting concluded at 1.10pm)

## CITY PLANS PANEL

THURSDAY, 11TH FEBRUARY, 2016

**PRESENT:** Councillor J McKenna in the Chair

Councillors P Gruen, D Blackburn,  
S Hamilton, G Latty, T Leadley, M Ingham,  
A Khan and K Ritchie, B Cleasby and S  
McKenna

**96 Chair's Opening Remarks**

The Chair congratulated the Head of Planning Services, Mr Martin Sellens, on his 60<sup>th</sup> birthday.

**97 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

**98 Exempt Information - Possible Exclusion of Press and Public**

There were no resolutions to exclude the public.

**99 Late Items**

There were no late items submitted to the agenda for consideration

**100 Declarations of Disclosable Pecuniary Interests**

No declarations were made.

**101 Apologies for Absence**

Apologies for absence were received from Councillors Walshaw, Campbell, R Procter and Taylor. In attendance as substitute for Councillor Campbell was Councillor Cleasby. In attendance as substitute for Councillor Taylor was Councillor S McKenna.

**102 Minutes - 21st January 2016**

**RESOLVED** – That the minutes of the meeting held on 21<sup>st</sup> January 2016 be approved as a correct record subject to the following amendment to:

Minute No.93 Outline Application for mixed use redevelopment including a1,a3, a4 and a5 uses, offices (b1), residential (c3),medical centre (d1), college (d1), student residential accommodation, multi-storey car park, basement car parking, access and open space on land at quarry hill (app. ref. 14/06534/ot):

*From*

“There was an agreement in place with Caddick and Leeds City Council for a multi storey car park to be built and it would be built once it was established whether it was viable to do so or not.”

To

“There was an agreement in place with Caddick and Leeds City Council for a multi storey car park to be built. However this would not be built unless it was established that it was viable to do so.”

**103 REFERENCE 15/06578/FU PROPOSED REDEVELOPMENT OF TOWER WORKS, GLOBE ROAD, LEEDS, COMPRISING OFFICES, RESIDENTIAL ACCOMMODATION, SUPPORTING A1, A2, A3, A4 AND D1 USES AND PUBLIC OPEN SPACE**

The Chief Planning Officer submitted a report which set out a proposed redevelopment of tower works, Globe Road, Leeds, comprising offices, residential accommodation, supporting a1, a2, a3, a4 and d1 uses and public open space.

Site photographs and plans were displayed and referred to throughout the discussion of the application.

The Panel were informed that an objection had been received from a local resident via Councillor Nash which related to the scale of the proposed buildings and their impact on views of the existing listed towers which will remain as part of the new development.

Further issues highlighted in relation to the application included the following:

- A travel plan had been agreed with highways;
- The Victorian Society had welcomed the development proposals although felt that the western side of the development appeared to be too high;
- An application had now also been received for the development of the Engine House;
- If approved construction work on site would be likely to commence in June 2016;
- That the Giotto Tower would remain the tallest structure on the site;
- All materials used would reflect the industrial history of the site.

Representatives of the developer, Carillion Ltd were in attendance to answer any questions Members had.

In response to Members comments and questions, the following was discussed:

- The type and style of material to be used, Members felt it was important to reflect the industrial heritage of the site but also to ensure that the materials did not appear dull;
- The history of the site and the previous planning consents that had been granted and how these compared to the current application;
- The possibility of a bus service to the site which depended on future demand;
- When the three phases would commence and how long it would take to deliver the completed work. The developer confirmed that it was anticipated that by 2020 all phases to the development would be completed;
- Due to the importance of the site to the City, Members sought assurance on the quality of the design and materials to be used. Members also felt that the proposed public spaces should incorporate a significant amount of greenery;
- Parking on site and the provision for car club bays were considered. It was confirmed there would be one car club vehicle on site and 28 spaces in total;
- Access to the development was considered and it was confirmed that this had been addressed. It was noted that the aim of the developer was to create a pedestrian focused development;
- The risk of the site flooding was taken into account, the developer considered that the site was designed to withstand a 1:100 year flood event. It was proposed that water would be drained safely into the Hol Beck and that water could be stored on site;
- In terms of light from the development causing visual problems for train drivers it was confirmed that the light from the development would not be dazzling;
- Members noted that the size of the residential properties seemed to be good; and
- The Community Infrastructure Levy liability was considered and it was noted by Members that the Executive Board had agreed to 15% of the total CIL contributions generated within an area committee to be available to be spent locally by the relevant area committee.

Members welcomed the development and liked the materials as shown on the plans.

In discussion with the Principal Regeneration Officer Members agreed that if possible it would be good to see the listed chimneys being used in some form as part of the development.

**RESOLVED** To defer and delegate to the Chief Planning Officer for approval subject to the specified conditions identified in Appendix 2 of the submitted report (and any others which he might consider appropriate) and also the completion of a Section 106 agreement to include the following obligations:

- The provision of 9 affordable housing units equivalent to 5% of the total number of units;
- £20,000 for implementing traffic control measures to be provided in the event that on-street parking problems arise as a result of the development
- Compliance with agreed Green Travel Plan measures and a review fee of £7,100;
- Provision of cycle hire facility within the scheme;
- 1 car club space to be provided within the site and £25,000 contribution covering incentives and membership for businesses and residents;
- £30,000 only if a bus service is operational on Globe Road or Water Lane within 10 years of first occupation of the first phase;
- 24 hour public access through the site;
- Local employment and training initiatives;
- Section 106 management fee (£2250). In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer.

**104 PRE-APPLICATION Reference PREAPP/15/00956 – Proposal for mixed use residential development at Left Bank, Former Hydro Aluminium Foundry, Clarence Road, Hunslet, Leeds 10**

The Chief Planning Officer submitted a report which detailed a Proposal for a mixed use residential development at Left Bank, Former Hydro Aluminium Foundry, Clarence Road, Hunslet, Leeds 10

Members attended a site visit prior to the commencement of the meeting. Site photographs and plans were displayed and referred to throughout the discussion of the application.

Representatives from Citu addressed the Panel and provided the following additional information:

- That the company was tackling climate change and producing low carbon buildings and homes. It was put to the Panel that the area behind Clarence Dock had a limited identity which this development would aim to boost by building new sustainable homes and a factory to manufacture parts for the homes;
- There would be a mixture of 1,2,3 and 4 bedroom homes;
- Flood resilience measures had been incorporated to protect against the probability of a 1:1000 years flood event;
- The site would provide pedestrian access and vehicular access and would have ample car parking;
- The site would also feature three types of outdoor space those being private, shared private and public open space;
- The intention of the development was to create a Yorkshire style village.



The Panel were provided with detailed descriptions of the design of the properties and the different styles of property that would feature as part of the development.

In response to Members comments and questions, the following was discussed:

- The relationship of the site with neighbouring operations including Allied Glass and Vickers Oils was considered. Members highlighted the possible impact on the development that these two factories might have including; the smells, noise, the boundary fencing and walls. The developer confirmed that more work would be done to address these issues;
- The possibility of flooding in the area was discussed, and Members sought assurances that this had been fully considered and could be managed. It was also noted that the car parking area would potentially act as a flood plain. However Members were assured that the car parking area would not be flooded;
- Members expressed views on the layout of the development, commenting that they would expect all four of the proposed blocks to form one community and not become isolated buildings;
- Concern was raised about the lack of provision for public health and education especially as the proposal included large family homes;
- Members felt the designs needed further work. In particular the visual of the buildings fronting Clarence Road appeared to show stark elevations with little relief and an unduly industrial aesthetic. They need to appear more like homes.
- The proposed public deck access to the tower block needed further consideration to ensure provision of adequate privacy and amenity to the residents and Members wished to see evidence of where this kind of development had been successful elsewhere;
- The rubbish deposited on the river banks following the recent flooding event was noted and Members sought assurance that work would be done to address this; and
- The amount and nature of the public space on the site was considered with much of it given over to movement rather than spaces to sit and relax and Members asked that attention be given to this in order to make it a suitable place for people to live.
- The approach to providing employment and skills training opportunities as part of the redevelopment of the site, particularly for students at the local College of Building

The Chief Planning Officer commented that education provision was being discussed as part of the wider South Bank regeneration work with the possible use of Council land to provide primary school provision to augment the secondary school and further education provision that was already being delivered in the area.

Final minutes approved as a correct record at the meeting held on Thursday, 3rd March, 2016

The Head of Planning Services commented on the layout of the development particularly in relation to the footprint of blocks 2 and 7 to the adjacent site boundaries. He questioned whether enough room was available to enable internal circulation of vehicles and provide an adequate amenity buffer for residents.

Members responded to the questions featured at paragraph 7 of the submitted report as follows:

1. Members felt that presently the scheme needed more work to ensure adequate mitigation was provided against potential nuisance from the nearby industrial uses in order to make it an appropriate site for a predominately residential scheme;
2. Members commented that they were not convinced by the emerging appearance of the homes but that they welcomed the energy efficiency of the homes, the size of the accommodation and the approach to sustainable construction;
3. Members had concerns over some of the general siting of the buildings and the spaces between them, particularly adjacent to the Vickers Oil site;
4. Members considered that that amount of public amenity space was not enough and more information was required on its potential character and quality;
5. Members were generally happy with the scale and form of the proposed development but requested further information on the scale and design of the tower block;
6. Members commented that proposed level of car parking and approach to accessibility was acceptable. However sufficient space needs to be provided for vehicle circulation and provision of public and private amenity space on the site; and
7. Subject to the satisfactory resolution of detailed planning matters the current application by Citu for a two story office extension to the existing warehouse and associated works to create housing research and development, manufacturing and exhibition facility on the opposite side of Clarence Road could be determined under delegated powers.

**RESOLVED** – That the report be noted.

**105 Date and Time of Next Meeting**

1.30pm, Thursday 3<sup>rd</sup> March 2016.

## **SOUTH AND WEST PLANS PANEL**

**THURSDAY, 18TH FEBRUARY, 2016**

**PRESENT:** Councillor C Gruen in the Chair

Councillors J Akhtar, J Bentley, A Castle,  
M Coulson, R Finnigan, J Heselwood,  
S McKenna, E Nash, A Smart and R Wood

### **82 Exempt Information - Possible Exclusion of the Press and Public**

Members were advised that an appendix to Agenda Item 13, Application 15/05637/FU, Land adjacent to Newhall Gate and Winrose Drive, Leeds contained information relating to financial matters and was considered to be exempt under Access to Information Procedure Rule 10.4 (3)

### **83 Declarations of Disclosable Pecuniary Interests**

Councillor R Wood declared an interest with regard to Agenda Item 11, Application 15/05597/FU – 26 Foxholes Crescent, Calverley, Pudsey as he knew one of the objectors to the application. He took no part in the discussion or voting on this item.

### **84 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor C Towler.

Councillor S McKenna was in attendance as a substitute Member.

### **85 Minutes - 14 January 2016**

**RESOLVED** – That the minutes of the meeting held on 14 January 2015 be confirmed as a correct record.

### **86 Application 14/06007/FU - Ice Pak, 49 Barkly Road, Leeds, LS11 7EW**

The report of the Chief Planning Officer informed Members of an application for a mixed use development comprising sports hall, community facility and associated offices; change of use of existing office building to a temporary community use building during works at 49 Barkly Road, Cross Flatts, Leeds.

An appeal against non-determination had been submitted by the applicant. The report sought Members agreement for officers to make representations against the non-determination.

Site plans and photographs were displayed and referred to throughout the discussion on the application.

Further issues highlighted included the following:

- The application had attracted objections from local Ward Councillors and the local MP. There had also been objections from local community groups. Main objections to the application focussed on the lack of parking in the area and an increase in noise and activity.
- The application had attracted 68 individual letters of support and over 650 batch letters of support on the basis that the provision of a community centre, education and leisure facilities would be of benefit to the area.
- Original proposals had been scaled down and there was a plan for some underground parking which would alleviate concerns regarding overspill parking.
- The applicant had suggested that the number of visitors could be limited at peak times with parts of the centre closed down if necessary. It was reported that this would be difficult to monitor or enforce.
- The creation of an underground car park would be a significantly disruptive operation. It would require a minimum of 660 lorry loads to remove the ground materials and there would be excessive noise, dust and vibration.
- There were concerns that the use of the centre would not be available to the wider community or those who would live in the immediate surroundings.
- There were a number of outstanding issues to resolve before a decision could be taken on the application.

In response to Members comments and questions, the following was discussed:

- Concern regarding the high number of objections.
- The previous use of the site as a factory did cause some disturbance problems to local residents.
- There was not enough space in the area for any overspill car parking.
- Opportunity for the applicant to engage the local community.

**RESOLVED** – That it be agreed for Officers to make representations on the appeal against non-determination on behalf of the Council on the following grounds:

- The impact of the proposal on residential amenity due to levels of activity and associated intensification of the use of the site and associated noise.
- Uncertainty over the exact use and occupation of the Community/Sports Hall and the potential of overspill parking onto adjacent streets.
- Whether the use can be adequately controlled in terms of restrictions on use, hours, activities and numbers of people attending via planning conditions or a legal agreement to make the proposal acceptable in terms of impact on local people and the highway network.

**87 Application 15/06162/FU - 23 Bradford Road, Gildersome, Morley, LS27 7HW**

The report of the Chief Planning Officer presented an application for the removal of condition 3 (not operating) on planning permission 14/01004/FU to allow the permitted use of the site for storage and maintenance of vehicles and plant offices and associated parking and access on Sundays and Bank Holidays at 23 Bradford Road, Gildersome.

Site plans and photographs were displayed and referred to throughout the discussion on this item.

Further issues highlighted in relation to the application included the following:

- The application was originally refused and subsequently agreed on a appeal – conditions to the application prevented use on Bank Holiday's and Sundays and the applicant now requested removal of this condition.
- Installation of an acoustic barrier.
- Timescale for completion of works.
- It was recommended that the application be approved.

A local resident addressed the Panel with concerns and objections to the application. These included the following:

- There had always been operating restrictions at the site.
- Resident's concerns included safety as well as noise issues.
- This kind of operation should be in an industrial area.
- Concern regarding the high number of HGV vehicles using the site.

The applicant's representative addressed the Panel. Issues highlighted included the following:

- The site was used by a local family run business and had always operated 24 hours a day and 7 days per week.
- The Planning Inspector had been satisfied with noise attenuation measures at the site.
- There had been no concerns from the Environmental Protection Team following noise monitoring at the site.
- The site would not be intensively used on a Sunday.

In response to Members comments and questions, the following was discussed:

- There had been more residential development in the area in recent years.
- Concern regarding the impact on residential amenity.

**RESOLVED** – That the application be granted subject to conditions outlined in the report and a further condition requiring verification of noise monitoring measures.

**88 Application 15/05179 - 2 Church Lane, Adel, Leeds, LS16 8BZ**

The report of the Chief Planning Officer presented an application for three new dwellings at 2 Church Lane, Adel, Leeds.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on the application.

Further issues highlighted in relation to the application included the following:

- The proposals would include the demolition of the existing bungalow at the site.
- Access arrangements to the proposed properties were highlighted.
- There would be one detached dwelling with a pair of semi-detached dwellings. There would be a new access from Otley Road to the semi-detached properties.
- The proposals satisfied distance requirements from any neighbouring properties.
- The application was recommended for approval.

A local Ward Councillor and Resident addressed the Panel with concerns and objections to the application. These included the following:

- Although the principal of additional housing was a positive use it was felt that two properties would be enough due to the size of the site.
- Concern regarding access to the site.
- The need for a site construction plan.
- The proposals did not reflect the character of the area.
- Concern regarding the timing of the traffic lights at the nearby crossroads and lack of facility for pedestrian crossing.

The applicant's representative addressed the Panel. The following was highlighted:

- The existing bungalow on the site was out of character with the area.
- The proposed dwellings would be of a bespoke design for the site.
- There would be three parking spaces and garages for each property.
- The access from Otley Road would be as far away from the junction as possible and there would be room to turn vehicles round within the site.

In response to Members questions and comments, the following was discussed:

- A site construction plan could be included as a condition to the application.
- The size of the gardens for the properties were in accordance with standard guidelines.
- Concern regarding the lack of front gardens for the semi-detached properties.
- The accident statistics for the main road were low. The design of the access to the properties allowed cars to exit in forward gear.
- Concern regarding the lack of pedestrian crossing facilities.

**RESOLVED** – That the application be granted as per the officer recommendation and conditions outlined in the report. Additional condition for a construction management plan to also include access arrangements.

**89 Application 15/05383/FU - Land adjacent to 3 Coronation Street, Carlton, WF3 3RD**

The report of the Chief Planning Officer presented an application for two semi-detached houses with associated works on land adjacent to 3 Coronation Street, Carlton.

Members attended a site visit prior to the meeting.

It was reported that that applicant had requested that the application be deferred to enable the production of better visuals. Members suggested that design improvements be made and that the elevations be swapped around so that the main living area faced south and the articulation was at the front facing the main road.

**RESOLVED** – That the application be deferred.

**90 Application 15/05597/FU - 26 Foxholes Crescent, Calverley, Pudsey, LS28 5NT**

Prior to the discussion on this item Councillor Gruen announced that she was known to one of the speakers regarding this application. She remained in the Chair but did not take any part in the discussion or voting on this item.

The report of the Chief Planning Officer presented an application for the enlargement of roof including insertion of dormers, single storey rear extensions and conversion of garage to a habitable room at 26 Foxholes Crescent, Calverley, Leeds.

Members visited the site prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this item.

Further issues highlighted in relation to the application included the following:

- The application had been referred to Panel following concerns from local residents and a local ward councillor.

- The property fell outside of the Calverley Conservation Area.
- The immediate area had a mix of different property types.
- The ridge height of the roof would be raised by 0.7 metres which was approximately the same height as the adjacent bungalow. The bungalow next door also had dormers.
- The proposals met household design guidance guidelines.
- The application was recommended for approval.

A local resident addressed the Panel with concerns regarding the application. These included the following:

- The proposals were over dominant and would impact on neighbour's privacy.
- The proposals would reduce garden size.
- The current wall would not provide sufficient screening.
- Ward Councillors did not feel that proposals were appropriate for the area.
- The applicant had rejected a proposal to have dormers to the front with roof lights or velux windows at the rear.
- There was less impact from the neighbouring bungalow as it had a larger garden and did not overlook other properties.

The applicant addressed the Panel. The following was highlighted:

- The applicant had consulted local residents regarding the proposals.
- Significant advice and guidance had been taken from Planning Officers regarding the proposals.
- There would not be any further overlooking of neighbouring properties.
- The proposals met the criteria of household design guides.
- Other properties in the area had rear dormers.
- The proposals would not be out of character for the area.

In response to Members comments and questions the following was discussed:

- If the roof was not raised the extension could be done as permitted development.
- The height of the roof was the same as the neighbouring property.
- There would be an approximate loss of 2 metres to the garden.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

**91 Application 15/05648/FU - Lidl UK, 50 Aberford Road, Oulton, Leeds, LS26 8HP**

The report of the Chief Planning Officer presented an application for a variation of condition 14 to approval 22/376/05/FU to allow extended opening hours of the retail premises from 07:00 to 22:00 hours Monday to Saturday

Draft minutes to be approved at the meeting  
to be held on Thursday, 17th March, 2016



and for no more than 6 hours between the hours of 10:00 and 18:00 on Sundays at Lidl UK, 60 Aberford Road, Oulton, Leeds.

Members attended the site prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this item.

Further issues highlighted in relation to the application included the following:

- Proximity to residential properties.
- There had been objections to the proposals from 2 local residents and a local Ward Councillor.
- Advice had been sought from the Environmental Protection Team and it was reported that there had not been any complaints of noise disturbance linked to the premises.
- Details of traffic movements anticipated at the site.

In response to Members questions, it was reported that the proposals were to amend the opening hours of the store only and there would be no changes to delivery times.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

**92 Application 15/05637/FU - Land adjacent to Newhall Gate and Winrose Drive, Belle Isle, LS10**

The report of the Chief Planning Officer presented an application for the development of 27 affordable dwellings with associated access road on land adjacent to Newhall Gate and Winrose Drive, Belle Isle, Leeds.

Members attended the site 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:

- Members were shown a proposed layout of the properties.
- Materials to be used were shown.
- Reference was made to a flood risk assessment. It was advised that floor levels of the development be set a minimum of 300 mm above ground levels.
- It was recommended that the application be approved.

In response to Members comments and questions the following was discussed:

- Concern regarding the proposal for some flat roofs – it was reported that the Design Advisory Group felt that some smaller flat roofs added

interest to the street scene and that there were no concerns regarding good quality flat roofs.

- Materials – it was requested that matching brick be used – it was reported that there was a condition to the application regarding the materials used.
- Some concern was expressed regarding the loss of greenspace and lack of greenspace contribution but it was accepted that the provision of affordable housing outweighed this and there was still a large amount of greenspace in the area.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report.

**93 Application 15/05883/FU - 23 Nora Place, Bramley, Leeds, LS13 3JE**

The report of the Chief Planning Officer presented an application for external alterations to form self-contained flat to first floor including new first floor window to side at 23 Nora Place, Bramley.

Site plans and photographs were displayed and referred to throughout the discussion on this application.

- Members were shown details of works already carried out at the property which included the infilling of a side window with a render finish and the relocation of a downpipe which had been secured to a neighbouring property.
- Following reports of the works being carried out without permission there had been a visit from enforcement officers.
- It was reported that alterations would be required to the works which included the infilled window being filled with matching stone to the property as opposed to the rendered finish and relocation of the downpipe.
- There had been six objections to the application which included noise due to the works, highways concerns, the relocation of the downpipe and the retrospective nature of the application.
- The ground floor of the property was proposed to be used as a shop unit with a flat upstairs.
- It was recommended that the application be approved subject to conditions and the completion of the works within 6 months.

A local Ward Member and local resident addressed the Panel with concerns and objections to the application. These included the following:

- Highways concerns – particularly as there were poor sight lines in an area that was used by school children.
- Impact on neighbouring properties.
- Reference to contact with Planning and Enforcement when the works were initially being carried out without permission.
- Disturbance when the initial works were carried out.

- Damage caused to a neighbouring property due to the works carried out.

In response to Members comments and questions, the following was discussed:

- The applicant did not require permission for use of the ground floor as a shop and the conversion of the first floor to a flat.
- Concern that the use as an off licence was not appropriate.
- The need for strict conditions regarding the times that works should be carried out and for the works to be completed within 6 months.

**RESOLVED** – That the application be approved as per the officer recommendation and conditions outlined in the report with a further condition that the outstanding work be completed within 6 months and at specified working times in the day and the approval and use of matching stone in place of the render infill.

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## Licensing Committee

Tuesday, 9th February, 2016

**PRESENT:** Councillor M Harland in the Chair

Councillors N Buckley, J Dunn, G Hussain,  
G Hyde, G Wilkinson, B Flynn, S McKenna  
and A Ogilvie

### 76 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

### 77 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:-

- (i) Appendix A to a report entitled “Entertainment Licensing Section – Annual Report January – December 2015” referred to in Minute No.87 was designated as exempt under Access to Information Procedure Rule 10.4 (1),(2), (3) and (7) because it contained information relating to an individual, information which was likely to reveal the identity of an individual, the financial or business affairs of any particular person and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and disorder which may result in future legal proceedings.
- (ii) Appendix A to a report entitled “Mint Festival 2015 – Members Debrief” referred to in Minute No.88 was designated as exempt under Access to Information Procedure Rule 10.4 (3) and (7) because it contained information relating to the financial or business affairs of any particular person and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and disorder which may result in future legal proceedings.

It was considered that in respect of the both items above, the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information.

### 78 Late Items

Final minutes approved at the meeting  
held on Tuesday, 8th March, 2016

There were no late items submitted

#### **79 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

#### **80 Apologies for Absence**

Apologies for absence were received from Councillors: R Downes, B Gettings, A Khan, B Selby, C Townsley and M Ingham

#### **81 Minutes of the Previous Meeting**

That the minutes of the previous meeting held on 15<sup>th</sup> December 2015 were approved as a true and correct record.

#### **82 Matters Arising from the Minutes**

There were no issues raised under matters arising.

#### **83 Changes to the Hackney Carriage Trade Forum Meetings constitution**

The Head of Elections, Licensing and Registration submitted a report which set out details of proposed changes to the Hackney Carriage forum constitution to amend the existing frequency of such meetings.

The Section Head, Taxi and Private Hire Licensing presented the report and responded to Members' questions and queries.

Detailed discussion ensued on the contents of the report which included:

- The existing arrangements
- The vast majority of Trade issues were dealt with as they arose

In providing clarification the Section Head, Taxi and Private Hire Licensing said under the new proposal meetings of the Taxi and Private Hire forum would take place every four months (or as frequently as business demanded). Special meetings could be called as necessary to deal with issues as they arose.

In summing up the Chair said the proposal appeared to be a sensible way forward to enable the Council to meet the needs of the trade in a way that retained some formality but allowing flexibility for both parties.

**RESOLVED** – Members noted the changes to the Hackney Carriage forum constitution.

#### **84 Review of Driver Licensing Requirement for Group II Medicals**

The Head of Elections, Licensing and Registration submitted a report which sought the views of the Committee as to whether or not the existing Group II medical policy was sufficient in terms of public safety, or if it required to be strengthened by more frequent medical assessments.

Appended to the report were the following appendices:

- Report to the Licensing and Regulatory Panel dated 18<sup>th</sup> November 2008 concerning the introduction of a Group II medical report requirement (Appendix 1 refers)
- Medical Examination Report Form (Appendix 2 refers)
- C1 Criteria for insulin dependent drivers (Appendix 3 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:

- Existing LCC policy was in line with DVLA requirements
- The recommendations of the Glasgow Enquiry
- Whether the existing arrangements were satisfactory

It was the view of the Committee that the existing policy and requirements were satisfactory

**RESOLVED** – To approve that the existing policy in respect of Group II medical assessment requirements was satisfactory

## **85 Activity Update: Taxi and Private Hire Licensing 1st January to 31st December 2015**

The Head of Elections, Licensing and Registration submitted a report which Provided a summary of the activity undertaken by the Taxi and Private Hire Licensing Section during the period 1<sup>st</sup> January to 31<sup>st</sup> December 2015.

The Section Head, Taxi and Private Hire Licensing presented the report and responded to Members' questions and queries.

Detailed discussion ensued on the contents of the report which included:

- The number of licences issued
- Refusal and Revocation Decisions
- Suspension Decisions
- Complaints Received
- Appeals Received
- Changes to Policy
- Annual DBS

It was noted there had been a decrease in the number of Private Hire Operators.

In offering an explanation the Section Head, Taxi and Private Hire Licensing said the introduction of new technologies; smartphones and apps had encouraged companies to merge existing operating businesses to gain a larger stake in the industry.

It was reported the Private Hire Operator conditions approved by Committee had enabled for focussed enforcement activity in dealing with licensed drivers. There had been Operators in some PH companies where there had been a lack of management attention by the proprietor in respect of 'plying for hire' issues. The new conditions had been effective in contributing to improved business practices.

**RESOLVED** – That the contents of the report be noted

#### **86 Licensing Committee Work Programme 2016**

Members considered the contents of the Licensing Committee Work Programme for 2016.

**RESOLVED** – That the contents of the Licensing Committee Work Programme for 2016 be noted

#### **87 Entertainment Licensing Section - Annual Report January - December 2015**

The Head of Elections, Licensing and Registration submitted a report which Provided a summary of the issues dealt with by the Entertainment Licensing Section during the period January to December 2015.

The Section Head, Entertainment Licensing, presented the report and responded to Members' questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Licensing Act 2003: Application Statistics
- Licensing Act : Reviews
- Licensing Act : Appeals
- Statement of Licensing Policy
- Gambling Act 2005: Application Statistics
- Gambling Act 2005: Statement of Licensing Policy
- Large Casio
- Sexual Establishments
- Update of the Liaison & Enforcement Team
- Outdoor Events

**RESOLVED** –

- (i) That the contents of the report be noted



- (ii) To note that future report would be brought back to this Committee on an annual basis
- (iii) The Chair to discuss the timing of the report with the Chair of the Corporate Governance and Audit Committee given the fact the same information is presented to both Committees

## **88 Mint Festival 2015 - Members Debrief**

The Head of Elections, Licensing and Registration submitted a report which provided details of the de-brief following the Mint Festival 2015 held at Wetherby Racecourse between 19th and 20th September 2015.

Appended to the report was the following appendix:

- Minutes of the Multi – Agency de-brief meeting held on 18th November 2015 (Appendix A refers)

The Principal Licensing Officer, Entertainment Licensing, together with Mark Black and Therese McMullan from Mint presented the report and responded to Members' questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Noise nuisance
- Consultation with Ward Councillors and local residents
- Traffic management issues
- Litter outside the site

Commenting on the noise nuisance complaint, a Ward Councillor for the area said although there was some noise, it was not a significant issue.

Referring to proposals for a 2016 Mint Festival, Mr Black said consideration was been given to staging the event over 1 day but at an alternative Leeds venue.

The Chair thanked Mr Black and Ms McMullan for their attendance and participation

**RESOLVED** – That the contents of the report be noted

## **89 Date and Time of Next Meeting**

**RESOLVED** – To note that the next meeting will take place on Tuesday, 8th March 2016 at 10.00am in the Civic Hall, Leeds.

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## **Licensing Sub-Committee**

**Thursday, 11th February, 2016**

**PRESENT:** Councillor G Hyde in the Chair

Councillors B Gettings and M Harland

### **138 Election of the Chair**

**RESOLVED** – That Councillor G Hyde be elected as Chair for the meeting.

### **139 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

### **140 Review of a Premises Licence - Interim Steps Hearing - The Aviator, 16 High Street, Yeadon, Leeds, LS19 7PP**

The report of the Head of Elections, Licensing and Registration informed Members of an application for Summary Review in respect of The Aviator, 16 High Street, Yeadon, Leeds, LS19 7PP. West Yorkshire Police had made the application on the grounds of serious crime or serious disorder or both.

The Licensing Authority was now under a duty to review the Premises Licence and this Interim Steps Hearing had to be held prior to a Summary Review Hearing. The Summary Review Hearing was to be held within 28 days of the application.

The report set out the relevant procedure, considerations and guidance for the Interim Hearing.

A representative of West Yorkshire Police addressed the sub-committee with reasons for the application for Summary Review. There had been an incident involving extreme violent disorder on the evening of Saturday 6 February 2016 and reference was made to other recent incidences of violence either at the premises or that had escalated from the premises including one which resulted in a fatality. Members were given a history of recent licensing activity connected to the premises which included changes to the Designated Premises Supervisor and Action Planning meetings held with West Yorkshire Police to try and address problems that had occurred at the premises. There had also been changes to conditions relating to the provision of CCTV at the premises, door staff and hours of opening. Concern had been expressed regarding the capability of staff who had previously been in charge of the premises.

Members were shown CCTV footage of the incident that occurred on Saturday, 6 February 2016. West Yorkshire Police informed the sub-committee that there had been no logged call from anyone at the premises to report the incident.

The applicant's representative addressed the sub-committee and reported that that they would not be challenging the request for the Summary Review at this stage. It was felt that the premises should remain closed for a while to prevent any repeat incidents and this would also allow time to prepare for a Summary Review Hearing.

There may be a request for any Interim Steps to be removed prior to a Summary Hearing.

The sub-committee retired to private session to discuss the matters put before them.

**RESOLVED –**

- (1) That the Premises Licence for The Aviator, 16 High Street, Yeadon, Leeds, LS19 7PP be suspended with immediate effect.
- (2) That a Summary Review hearing be held on Monday, 7 March 2016 at 10.30 a.m.

## **Licensing Sub-Committee**

**Tuesday, 16th February, 2016**

**PRESENT:** Councillor M Harland in the Chair

Councillors A Khan and G Wilkinson

### **141 Election of the Chair**

**RESOLVED** – That Councillor M Harland be elected as Chair for the meeting.

### **142 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

### **143 Application to Vary a Premises Licence held by Elland Road General Store, 86 Elland Road, Holbeck, Leeds, LS11 0AB**

The report of the Head of Elections, Licensing and Registration presented an application to vary a premises licence held at Elland Road General Store, 86 Elland Road, Holbeck, Leeds, LS11 0AB.

The applicant sought to have 24 hours opening, 7 days a week. Current hours of operation were 08:00 to 23:00 Monday to Saturday and 10:00 to 22:30 on a Sunday. The applicant had offered additional conditions should the variation be granted and a representation had been made from the Environmental Protection team in objection to the application.

The Applicant's representative addressed the sub-committee. He informed Members that the request for the variation was to increase the hours as the business was currently struggling. Other premises had 24 hour licences and this had an adverse impact on the business. It was not felt that with the conditions proposed that there would be disturbance to residential properties and the applicant would monitor the outside of the premises and keep the area free of litter. There was already noise disturbance from the nearby motorway and it was not felt that extended opening hours would increase disturbance.

In response to questions from Members, the applicant's representative confirmed that the Designated Premises Supervisor did not live on the premises and that there would always be at least two members of staff present. Service during the additional hours applied for would take place via a serving hatch. The adjacent car park at the Community Centre was only used by users of the centre.

The Environmental Protection Team representative addressed the sub-committee. He informed Members that the premises were located in a densely populated area and customers to the shop would have to travel down residential streets. Although there had not been any previous instances of anti-social behaviour connected with the premises it was felt that there was potential for this to occur if the opening hours were extended. With regard to the noise from the motorway he reported that this was a more constant noise and did not cause the sort of disturbance that stopping and starting cars would.

In conclusion, the applicant's representative stated that the premises were located at the end of the residential area and that customers would come from the local vicinity and would not use motor vehicles.

The Licensing Sub-Committee carefully considered the report of the Head of Elections, Licensing and Registration, the Statement of Licensing Policy and the application itself. It also considered the representations made by the Environmental Protection Team and on behalf of the applicant, both in writing and at the hearing of the application.

**RESOLVED** – That the application to vary the hours of opening at Elland Road General Store, 86 Elland Road, Leeds be refused.

## Licensing Sub-Committee

Tuesday, 23rd February, 2016

**PRESENT:** Councillor B Selby in the Chair

Councillors S McKenna and G Wilkinson

### **144 Election of the Chair**

**RESOLVED** – Councillor Selby was elected Chair of the Licensing Sub Committee for the duration of the meeting.

### **145 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

### **146 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

### **147 Late Items**

Item 7 – Certification of Films was submitted as a late item. Minute 150 refers

### **148 Declarations of Disclosable Pecuniary Interests**

There were no declarations of pecuniary interests made.

### **149 Application for the Grant of a Premises Licence for Amazon Unit 1, Millennium Way, Beeston, Leeds, LS11 5AL**

This was an application for the grant of a premises licence, made by Amazon UK Services Ltd, for Amazon Unit 1, Millennium Way, Beeston, Leeds, LS11 5AL.

There had been no representations from responsible authorities but had attracted representations from local residents on the grounds of public nuisance. The letters received were attached at appendix C of the submitted report. The objectors were not present at the hearing.

The Licensing Officer informed the Members that the application had initially been for the sale of alcohol 24 hours a day every day for off sales. However, a letter had been received from the solicitors representing Amazon UK Services Ltd which indicated that Amazon UK Services Ltd were prepared to reduce the hours of operation of the Premises Licence from 06:00 to 00:00 midnight.

The Sub Committee was informed that there was no public access to the premises and that the sale of alcohol would be by way of internet orders only.

Mr Crank the solicitor representing Amazon UK Services Ltd informed the Members of the following:

- The premises was a large distribution warehouse
- Service orders would be via the internet only
- A wide range of products would be available with 5-6% only for alcohol
- All drivers had training which included Challenge 25 and appropriate forms of identification

- Hand held monitors were used by drivers to record deliveries which prompted the Challenge 25 and identification when the product was alcohol.
- The premises had been chosen because of the large car park so that there was no issue with on street parking
- Loading would be carried out at the far side of the unit away from residential properties
- Amazon was prepared to reduce the hours of operation from 24 hours a day to 06:00 to 00:00 midnight.

In response to questions from Members the Sub Committee was informed that deliveries to residential properties would be between 06:00 – 00:00 midnight.

Mr Singhal representing Amazon UK services Ltd responded to Members questions explaining the procedure for drivers should they feel that their safety was compromised.

He went on to inform the Members that no risk assessment of the Leeds area had been undertaken. However, risk assessments had been undertaken in some parts of London and two drivers were assigned the delivery if required.

Mr Crank informed the Sub Committee that Amazon was a responsible company and all points raised by the Members would be addressed should the licence be granted.

**RESOLVED** – That the Licensing Sub Committee carefully considered the application taking into account the representations received. They noted that there was no representation from responsible authorities and that the distribution was not solely for alcohol. The Licensing Sub Committee granted the application as applied for with the amendment to the hours of operation.

## **150 Certification of Films**

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 Young Film Festival between the 24th March and 31st March 2016.

The report informed Members of 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 Films Classification) certification.

The BBFC categories were set out at 2.2 of the submitted report.

Martin Grund of Young Peoples Film Festival and Alex King of Leeds International Film were in attendance at the hearing.

Members had queried the certification of one of the films ‘Other Girls’ but had been informed that this film had now been withdrawn.

Members were informed that of the list provided at appendix A of the submitted report only the following films would now be shown:

- Zootropolis



- Molly Monster
- Zip & Zap and the Marble Gang
- The Idol
- Breaking a Monster
- Landfill Harmonic
- Trenk, the Little Knight
- April and The Extraordinary World
- Heidi

The Members were informed that the films would be shown at Hyde Park Cinema, the Leeds Carriageworks and the Leeds Town Hall. The films would not be shown in the outer areas of the city.

**RESOLVED** - That the films remaining in the festival be classified in accordance with the suggested classifications set out in appendix A of the submitted report.

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## **Licensing Sub-Committee**

**Tuesday, 1st March, 2016**

**PRESENT:** Councillor J Dunn in the Chair  
Councillors G Hyde and Wilkinson

### **151 Election of the Chair**

**RESOLVED** – Councillor J Dunn be elected as Chair for the duration of the meeting.

### **152 Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

### **153 Apologies for Absence**

Apologies for absence were received from Councillors G Hussain and Buckley. Councillor Hyde was in attendance as substitute for Councillor Hussain and Councillor Wilkinson was in attendance as substitute for Councillor Buckley.

### **154 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **155 Late Items**

There were no resolutions to exclude the public.

### **156 Declarations of Disclosable Pecuniary Interests**

No declarations were made.

### **157 Application to vary a premises licence held by Head Of Steam 13A North Lane, Headingley, Leeds, LS6 3HG**

The Licensing Sub-Committee considered an application for the variation of a premises licence for Head of Steam, 13A North Lane, Headingley, Leeds, LS6 3HG.

In attendance at the hearing were:

- Sarah Smith – Solicitor, Stantons Solicitors; and
- Simon Ritson – Manager, Cameron's Brewery Limited

A summary of the application can be found at paragraph 3.1 of the submitted report.

The application had been brought to the Licensing Sub-Committee as the proposed premises had attracted representations from a member of the public.

Agreements had been reached over suggested measures offered by Health and Safety, The Environmental Protection Team and West Yorkshire Police.

The representation received was on the grounds of public nuisance. The person who made the representation was not in attendance. The Sub Committee agreed to proceed to hear the application without the objector being present.

Ms Smith informed the Sub Committee that Cameron's Brewery had been trading for 150 years and had 83 pubs. The brewery had purchased the "Head Of Steam" brand in 2013, which specialised in craft and cask beer.

Ms Smith confirmed the venue had been purchased by Cameron's and that £500,000 was to be invested in the premises and that 30 full and part time jobs would be created.

Members of the Sub – Committee were informed of the changes that would take place to the premises including moving the kitchen and toilets to the 1st floor.

It was confirmed that food would be served at the venue all day and that one element of the operation would be the broadcasting of live and recorded music. All live music would be performed on the ground floor of the venue.

Ms Smith informed the Sub Committee that the extension of the licensable hours kept the venue in step with other licensed premises in the area and also to ensure consistency of opening hours over the 7day week.

Members sought confirmation that agreement had been made with the other responsible authorities. It was confirmed this was the case and that the member of public who made the representation had also been contacted.

Members sought clarification as to the size and capacity of the external area to the rear of the premises. It was confirmed that this area had a capacity of approximately 40 people.

**RESOLVED** - The Licensing Sub-Committee considered the application and the representation received from the member of public and granted the premises licence as applied for subject to the agreed conditions of all responsible authorities.

## **EMPLOYMENT COMMITTEE**

**MONDAY, 1ST FEBRUARY, 2016**

**PRESENT:** Councillor L Mulherin in the Chair  
Councillors S Golton, G Latty, C Macniven,  
D Coupar and A Ogilvie  
Apologies Councillor J Lewis

### **15 Election Of Chair**

**RESOLVED** – That Councillor Mulherin be elected as Chair for the duration of the meeting.

### **16 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against refusal of inspection of documents.

### **17 EXCLUSION OF PUBLIC**

**RESOLVED** - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

### **18 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

No declarations were made.

### **19 Apologies For Absence**

Apologies for absence were received for Councillor J Lewis, Councillor Macniven was in attendance as substitute.

### **20 Governance Arrangements Relating to the Recruitment to the Post of Chief Officer (Health Partnerships)**

The City Solicitor submitted a report which provided Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Temporary Chief Officer (Health Partnerships).

**RESOLVED** – That the Committee note:-

Final minutes

- (a) The governance arrangements and format relating to the Employment Committee; and
- (b) The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information.

## **21 Appointment of Chief Officer Health Partnerships, Adult Social Services**

The Director of Adult Social Care, the Deputy Chief Officer HR and Chief Executive Officer, NHS Leeds West Clinical Commissioning Group, were in attendance in an advisory capacity.

The Committee undertook the formal recruitment process (shortlisting) for the temporary position of Chief Officer (Health Partnerships) and determined that four candidates be called for interview. Subsequently one candidate withdrew

(At this point the meeting was adjourned.)

On 23<sup>rd</sup> February 2016 the meeting reconvened with the following Members present:

Councillors L Mulherin, D Coupar, A Ogilvie, C Macniven, S Golton, G Latty.

The Director of Adult Social Care, the Deputy Chief Officer HR and the Clinical Chair of Leeds North Clinical Commissioning Group were in attendance in an advisory capacity.

The Committee interviewed three applicants for the position of Chief Officer (Health Partnerships) and,

**RESOLVED** – That Paul Bollom be offered the position of Temporary Chief Officer (Health Partnerships).

## GENERAL PURPOSES COMMITTEE

TUESDAY, 9TH FEBRUARY, 2016

**PRESENT:** Councillor J Lewis in the Chair

Councillors D Blackburn, D Coupar (as substitute for J Blake), S Golton, M Ingham (as substitute for R Charlwood), G Latty, A Lowe, J Pryor, M Rafique, S Varley and L Yeadon

Apologies Councillors J Blake, R Charlwood and J Procter

### 26 Appeals against refusal of inspection of documents

There were no appeals against refusal of inspection of documents.

### 27 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

### 28 Late items

There were no late items submitted for consideration.

### 29 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations made.

### 30 Apologies for absence

Apologies for absence were received from Councillors J Blake, R Charlwood and J Procter.

Councillor Coupar was in attendance as substitute for Councillor J Blake and Councillor Ingham was in attendance as substitute for Councillor R Charlwood.

### 31 Minutes - 8th December 2015

**RESOLVED** – That the minutes of the meeting held on 8<sup>th</sup> December 2015 be approved as a correct record.

### 32 Approval of the 2016/17 Pay Policy Statement

The Senior HR Business Partner presented a report of The Chief Officer HR which sought Members' views on the revised Pay Policy Statement and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2016/17 financial Year.

**RESOLVED** – The Committee resolved to:

Draft minutes to be approved at the meeting  
to be held on Monday, 9th May, 2016

- (a) Recommend to full Council that the review of the Pay Policy Statement for the 2016/17 financial year be adopted;
- (b) Recommend that any in year amendment to the Annual Pay Policy Statement in respect of exit payment caps or as a consequence of changes to Leeds City Council's policy statement on Pension Scheme Discretions is undertaken by the Chief Officer (HR) and reported to the General Purposes Committee; and
- (c) Note the assurances from the Deputy Chief Executive that the senior management pay structure is appropriate and complied with.

**33 Extension of Webcasting**

The Head of Governance Services presented a report of the City Solicitor which provided an update on the outcome of two trial webcasts in the newly refurbished committee room and sought General Purposes Committee's agreement to extend webcasting to meetings of the Executive Board.

**RESOLVED** – The Committee resolved that:

- (a) Webcasting facilities be extended to the new committee room facility as set out in paragraph 4.4 of the submitted report;
- (b) The Chief Information Technology Officer be requested to ensure that enhanced Internet access is installed into the new committee room;
- (c) Meetings of Executive Board are webcast as soon as is possible and by no later than the meeting of the Board in April 2016; and
- (d) The contract option to extend the existing webcasting services in the Civic Hall be agreed, with that extension being for a further 24 months from 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2018.

**34 Date and Time of next meeting**

3pm Monday 9<sup>th</sup> May 2016.



## MEMBER MANAGEMENT COMMITTEE

TUESDAY, 23RD FEBRUARY, 2016

**PRESENT:** Councillor R Charlwood in the Chair

Councillors A Blackburn, C Campbell,  
A Khan, A Lamb, G Latty, T Leadley,  
J Lewis, B Selby and A Smart

Apologies Councillor M Ingham

### 21 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

### 22 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

### 23 Late Items

There were no late items submitted for consideration.

### 24 Declaration of Disclosable Pecuniary Interests

No declarations were made.

### 25 Apologies for Absence

Apologies for absence were received from Councillor Ingham.

### 26 Minutes - 15th September 2015

**RESOLVED** – That the minutes of the meeting held 15<sup>th</sup> September 2015 be approved as a correct record.

### 27 Matters Arising

#### Minute No.18 Members Mandatory Safeguarding Training

The Committee were updated on the numbers of Members who had received safeguarding training and when the next sessions were due to take place.

The Committee considered it important that all Members attended this training.

### 28 Information Governance Training

The Executive Officer Information Governance presented a report of the Chief Officer (Intelligence and Improvement) which sought support for a programme to deliver essential training and development for Members on Information Governance, with particular emphasis on handling personal data and compliance to the Data Protection Act.

Members discussed “E Learning” and considered that classroom based learning might be a more appropriate way of delivering the training.

The Committee suggested that the training could be delivered as part of group meetings. The Executive Officer Information Governance confirmed that this would be possible.

**RESOLVED** – The Committee resolved that:

- (a) The contents of the report be noted; and
- (b) Further discussions with each Party whip will be undertaken by the Council’s Information Governance Training Officer to conclude details about how IG training will be delivered across their respective party members.

**29 Date and Time of Next Meeting**

To be confirmed.

## **Development Plan Panel**

**Tuesday, 1st March, 2016**

**PRESENT:** Councillor D Congreve in the Chair

Councillors B Anderson, C Campbell,  
T Leadley, C Macniven, J McKenna,  
J Procter and N Walshaw

- 27 Appeals Against Refusal of Inspection of Documents**  
There were no appeals against the refusal of the inspection of documents.
- 28 Exempt Information - Possible Exclusion of the Press and Public**  
No exempt information was contained within the agenda.
- 29 Late Items**  
No formal late items of business were added to the agenda.
- 30 Declaration of Disclosable Pecuniary Interests**  
No declarations of disclosable pecuniary interests were made.
- 31 Apologies for Absence**  
Apologies for absence were received from Councillors C Gruen and R Lewis. Apologies were also received from Councillor S McKenna who had intended to attend as a substitute.
- 32 Minutes**  
**RESOLVED-** That the minutes of the Development Plan Panel meeting held on 19<sup>th</sup> January 2016 be approved.
- 33 Matters Arising**  
Minute 23 - Site Allocation Plan – Members received an update on the task of assembling consultation responses which was now approximately 85% complete; additionally the redaction process had begun in order to prepare the submissions for publication. In respect of the Outer North East Housing Market Characteristic Area; a meeting with local ward Councillors had been arranged for 15<sup>th</sup> March 2016 and a report on the outcome of discussions on the status of ONE HMCA would be presented to the next Panel meeting  
  
Minute 25 – SHLAA Partnership – In response to one Members' query, it was noted that although no detailed comments had yet been received from major house builders, the recent Partnership meeting had been positive
- 34 Aire Valley Leeds Area Action Plan**  
Further to minute 23 of the meeting held 19th January 2016, where Members were minded to proceed with the Aire Valley Leeds Area Action Plan (AVLAAP) in advance of the Site Allocations Plan (SAP), the Chief Planning

Officer submitted a report which provided further analysis of the AVLAAP submissions and options for the way forward in relation to the issues raised.

The report provided a summary of the responses received to the publication consultation on the AVLAAP. Key issues were identified in the report relating to matters where potential options had been developed. The Panel's guidance was sought in order to inform the Council's response and allow officers to prepare a schedule of proposed modifications to the draft AVLAAP with the intention of the revised AVLAAP returning to a future meeting of the Panel. It was reported that overall, there was considerable support for the AVLAAP and the benefits it could bring to Leeds and the city region as a whole.

Appendix A of the report included details of the representations received during the consultation process alongside consideration of the representation against matters such as plan soundness, legal compliance and changes sought to the plan where relevant. Schedule 1 contained site specific representations, Schedule 2 contained representations on general issues.

The Principal Planner, Forward Planning & Implementation, presented the report and dealt with a number of representations to the **Housing allocations** proposed within the AVLAAP in turn:

Skelton Gate (AV111 East HMCA, capacity 2619 dwellings) with two separate land owners within the development site. The views of "Templegate Developments" and 'Extra MSA' in respect of future use of their respective sites and housing number calculations were reported. A schedule setting out three options for consideration was included at para 3:25 for the Panel's consideration, with officers recommending option 3 which would provide 1801 dwellings – a reduction of proposed residential dwellings of 818

(Councillor Walshaw withdrew from the meeting for a short while at this point)

The Panel received assurance that officers were satisfied with the assessment provided by Templegate Developments in relation to their view of the amount of developable land and deliverable housing. Members were advised that the site required significant investment to support development and any future development proposals which suggested housing figures different to those agreed in the Plan would be assessed and dealt with through the planning application process.

In conclusion, the Panel broadly supported officers' preferred approach to amend the suggested site capacity to 1,801 dwellings as detailed in paragraph 3.26

Bridgewater Road (Site AV40, capacity 425). The submission seeking an increase in capacity to 600 dwellings from the site leaseholder, DB Schenker, was highlighted although it was noted that no supporting evidence had been supplied.

In conclusion, the Panel supported the officer recommendation to use the higher density multiplier and increase the housing capacity for this site to 546 dwellings as detailed in paragraph 3.33 of the report.

Former Tetley Brewery site (part of Site AV94, capacity 830). Representations received from Vastint, owner of the Brewery site suggesting that the site capacity could be significantly increased were reported. In response the officer recommendation was that the standard SHLAA density multiplier for the city centre of 350 dph be applied on that part of the site assumed for housing (4.4 ha out of the overall 11 hectare site). The Panel noted the proposed future uses of the overall site (HS2 station; city park) and the comment that this site could support high density housing.

In conclusion, the Panel broadly supported the officer proposal detailed in paragraph 3.39 of the report to amend the proposed capacity and increase the housing capacity on site by 810 to 1,635 dwellings.

The report also highlighted alternative sites for housing which had been submitted during the consultation. Although no new sites had been identified, Towngate – the owners of Haigh Park Road, Stourton (Site AV100) had submitted a further representation seeking consideration of the site as suitable for housing in the longer term (beyond 2028 and outside the period of the Core Strategy).

The report outlined the reasons the site had previously been rejected during the publication Draft of the AVLAAP due to concerns over the location of the site which contained two canal basins, lay within Flood Zone 3; was close to a strategic waste allocation and within an area of search for intermodal freight. Officers additionally reported that this site remained a flood risk area and would not be protected by Phase 1 the new Leeds Flood Alleviation Scheme.

The Panel supported officers' view detailed in paragraph 3.49 of the report, that the existing allocation of this site should be maintained and that the suggestion for a housing allocation should be rejected

The report also addressed the principle of one HMCA making up a shortfall of provision in another HMCA allocation, raised at Panel on 19<sup>th</sup> January 2016.

The Principal Planner, Forward Planning & Implementation, led discussion on the allocation of **Employment sites** within the AVLAAP. The Panel considered each submission in turn, along with the officer recommendation:

Former Skelton Grange Power Station - (Natural Resources and Waste Development Plan (NRWDP) Site 200 and AVLAAP site AV67 and AV68) – the submission from Harworth Estates was noted and the Panel supported the recommendation for the extension of the boundary of the “general employment allocation” of AV68 to the proposed revised boundary, as detailed in Plan 5 of Appendix B of the report

Skelton Grange Road East site (Site AV83) – the submission from the Canals & River Trust was noted and the Panel supported the officer recommendation to amend the boundary of the general employment allocation to AV83, in order to remove the overlap with NRWLP site 20 – as shown in Plan 6 of Appendix B to the report.

In addition, the Panel noted the submissions received from statutory consultees which raised a number of soundness and technical issues requiring further consideration. The submitted report summarised the representations, totalling approximately 116 separate points for consideration, from:

Historic England – broadly in support of the plan but with request to amend wording in respect of consideration of heritage assets. The Panel were informed that officers supported the changes suggested by Historic England.

Coal Authority – submitted objections in respect of land stability issues. The Panel noted that officers had created a new sustainability appraisal objective in response, which acknowledged the high risk coal areas which in turn would trigger the need for a site requirement in relation to the stability issue at relevant sites. As a result, it was felt that none of the proposed allocations needed to be removed from the Plan. If agreed, this change could also apply to the Site Allocations Plan

Highways England – submitted objections in respect of additional trips generated on the national highway network. The Panel noted that officers had provided further clarification in relation to the delivery of specific sites to Highways England. As a result, it was felt that none of the proposed allocations needed to be removed from the Plan.

Environment Agency – confirmed the AVLAAP and supporting evidence in the Flood Risk Sequential and Exceptions Test did not raise any soundness issues, however did submit an objection in reference to the draft flood maps which illustrated the likely changes to the flood zones post-implementation of the Leeds Flood Alleviation Scheme. Officers confirmed that the draft plans were not relied upon as evidence or justification for the proposed allocations and could therefore be removed

During the discussions, the Panel noted that approximately half of the submissions could be dealt with quickly in the manner proposed by officers.

### **RESOLVED**

- a) That the summary representations to the draft Aire Valley Leeds Area Action Plan consultation as set out in Schedules 1 and 2 in Appendix A of the submitted report be noted
- b) That, having considered the issues set out in Section 3 of the submitted report, the comments made during discussions be used as guidance to officers for the initial officer responses to the representations.

## **35 Date and Time of Next Meeting**

**RESOLVED** - To note the date and time of the next meeting as 5<sup>th</sup> April 2016 at 1.30pm.

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## STANDARDS AND CONDUCT COMMITTEE

FRIDAY, 4TH MARCH, 2016

**PRESENT:** Councillor E Nash in the Chair  
Councillors B Gettings, P Harrand, B Selby,  
C Townsley and B Urry

**APOLOGIES:** Councillor Ingham and Mr G Tollefson

**IN  
ATTENDANCE:** Councillor Hughes – Horsforth Town  
Council

### **1 Appeals against refusal of inspection of documents**

There were no appeals against refusals of inspection of documents.

### **2 Exempt Information - Possible exclusion of the press and public**

There were no resolutions to exclude the public.

### **3 Late items**

There were no late items submitted for consideration.

### **4 Declaration of Disclosable Pecuniary and Other Interests**

There were no declarations made.

### **5 Apologies for absence**

Apologies for absence were received from Councillor Ingham and Mr Tollefson (The Independent Person).

### **6 Minutes - 6th March 2015**

**RESOLVED** – That the minutes of the meeting held on 6<sup>th</sup> March 2015 be approved as a correct record subject to the reference to “Shadwell Town Council” being amended to “Shadwell Parish Council”

## **7 Annual Report of the Standards and Conduct Committee**

The Head of Governance Services presented an annual report relating to matters within the committee's terms of reference and which provided assurances in respect of the arrangements in place for standards and conduct matters.

By way of update the Head of Governance Services informed Members that since the agenda had been published a further complaint had been received in respect of a Leeds City Council member which had been dismissed at Stage 1.

In reviewing the matters set out in the report, consideration was given to the circumstances that might arise where a complaint concerning Disclosable Pecuniary Interests would be considered by the West Yorkshire Police. The committee emphasised the importance of Members keeping their register of interests up to date, and concluded that Members should be provided with a reminder, on a quarterly basis, to review the content of their Register of Interests.

The committee agreed that the annual report should be referred to full Council for consideration in order for full Council to receive assurances as to how the authority's duty to promote and maintain high standards of conduct (by Members and co-opted Members of the Council) is being discharged.

### **RESOLVED** – The Committee resolved

- (a) To receive and note the assurances provided in respect of the Council's arrangements for Standards and Conduct;
- (b) To refer the annual report on Standards and Conduct to full Council for consideration;
- (c) That no amendments, to either the Members' Code of Conduct or the procedures for considering complaints, are required at this time; and
- (d) That a reminder be sent to all Members to check their register of interests on a three monthly basis.

## OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 2ND MARCH, 2016

**PRESENT:** Councillor M Coulson in the Chair

Councillors A Blackburn, D Blackburn,  
A Carter, Mrs A Carter, J Jarosz, R Lewis  
and R Wood

### **38 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

### **39 Exempt Information - Possible Exclusion Of The Press And Public**

There was no exempt information

### **40 Late Items**

There were no late items. However, there was supplementary information which had been sent to all Members prior to the meeting. Minute no. 46 refers

### **41 Declaration Of Disclosable Pecuniary Interest**

No declarations of pecuniary interests were made.

### **42 Apologies For Absence**

Apologies for absence were received from Cllr. T Wilford.

### **43 Open Forum / Community Forum**

There were no members of the public present at the meeting. However the Co-optee to the Committee the Reverend Paul Ayres had asked to address the Community Committee on the resolution passed by the General Synod of the Church of England, of which the Rev. Ayres is a member.

The Rev. Ayres informed the Committee of the motion moved by the General Synod on 17<sup>th</sup> February 2016:

(a) welcome the extensive work already undertaken by the Church of England in partnership with others to evaluate the impact of benefits sanctioning and to identify and promote recommendations for the reform of sanctions policy and practice;

(b) call on Her Majesty's Government to implement the recommendations numbered 58-63 inclusive, made in December 2014 by the All Party Parliamentary Inquiry Report into Hunger in the UK Feeding Britain in respect of the use of sanctions upon benefit claimants;

(c) call on Her Majesty's Government to initiate a full independent review of the impact and efficacy of the sanctions and conditionality regime; and

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

(d) encourage every part of the Church of England to offer practical and pastoral support to those experiencing benefit sanctions, building on the Church's work with food banks, credit unions and debt advice.

The Rev. Ayres went on to inform the Committee of the debate that this had caused with people from all over the country giving both analytical evidence and stories of human hardship. Members of Synod are bishops, vicars and lay people from all walks of life, and have direct, first-hand experience on the ground in helping to deal with some of the impact of current policy.

The Community Committee discussed the following issues:

- Universal Credit
- Length of time claimants have to wait
- Assessments of disability claims
- Assistance for both council tenants and tenants in private rented
- Use of Credit Union and food vouchers
- Advice and assistance for those with mental health issues and education learning difficulties

Members requested a co-ordinated report from officers from Housing and Benefits to inform ward councillors how they can assist and take issues forward.

The Community Committee also requested that the Chief Officer (Welfare and Benefits) be invited to attend a future meeting.

#### **44 Minutes of 9th December 2015**

It was noted that an amendment be made to minute 37 should read Calverley Rotary Club.

**RESOLVED** – That the minutes of 9<sup>th</sup> December 2015 be approved as a correct record.

#### **45 Matters arising**

In relation to Minute 37 Cllr. Wood informed the Community Committee that he was receiving names for the 2016 Christmas lunch.

#### **46 Minutes of Environmental Sub Group meeting held on**

Members requested information on fly grazing to be reported back to the group before the next meeting of the Environmental Sub Group.

Members discussed issues in relation to gulley cleaning within the Outer West area.

Members were informed that the issue in relation to Dawson's Corner had now been addressed.

Officers to respond directly to Cllr. Lewis to update him on the issues at Crimbles Road garages.

**RESOLVED** – That the Community Committee noted the minutes of the Environmental Sub Group held on 4<sup>th</sup> February 2016.

#### **47 Outer West Community Committee Finance Report**

The report of the West North West Area Leader informed the Community Committee of the current position of the Wellbeing Fund, Small Grants and skips pot, Youth Activities Fund and the Wellbeing Capital budget.

The Committee was informed that for the Wellbeing Commissioning round for 2016/17, 30 applications had been received for revenue funding totalling £143,565. A full list of the applications was attached at Appendix 2 of the submitted report.

Members had agreed 24 projects listed in Table 4 of the submitted report to be considered by the Community Committee.

Members had attended a General Purposes meeting and reviewed all applications in detail.

Members updated the Committee on some projects that had been funded by the Committee including the Community Orchard.

Members also discussed 2 applications which had been submitted as Supplementary Information and circulated to Members prior to the meeting.

Members were informed that a report is due to go to the Executive Board to discuss the criteria of the Youth Activity Fund.

Members were informed that £1,000 would be available to Community Committees to commemorate World War 1 events.

Clarification on spend was provided to Members on a number of projects listed on Appendix 1 of the submitted report.

**RESOLVED** – The Committee:

- Noted the current budget position for the revenue Wellbeing Fund for 2015/16 Appendix 1 of the submitted report
- Noted the Small Grants and skips that have been approved since the last meeting at Table 1 of the submitted report
- Noted the current budget position for the Capital Wellbeing Fund for 2015/16

- Noted the current budget position for the Youth Activities Fund for 2015/16 and those projects approved since the last meeting at Table 2 of the submitted report.
- Noted the available Wellbeing budget and Youth Activities Fund for allocation in 2016/17
- Considered and approved the projects listed at Table 4 and 5 from the Wellbeing Budget allocation for 2016/17
- Members also considered and approved the projects listed at Appendix A and B of the submitted supplementary information

#### **48 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, Business, Employment and Skills and General Purposes.

Members were in agreement that the work of the West Neighbourhood Improvement Board needed to keep going forward.

Members were informed that the next themed meeting of the Community Committee would consist of a conversation dinner with local residents from across the Outer West area to discuss their aspirations for the area.

The Committee were informed that there had been an increase in the audience using social media particularly around vacancies and jobs. Members were encouraged to share details and promote the networks to their constituents.

Each of the Community Champions informed the Committee of the work that had been undertaken over the past Municipal year this included:

- Outer West dog fouling project
- Mobile teams to clean up the Outer West area
- Attendance at the Employment and Skills Board
- Engagement meeting at Robin Lane Surgery attended by all partners

**RESOLVED** – The Committee noted the report including the key outcomes from the sub groups.

#### **49 Dates, Times and Venues of Community Committee Meetings 2016/17**

The Report of the City Solicitor requested Members to give consideration to agreeing the proposed Community Committee meeting schedule for the 2016/2017 municipal year.

The proposed meeting schedule for 2016/17 was as follows:

- 15 June 2016 at 1pm
- 28 September 2016 at 6:30pm
- 21 December 2016 at 1pm
- 1 March 2017 at 6:30pm

The Committee had four meetings in the current 2015/16 Municipal year. The Committee met on Wednesday at 1pm for Business Meetings and 6:30pm for Business and Themed Meetings with the themed workshop follow the business meeting.

Members discussed the proposed date in December raising their concerns that due to the commitments of Ward Councillors during December the December meeting in 2015/16 Municipal year had to be rearranged to enable the meeting to be quorate. Members requested that another date be sought in January 2017.

Members were informed that a date for the Election of Chair had yet to be agreed.

**RESOLVED** - The Members considered the Committee's meeting schedule for the 2016/17 Municipal year as detailed at paragraph 6 of the submitted report the Members agreed the follow dates and times:

- 15 June 2016 at 1pm
- 28 September 2016 at 6:30pm
- 1 March 2017 at 6:30pm

Members requested that a date in January 2017 be sought for the third meeting of the Community Committee.

**50 AOB**

Members discussed the issue of litter within the Outer West area agreeing that the situation needs addressing.

Members were requested to email the Chair with specific areas that require the services of a litter picker.

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**Minutes of a meeting of the West Yorkshire Pension Fund Joint Advisory Group held on Thursday 28 January 2016 at West Yorkshire Pension Fund, Aldermanbury House, Bradford**

Commenced 1410

Concluded 1505

**PRESENT – Councillors**

<b><u>Bradford Members</u></b> Thornton (Ch) Lal	<b><u>Calderdale Members</u></b> Baines Lynn Metcalfe
<b><u>Kirklees Members</u></b> Mather Richards Sokal	<b><u>Leeds Members</u></b> Davey Dawson
<b><u>Wakefield Members</u></b> Speight	<b><u>Trade Union Representatives</u></b> L Bailey - Unison C Chard - GMB I Greenwood – Unison
<b><u>Scheme Members</u></b> W Robinson	

Apologies: Councillor Miller (Bradford); Councillor Jones (Wakefield) and Councillor Harrand (Leeds).

**Councillor Thornton in the Chair****17. DISCLOSURES OF INTEREST**

All those present who were members or beneficiaries of the West Yorkshire Pension Fund disclosed, in the interests of transparency, an interest in all relevant business under consideration.

**Action:** *Assistant City Solicitor*



18. **MINUTES**

**Resolved -**

**That the minutes of the meeting held on 23 July 2015 be signed as a correct record.**

19. **INSPECTION OF REPORTS AND BACKGROUND PAPERS**

There were no appeals submitted by the public to review decisions to restrict documents.

20. **REVISED ESTIMATES 2015/16 AND ESTIMATES 2016/17**

The report of the Director, West Yorkshire Pension Fund (**Document "L"**) presented the revised estimate for 2015/16 and the original estimate for 2016/17 for administration costs of the West Yorkshire Pension Fund (WYPF) and provided explanations for the revisions.

Members were advised that the cost of managing the fund was charged directly to the Pension Fund and not to local authorities' general fund accounts. The budgets proposed in the report were to deliver pension administration services to over 352,000 pension scheme members, 575 employers and investment management services for over £11 billion WYPF investment assets.

A significant increase reported for computer costs was questioned and Members were advised that the increase was as a result of a new accounting guide by Cipfa which had to be observed by all Local Government Pension Schemes. The guidance required those costs, previously recorded as investment expenditure now being classified as 'general management costs'. It was explained that the increase due to that reclassification was actually nearer to £1.4m but efficiencies made elsewhere had reduced the amount to the £1 million now recorded.

The increased employee costs contained in the estimates were questioned and it was explained that resources had been retained for vacancies held in the service should they be required. The increase to £8.2m in the 2016/17 estimate reflected the value of those vacancies and it was reiterated that the costs would be recharged to the organisations supported.

In response to discussions about the charges made for services Members were assured that further economies of scale were being delivered and that the fund will be providing administration for seven fire authorities from 1 April 2016. Following discussions about the number of staff employed it was explained that the staffing structure contained 120 employees and there were approximately 10 vacancies.

**Resolved –**

**It is recommended that the revised estimates for 2015/16 of £8,823,310 and original estimates for 2016/17 of £9,600,110 be approved.**

***ACTION: Director, West Yorkshire Pension Fund***

## 21. 2016 ACTUARIAL VALUATION

The report of the Director, West Yorkshire Pension Fund, (**Document "M"**), informed Members that the triennial actuarial valuation of the West Yorkshire Pension Fund (WYPF) would be prepared based on the situation at 31 March 2016 and the valuation would determine the level of employers' contributions from April 2017 onwards.

The Director, West Yorkshire Pension Fund, explained that a key message being sent to employers was to ensure that accurate and timely returns were provided as the figures in the next quarter would be the figure that was used by the actuary. Members agreed the benefits of ensuring employer contributions remained stable.

**Resolved –**

**That the report be noted.**

***ACTION: Director, West Yorkshire Pension Fund***

## 22. DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG) CONSULTATION: REVOKING AND REPLACING THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) (MANAGEMENT AND INVESTMENT OF FUNDS) REGULATIONS 2009

The report of the Director, West Yorkshire Pension Fund, (**Document "N"**), advised Members of the Department for Communities and Local Government (DCLG) consultation on revoking and replacing the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009.

It was reported that the new regulations, in summary, would make the following three changes:-

- The introduction of an Investment Strategy and the removal of the prudential limits.
- The requirement for funds to pool their assets.
- The power for the Secretary of State to intervene where an Investment Strategy was deemed not acceptable; a fund did not make satisfactory pooling arrangements, or did not make suitable arrangements to make investments determined by the Secretary of State. Only infrastructure investments were specifically mentioned in the consultation.

A summary of the draft regulations was appended to Document "N". In response to discussions about the power for the Secretary of State to intervene where an Investment Strategy was not deemed to be acceptable was discussed. It was explained that the circumstances when the Secretary of State could intervene were not clearly defined in the consultation documents which had been issued. In response to questions about what the intervention could provide which the current control systems could not it was reiterated that the intervention may be used to ensure pooling arrangements were made, and investment in infrastructure assets.

A strong view that the WYPF should be left to make its own decisions about its funds and that intervention by the Secretary of State was not believed to be an improvement to the current regulations was expressed.

Members agreed that intervention to deal with incompetence was good practice; however, it was stressed that the fund did not have a record of irresponsible investments; it invested prudently and did take account of the needs of the local economy. It was felt that the

proposals were too broad; intervention could occur under any circumstances and that other legislation and the National Scheme Advisory Board were already available to deal with unacceptable investment strategies.

Members requested that their strong views, expressed at the meeting, be conveyed in the consultation response. It was further suggested that the WYPF should be used as an exemplar to others.

It was confirmed to Members that similar views about the consultation had been made at the Investment Advisory Panel which had taken place earlier in the day.

**Resolved –**

- (1) **That the draft regulations, and a view that those draft regulations do not cause any concerns on the matters pertaining directly to investments, be noted.**
- (2) **That the views of Members expressed during the meeting be included in the response to the Department for Communities and Local Government (DCLG) consultation on revoking and replacing the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009.**

***ACTION: Director, West Yorkshire Pension Fund***

**23. INVESTMENT REFORM CRITERIA AND GUIDANCE – INVESTMENT POOLING**

The Director, West Yorkshire Pension Fund, presented a report (**Document “O”**) which advised Members of the Government’s intention to work with Local Government Pension Schemes (LGPS) administering authorities to ensure that they pooled investments to significantly reduce costs while maintaining overall investment performance.

Members were informed that West Yorkshire Pension Fund (WYPF) had held initial discussions with a group of principally Northern based funds, and had publicly indicated that it was working with Greater Manchester, Merseyside and Durham Pension Funds, although other funds may join the group before the 19 February deadline. A more comprehensive proposal must be drawn up for submission to the Government by 15 July 2016. That submission would be assessed against the criteria in the guidance document. The Chancellor had announced that the pools should take the form of up to six British Wealth Funds, each with assets of at least £25bn, which would be able to invest in infrastructure and drive local growth.

A Member suggested that the WYPF submission should state that as the lowest cost fund it should be exempt from the proposals. It was acknowledged, however, that an exemption would be unlikely to be approved.

In response to questions about the effect on future valuations of the fund it was explained that liability would remain with individual funds as only their assets would be pooled.

It was explained that as part of the proposals Local Authorities should explain how they might develop or acquire the capacity and capability to assess infrastructure projects, and reduce costs by managing any subsequent investments directly through the pool(s), rather than existing fund, or “fund of funds” arrangements. The ability to provide cost savings was questioned, and Members were advised that for many funds cost savings would be straightforward, but problems could arise as WYPF was already the lowest cost

provider. There may be opportunities to negotiate a more favourable fee structure or profit arrangements and assumptions would have to be made about the value pools. It was felt that there should be a national infrastructure arrangement so that funds were not competing with other local authorities. It was believed that the response to the consultation would be common from all authorities in the proposed pool, and that the Local Government Association was assisting with those responses by coordinating meetings with DCLG and Treasury.

Whilst the principle of growing the economy was supported concerns were expressed about powers being made to dictate the investments made by funds. Reassurance was sought that the fund would not be vulnerable and unable to pay its members. It was explained that the vulnerability was the rationale for working with other funds, to ensure the liabilities of the fund could be met.

#### **Resolved –**

**That Members note the content of the reform proposals and approve the continued development of pooling arrangements outlined in Document “O”, which will be subject to further reports to the Investment Advisory Group (IAP) between now and the deadline of 15 July, and which will probably require an additional IAP meeting ahead of the deadline.**

***ACTION: Director, West Yorkshire Pension Fund***

#### **24. DEVELOPMENTS WITHIN THE WEST YORKSHIRE PENSION FUND**

The report of the Director, West Yorkshire Pension Fund (**Document “P”**) set out developments within the Fund in the last year covering changes in employers, membership, performance and benchmarking, employer and customer service surveys, internal dispute resolution procedure cases and external business.

Appended to the report were fund statistics including communication initiatives and results from employer and customer service surveys, including a sample of responses. A summary of internal dispute resolution procedures cases, also appended, revealed a reduction in the cases upheld. It was felt that the reduction in upheld cases indicated that employers were improving their procedures.

#### **Resolved -**

**That the report be noted.**

***ACTION: Director, West Yorkshire Pension Fund***

#### **25. GOVERNANCE COMPLIANCE STATEMENT**

The Director, West Yorkshire Pension Fund, submitted **Document “Q”** which reported that, in accordance with the requirements of the Local Government Pension Scheme Regulations 2013 (Regulation 55), WYPF was required to produce a Governance Compliance Statement.

The Governance Compliance Statement, appended to Document “Q”, had been updated to include reference to the establishment of West Yorkshire Pension Fund Pension Board in 2015.

The membership of the West Yorkshire Pension Fund Local Pension Board was queried and it was agreed that a list of members would be circulated following the meeting.

**Resolved -**

**That the updated Governance Compliance Statement, contained in Document “Q”, be approved.**

***ACTION: Director, West Yorkshire Pension Fund***

## 26. REPORTING BREACHES OF LAW

The report of the Director, West Yorkshire Pension Fund, (**Document “R”**), informed Members that, in accordance with the Pensions Act, from April 2015, all Public Service Pension Schemes came under the remit of the Pensions Regulator.

Section 70 of the Pensions Act 2004 (the Act) imposed a requirement to report a matter to The Pensions Regulator as soon as was reasonably practicable where that person had reasonable cause to believe that:

- (a) a legal duty relating to the administration of the scheme had not been or was not being complied with, and
- (b) the failure to comply was likely to be of material significance to The Pensions Regulator in the exercise of any of its functions.

Document “R” revealed that two entries had been made on the breaches register since April 2015. Details of those breaches were reported at the meeting and contained on the Breaches Register appended to the report. Members were advised that the breaches were not of material significance and steps were in place to mitigate their recurrence.

It was explained that the Register of Breaches (reported or otherwise) would be provided to each Joint Advisory Group meeting and shared with the West Yorkshire Pension Fund Board.

**Resolved –**

- (1) That WYPF’s Breaches Procedure, contained in Appendix 1 to Document “R” be approved.**
- (2) That both entries made on the Breaches Register since April 2015 be noted.**

***ACTION: Director, West Yorkshire Pension Fund***

## 27. ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVC) PROVIDER REVIEW

At the Joint Advisory Group meeting in July 2015 a question was raised in respect of the charges being paid by Prudential AVC contributors.

The report of the Director, West Yorkshire Pension Fund, (**Document “S”**) provided an update on a meeting held with Prudential about their charges, the service provided and performance.

28 January 2016

It was explained that at the meeting the current pricing structure and how that compared to private sector schemes was discussed. An explanation as to the pricing structure was provided and a summary of what was included in the pricing for AVC facilities was appended to Document "S". It was reported that the company had taken on board the comments made at the meeting and a revised pricing structure was awaited. An update would be provided at the next meeting.

Progress on the issue was welcomed and the imperative to receive value for money when AVCs were procured for all WYPF members was stressed. Concerns that the company had been complacent were raised and the requirement to ensure value for money was reiterated.

Members were advised of work being undertaken on a framework for national tender arrangements for the provision of AVCs and assured that pressure would be applied on Prudential ahead of the outcome of the national framework arrangements.

**Resolved –**

**That Document "S" be noted and the Director, West Yorkshire Pension Fund, be requested to present a further report to the next meeting as part of the annual AVC review once Prudential have reviewed their pricing structure.**

***ACTION: Director, West Yorkshire Pension Fund***

## **28. SHARED SERVICE PARTNERSHIP WITH LINCOLNSHIRE PENSION FUND**

West Yorkshire Pension Fund's (WYPF) shared service partnership to provide a pensions administration service for Lincolnshire Pension Fund (LPF) commenced from 1 April 2015.

The report of the Director, West Yorkshire Pension Fund, (**Document "T"**), provided an update on the partnership. Members were reminded that WYPF provided a full administration service to LPF for both the LGPS and Fire Fighters' Pension Scheme. That service included pensioner payroll, all member and scheme level events, reporting to statutory bodies, and provision of data to external bodies such as actuaries, and Lincolnshire County Council (LCC) Resources Directorate for the production of the scheme accounts.

An administration update revealed that by 30 November 2015, the date specified by the Pensions Regulator, WYPF had sent Annual Benefit Statements to 96% of Lincolnshire Pension Fund members. The balance required additional information from employers before the annual benefit statements could be sent out. It was reported that monthly contribution returns were being received from LPF Employers except for one notable absence – LCC. This was causing some concern and was creating a backlog of work. This was being regularly chased up with LPF who were doing all they could to resolve the issue.

It was reported that WYPF had been recruiting to a staff vacancy in the Lincoln office. The post was advertised both in Bradford and Lincoln and after a recruitment exercise the vacancy had been filled by a WYPF staff member who was looking to relocate to Lincoln. She had considerable pensions experience and it was felt would be a good asset to the Lincoln team.

Membership numbers for LPF were provided. It was confirmed that membership continued to grow and costs per member were reducing.

**Resolved –**

**That the report be noted.**

***ACTION: Director, West Yorkshire Pension Fund***

**29. PENSION ADMINISTRATION STRATEGY AND COMMUNICATIONS POLICY 2016/17**

The report of the Director, West Yorkshire Pension Fund, (**Document “U”**) advised Members that, as part of the Local Government Pension Scheme (LGPS) Regulations 2013, West Yorkshire Pension Fund (WYPF) prepared a written statement of the authority’s policies in relation to such matters as it considered appropriate in relation to procedures for liaison and communication with scheme employers and the levels of performance which the employers and WYPF were expected to achieve.

The Pensions Administration Strategy and Communications Policy were produced last year and approved by the Joint Advisory Group (JAG). It was confirmed that the policies would be brought before JAG each year to review and approve, particularly if there were any new regulations and revisions to working practices following those regulations.

**Resolved –**

**That the Pension Administration Strategy and the Communications Policy 2016/17, contained in Document “U” be approved.**

***ACTION: Director, West Yorkshire Pension Fund***

**30. TRAINING, CONFERENCES AND SEMINARS**

Members were assured that the training of Joint Advisory Group Members to understand their responsibilities and the issues they would be dealing with was a high priority.

The Director, West Yorkshire Pension Fund submitted a report, (**Document “V”**), which informed Members of training courses, conferences and seminars which may assist them. Full details of each event were available at the meeting.

Members were requested to give consideration to attending the training courses, conferences and seminars set out in Document “V”.

**No resolution was passed on this item.**

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Chair

**Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.**

minutes\WYPFjag28Jan16

THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



## LEEDS CITY REGION BUSINESS RATES JOINT COMMITTEE

THURSDAY, 28TH JANUARY, 2016

**Present:** Councillor D Green (City of Bradford MDC) (Chair),  
Councillor D Sheard (Kirklees MC), Councillor R Cooper (Harrogate BC),  
Councillor P Box (Wakefield MDC) Councillor J Blake (Leeds City Council)  
and Councillor C Steward (City of York Council)

**In Attendance:** J Roney (WMDC) N Avison (HBC) S Stewart (CYC)  
T Riordan (LCC), A Gay (LCC), J Grieve (LCC)

### 10 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

### 11 Late Items

There were no late items of business

### 12 Exclusion of the 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:-

Report entitled “Leeds City Region Business Rates Pool – Progress Report” as referred to in Minute No.18 was designated as exempt under Access to Information Procedure Rule 10.4(3) because it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered in these circumstances that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information

### 13 Apologies for Absence

There were no apologies for absence.

### 14 Declarations of Interest

There were no declarations of Disclosable Pecuniary Interests made at the meeting.

### 15 Minutes of the Previous Meeting

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

**RESOLVED** – That the minutes of the previous meeting held on 20<sup>th</sup> November 2015 were approved as a true and correct record.

**16 Matters Arising from the Minutes**

There were no issues raised under matters arising

**17 Representation on the Welcome to Yorkshire Board**

In seeking a nomination from this Joint Committee to serve on the Welcome to Yorkshire Board, the Chair reported that Councillor Richard Cooper had expressed an interest in serving on the Board.

Councillor Cooper's nomination was seconded.

**RESOLVED** – That Councillor Richard Cooper be appointed as this Committee's representative on the Welcome to Yorkshire Board

**18 Leeds City Region Business Rates Pool Progress Report**

(Following the recent appointed of Councillor Cooper onto the Welcome to Yorkshire Board, Councillor Cooper declared an interest in respect of the proposed funding to Welcome to Yorkshire)

The Deputy Chief Executive of Leeds City Council submitted a report which provided: an updated projection for Pool income in 2015-16 from £3.6m to £4.1m, supplied a brief update on the implications for the Pool on the 2016 -17 Local Government Finance Settlement, and provided specific proposals around the funding of Welcome to Yorkshire in 2015/16 and 2016/17

In the discussion that ensued, the Chair referred to the local government, Business Rates Pools and the possibility of them ceasing to exist beyond 2019/20. It was suggested that there needed to be an understanding of the new system of 100% business rate retention and to identify potential risk in view of the volatility of business rates.

**RESOLVED** –

- (i) To approve the release of the final instalment of grant to Welcome to Yorkshire in 2015/16
- (ii) That subject to ongoing monitoring, approval be given to the provision of funding to Welcome to Yorkshire for 2016-17 of up to £200k for Members' subscriptions and £630k for specific activities

- (iii) That in consultation with Welcome to Yorkshire, a Joint press release be made which would include an acknowledgment of the contribution made by sponsors
- (iv) That Ron McMillan, Chair of Welcome to Yorkshire be invited to a future meeting of this Joint Committee
- (v) To note the revised income projections for the Pool as set out in section 3 of the submitted report,
- (vi) To note the implications for Pool Members of the 2016 -17 Provisional Local Government Finance Settlement as set out in section 4 of the submitted report.
- (vii) That the Deputy Chief Executive of Leeds City Council be requested to prepare a report for a future meeting of this Joint Committee which provides an understanding of the new system of 100% business rate retention and identifies potential risk

## **19 Any Other Business**

There were no issues raised under any other business

## **20 Date and Time of the Next Meeting**

**RESOLVED** – To note that a date, time and venue for the next meeting of the Joint Committee will be determined at a later date.

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## West Yorkshire Police and Crime Panel

### Draft Minutes

6 February 2016, Wakefield Town Hall

<b>PRESENT:</b>	Councillor Alison Lowe (Chair)	- Leeds City Council
	Councillor Michael Walls	- Bradford Council
	Councillor Steve Pullen	- Bradford Council
	Councillor Geraldine Carter	- Calderdale Council
	Councillor Ann Martin	- Calderdale Council
	Councillor Masood Ahmed	- Kirklees MBC
	Councillor Mohammed Iqbal	- Leeds City Council
	Councillor Amanda Carter	- Leeds City Council
	Councillor Kevin Barker	- City of Wakefield MDC
	Councillor Alan Wassell	- City of Wakefield MDC
	Mr Roger Grasby	- Independent
	Mrs Jo Sykes	- Independent
<b>IN ATTENDANCE:</b>	Emma Duckett	- City of Wakefield MDC
	Samantha Wilkinson	- City of Wakefield MDC
	Sharon Fraser	- City of Wakefield MDC
	Stuart McKinnon-Evans	- Bradford Council

#### 1. Apologies for Absence

- 1.1 The Chair of the Panel noted apologies from Councillor Hassan Khan (Bradford).

#### 2. Minutes of the Meeting held on 11<sup>th</sup> December 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 and 6 along with; John Robbins - Temporary Deputy Chief Constable, Mark Reeves - Director of Finance at West Yorkshire Police, Katherine Johnson - Treasurer at the OPCC and Kelly Laycock – Partnerships Manager at the OPCC.***

## **5. The Precept Proposal for 2016/17**

- 5.1 The Commissioner presented a report to the Panel on his proposed precept for 2016/17.
- 5.2 The Panel asked the Commissioner a series of questions which related to his precept proposal, the budget assumptions which underpinned it and his future financial plans.
- 5.3 The questions covered:
- The rationale for recruiting additional police officers.
  - The Force's ability to recruit and train the high numbers of police officers and the need to ensure that the workforce reflects the diversity of West Yorkshire.
  - Deployment of the newly recruited police officers.
  - The prudence of forecasting a deficit in predicted budgets beyond 2017 at the same time as increasing recruitment.
  - The need to increase the precept at all if there is an underspend for 2015/16.
  - The Force's ambitions to recoup as much as possible from the top-sliced funding schemes.
  - Clarity on the reserves position and how this compares to other forces.
  - The cost of the Office of the Police and Crime Commissioner and how this compares to previous years.

## **6. Panel Response to the Precept Proposal**

### **6.1 RESOLVED**

The Panel, through its discussion with the Commissioner on 5<sup>th</sup> February 16, agreed to endorse the proposal to increase the Council Tax by 3.6% or £5 on a band D property on the basis that the Police and Crime Commissioner would:

1. Recruit 300 new Police Officers and provide regular updates to the Panel on the progress of this recruitment.

2. Protect PCSO numbers at their current level at 2015/16 (565).
3. With nearly 90% of the budget going on pay, the shape and deployment of the workforce is key to VFM. The Panel has been provided with the high level workforce strategy. The Commissioner should provide further detail on the work force plans and how this resource will be deployed, managed and developed to give both value for money and best outcomes to the people of West Yorkshire.
4. Provide oversight of the BME Action and Evaluation Plan along with regular updates as to its implementation and progress so that the West Yorkshire Force reflects the diversity of West Yorkshire.
5. Provide more information on the details of the plans to manage the potential deficit from 2017/18 onwards and that detail of these plans and any material exceptions be reported in a timely way with suitable contingencies in place.
6. Ensure that information relating to commissioned services is transparent and provided to Panel in order that they can be reassured that the people of West Yorkshire are receiving the right services at the right cost.

**7. Any Other Business**

- 7.1 Members noted that a complaint had been received against the Police and Crime Panel and officers were preparing information requested by the Local Government's Ombudsman.
- 7.2 Councillor G Carter volunteered attend the LGA's conference on 14 March 16 with a Police and Crime Panel Officer. Councillor Masood Ahmed and Mrs Jo Sykes also expressed a wish to attend.

**8. Date and Time of Next Meeting**

- 8.1 Meeting to be held at 10am on Friday, 11<sup>th</sup> March 2016 at Halifax Town Hall.

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# Minutes

## Full Authority

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Date: 19 February 2016

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, Dunbar, Fear, P Grahame, R Grahame, Harrand, Holmes, M Hussain, T Hussain, Maqsood, Renshaw, Shaw, Smith, Tait, Taylor, Townsley and Wallis

In Attendance: None

Apologies: Councillors Caffrey and McKenna

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## 62 Chair's announcements

### Deputy Chief Fire Officer and Director of Service Delivery

The Chair welcomed Dave Walton to his new role as Deputy Chief Fire Officer and Director of Service Delivery and formally acknowledged the change to the Principal Officer structure which now comprised three operational Principal Officers.

## 63 Urgent items

None.

## 64 Admission of the public

The meeting determined that there were no items which required the exclusion of the public and press.

## 65 Declarations of interest

There were no declarations of disclosable pecuniary interest in any matter under discussion at the meeting.

## **66 Minutes of the last meeting**

### **RESOLVED**

That the Minutes of the Authority at a meeting held on 18 December 2015 be signed by the Chair as a correct record.

## **67 Minutes of the Executive Committee**

### **RESOLVED**

That the Minutes of the Executive Committee at a meeting held on 5 January 2016 be received.

## **68 Minutes of the Community Safety Committee**

### **RESOLVED**

That the Minutes of the Community Safety Committee at a meeting held on 22 January 2016 be received.

## **69 Minutes of the Finance and Resources Committee**

### **RESOLVED**

That the Minutes of the Finance and Resources Committee at a meeting held on 29 January 2016 be received.

## **70 Minutes of the Audit Committee**

### **RESOLVED**

That the Minutes of the Audit Committee at a meeting held on 5 February 2016 be received.

## **71 Minutes of the West Yorkshire Police and Crime Commissioner's Partnership Executive Group**

The Minutes, marked as not yet available on the agenda, had been circulated in advance of the Full Authority meeting.

### **RESOLVED**

That the Minutes of the West Yorkshire Police and Crime Commissioner's Partnership Executive Group, at a meeting held on 4 December 2015 be noted.

## **72 Minutes of the Local Government Association**

### **RESOLVED**

That the Minutes of the Fire Services Management Committee at a meeting held on 11 December 2015 be noted.

### **73 Programme of Meetings 2016 – 17**

The Chief Legal and Governance Officer submitted a report which set out the proposed programme of meetings for 2016 – 17 including dates for the Local Pension Board which had been formally constituted with effect from 1 April 2015.

#### **RESOLVED**

That the programme of meetings for 2016 – 17 be approved as detailed at Annex A to these Minutes.

### **74 Performance Management report**

Consideration was given to a report of the Chief Legal and Governance Officer which advised of the Authority's cumulative performance for 2015 – 16 against key performance indicators.

The following specific areas were the subject of specific questioning by Members;

- end of year projections and overall downward trend in incident numbers
- Boxing Day flooding incidents and response, including the role of military personnel and excellent partnership collaboration on the ground
- role of the West Yorkshire Local Resilience Forum on the issue of flood defences
- Drummonds Mill fire and community debrief session
- attacks on firefighters and charging of individuals responsible
- Home fire safety checks and the travelling community

Members were given a brief update on the recent flooding incidents across the county and advised that this Brigade had also responded in other affected Brigade areas. Members would be provided with a full report once all the formal debriefings had been completed.

#### **RESOLVED**

That the report be noted.

### **75 Pay Policy Statement 2016 – 17**

In accordance with the provisions of the Localism Act 2011, Members considered a report of the Chief Employment Services Officer which sought approval for the Authority's Pay Policy 2016 – 17.

#### **RESOLVED**

That the Pay Policy Statement 2016 – 17 be approved.

### **76 Service Plan Action Plan update 2015 – 16**

The Chief Legal and Governance Officer submitted a report which updated Members of the progress on the Service Plan Action Plan 2015 – 16.

Members commented on the following;

- work-life balance and wellbeing survey
- memorandum of understanding with Environment Agency

## **RESOLVED**

- a) That progress on the Service Plan Action Plan 2015 – 16 be noted; and
- b) That a copy of the Memorandum of Understanding with the Environment Agency be circulated to Members for information.

## **77 Service Plan Action Plan 2016 – 17**

Members considered a report of the Chief Legal and Governance Officer which sought approval for the publication of the Service Plan Action Plan 2016 – 17 which detailed the actions to be taken during the course of the year in support of the Authority's Service Plan 2015 - 20.

## **RESOLVED**

That approval be given to the publication of the Service Plan Action Plan 2016 – 17.

## **78 Emergency Services Mobile Communications Programme (ESMCP) – update**

Consideration was given to a report of the Director of Service Support which advised of progress made with the Emergency Services Mobile Communications Programme (ESMCP) and which sought formal approval for participation in the Programme by West Yorkshire Fire and Rescue Authority.

The current timetable indicated that the Yorkshire and Humber region would move onto the new network (replacing the current Airwave) in 2018 for which a great deal of planning had to be undertaken in advance. As part of the preparation for transition, the Fire Resilience Directorate (FRD) had provided Chief Fire Officers with more detailed information including indicative costs and a formal "sign up" statement.

It was reported that significant government grant funding would be made available for transition costs subsequent upon fire authorities making formal commitments to sign up to the project. Whilst it remained uncertain, indications showed that there could be ongoing annual savings to this Authority of ca. £10k when compared with current costs. Members were advised that there would also be some degree of control over future costs of the system with regard to local equipment refresh cycles and usage fees.

## **RESOLVED**

That formal commitment be given by the West Yorkshire Fire and Rescue Authority to the Emergency Services Mobile Communications Programme subject to the appropriate funding being provided by Government.

## **79 Treasury Management Strategy 2016 – 17**

The Chief Finance and Procurement Officer submitted a report which sought approval for the Treasury Management Strategy 2016 – 17.

## **RESOLVED**

- a) That the investment strategy outlined in section 2.3 and Annex A to the report be approved;
- b) That approval be given to the borrowing strategy outlined in section 2.4 of the report;
- c) That the policy for provision of repayment of debt outlined in Annex C of the report be approved; and
- d) That the treasury management indicators at Annex D to the report be approved.

## **80 Draft Capital Investment Plan, Draft Revenue Budget and Medium Term Financial Plan**

Members considered a report of the Chief Finance and Procurement Officer which presented detail of the proposed revenue budget for 2016 – 17 together with the four-year medium term financial plan and capital programme. The report also included detail of the draft Local Government Finance Settlement 2016 – 17 and a Positive Assurance Statement in respect of the robustness of budget estimates and the adequacy of reserves and balances as required by the Local Government Act 2003.

The report covered the following main issues;

- capital plan totalling £32.191m over five years (£11.87m in 2016 – 17 with no capital grants during the year – to be funded through capital receipts and borrowing)
- prudential indicators which demonstrated the capital plan was affordable and sustainable
- a standstill budget of £84.151m
- revenue balances anticipated to be ca. £21.5m by 31.3.16 (proportion of which to be used to support the medium-term financial plan eg. £2m in 2017 – 18, £2m the following year and £0.5m in 2019 - 20)
- the provisional Local Government Finance Settlement showing total income of £43.13m – a reduction of £2.67m from 2015 – 16
- details of the council tax base of the five West Yorkshire District Councils (increase of 2.09%), and
- options for the 2016 – 17 precept (freezing or rise of 1.99%)

Councillor Hughes proposed that the precept be increased by 1.99% in 2016 – 17. The proposal was seconded by Councillor Smith.

Councillor Harrand moved an amendment to the proposal. The proposal was seconded by Councillor Holmes and recommended a precept freeze.

A recorded vote on the amendment was requested by Councillor Harrand when the following results were recorded;

Councillors C Anderson, P Harrand, L Holmes, M Shaw and A Taylor voted in favour of the amendment.

Councillors T Austin, C Burke, R Dunbar, D Fear, P Grahame, R Grahame, J Hughes, M Hussain, T Hussain, K Maqsood, K Renshaw, B Smith, A Tait, Townsley and Wallis voted against the amendment.

The amendment was declared lost.

A recorded vote on the substantive proposal was requested by Councillor Hughes when the following results were recorded;

Councillors T Austin, C Burke, R Dunbar, D Fear, P Grahame, R Grahame, J Hughes, M Hussain, T Hussain, K Maqsood, K Renshaw, B Smith, A Tait, C Townsley and A Wallis voted in favour of the substantive motion.

Councillors C Anderson, P Harrand, L Holmes, M Shaw and A Taylor abstained from the vote.

It was, therefore,

## RESOLVED

- a) That approval be given to the Prudential Indicators in respect of;
1. the capital financing requirement as set out in paragraph 3.2
  2. the level of External Debt also set out in paragraph 3.2
  3. the Authorised limit for external debt as set out in paragraph 3.4.1
  4. the Operational boundary for external debt also set out in paragraph 3.4.1
- b) That, having considered the recommendations of the Chief Fire Officer / Chief Executive and the Chief Finance and Procurement Officer on service delivery and related budget requirements and, having taken account of the views of the consultees and, acting in accordance with the requirements of the Local Government Finance Act 1992 (as amended (“the Act”) and, having approved a capital expenditure programme for the financial year 2016 – 17 of £11.874m and, having calculated its basic amount of council tax for the year by dividing its council tax requirement by its council tax bases, (which the Authority notes have been determined by the District Councils), the figures be as follows for the financial year 2016 – 17;

<b>Tax Base</b>	<b>2016 / 2017</b>
Bradford	133,505.00
Calderdale	59,212.15
Kirklees	113,388.90
Leeds	218,267.10
Wakefield	93,644.00

- c) The Authority calculates its council tax requirements under Sections 40 to 47 of the Act for the financial year 2016 / 2017 as the aggregate of the following;
1. The Authority calculates the aggregate of (A) as set out in Annex C.
    - £81,862,000      The expenditure the Authority estimates it will incur in the year in performing its functions and will charge to the revenue accounts for the year in accordance with proper practices
    - £0      The allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to the revenue account for the year in accordance with proper practice
    - £0      The financial reserves which the Authority estimates it will be appropriate to raise in year for meeting estimated future expenditure
    - £0      Financial reserves as are sufficient to meet so much of the amount estimated by the Authority to be a revenue account deficit for any earlier financial year as has not been provided for

2. The Authority calculates the aggregate of (B) as set out in Annex C

- £43,525,217                      The income which it estimates that will accrued to it in the year and which it will credit to a revenue account for the year in accordance with proper practices other than income which it estimates will accrue to it in respect of any precept issued by it to be
- £102,920                              The amount of financial reserves which the Authority estimates that it will use in order to provide for the items mentioned

3. Council Tax Requirement

- £36,899,963                      The aggregate calculated under subsection 42a(2) (aggregate of A) of the Act exceeds the amount calculated under subsection 42s(3) (aggregate of B) which is calculated to be the council tax requirement for the year

4. Basic amount of council tax

- £ 59.71                              The Authority calculates its basic amount of council tax by dividing the council tax requirement by the council tax base. The council tax requirement is £36,899,963 and the council tax base is £618,017.15 which is equal to £59.71 at Band D. This calculation meets the requirement under S42B of the Act.

d) The Authority calculates the Council Tax sums pursuant to Section 47 of the Act as follows;

Band A	39.80
Band B	46.44
Band C	53.07
Band D	59.71
Band E	72.98
Band F	86.24
Band G	99.51
Band H	119.41

e) The Authority calculates the resultant precept amounts payable by each constituent District Council pursuant to Section 48 of the Act as follows;

Bradford	£ 7,971,186
Calderdale	£ 3,535,381
Kirklees	£ 6,770,114

Leeds	£13,032,078
Wakefield	£ 5,591,204
	£36,899,963

- f) That the precept for each constituent District Council, as calculated and set out above, be issues to them pursuant to Section 40 of the Act; and
- g) That the Authority accepts the offer of a four-year financial settlement, as set out in the Local Government Finance Settlement on 9 February 2016, in principle and directs the Chief Finance and Procurement Officer to submit the required efficiency plans and other documentation to the Home Office as required.

## 81 Emergency First Responding scheme - update

Members received a report of the Deputy Chief Fire Officer and Director of Service Delivery which updated them on the progress of the Emergency First Responding Pilot scheme being provided on behalf of the Yorkshire Ambulance Service to assist them in their response to the most serious life-threatening medical emergencies.

The national pilot will end June 2016. Members were advised that, due to the delay in agreeing a start date, the pilot would be extended locally beyond this date with a further update being provided to the June and Septembers Authority meetings. It was noted that the Fire Brigades' Union (FBU) may withdraw support for the West Yorkshire pilot on conclusion of the national pilot.

It was reported that the pilot, staffed by trained firefighter volunteers, was due to go live at the following on-call stations;

- 23 February 2016 Skelmanthorpe
- 7 March 2016 Ilkley
- 21 March 2016 Featherstone

Members were reminded that the agreement with the Yorkshire Ambulance Service enabled the Authority to recover all costs with the exception of training costs and normal employee insurance premiums (by existing liability cover). The pilot would be closely monitored and reported back to Members in September 2016. The scheme did not impact on the level of fire cover in terms of emergency response

### RESOLVED

That the report be noted.

Chair



## PROGRAMME OF MEETINGS 2016 / 2017

<b>FRIDAY 10.30AM</b> <b>HUMAN RESOURCES COMMITTEE</b>	<b>FRIDAY 11.30AM</b> <b>LOCAL PENSION BOARD</b>	<b>FRIDAY 10.30AM</b> <b>FINANCE &amp; RESOURCES COMMITTEE</b>	<b>FRIDAY 10.30 AM</b> <b>AUDIT COMMITTEE</b>	<b>FRIDAY 10.30AM</b> <b>COMMUNITY SAFETY COMMITTEE</b>	<b>FRIDAY 10.30AM</b> <b>AUTHORITY</b>
8 July 2016	8 July 2016	15 July 2016	29 July 2016	22 July 2016	23 September 2016
7 October 2016	-	14 October 2016	28 October 2016	21 October 2016	16 December 2016
13 January 2017	13 January 2017	27 January 2017	3 February 2017	20 January 2017	17 February 2017
31 March 2017	-	21 April 2017	28 April 2017	7 April 2017	30 June 2017 (AGM)

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Report author: Mariana Pexton  
Tel: 0113 247 4043

## Report of Chief Executive

## Report to Full Council

Date: 23<sup>rd</sup> March 2016

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 February.

## Recommendations

3. Members are asked to consider the content of this paper and 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 February.

## **2. Background information**

- 2.1 Following cross party agreement this is the fifth 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 announcements have been made elsewhere of deals agreed with central Government prior to the March 2016 budget by Greater Manchester, Sheffield City Region, the North East, Teeside, Liverpool and West Midlands. The WYCA has been working with other partner authorities to draw up proposals for a further devolution deal to the one agreed in March 2015. A proposal has been submitted to the Treasury and negotiations continue regarding the freedoms and flexibilities of a possible deal.

### **Main Issues**

- 2.3 As well as devolution, the following items were discussed at the Combined Authority meeting on the 4<sup>th</sup> February 2016.

#### **2.3.1 Business Flood Recovery Fund**

The meeting supported establishing a Business Flood Recovery Fund, to be used to support businesses in the process of returning to their pre-flood level of operation.

WYCA approved £3.6 million from the 2016/17 Growth Deal in addition to £1.4 million recommended by the CA's Investment Committee for the fund to help SMEs across Leeds City Region.

The fund is now open to businesses in the region, with grants of between £5000 and £100,000. Funding will be aimed specifically at supporting businesses with critical capital investment requirements.

#### **2.3.2 Growth Deal Approvals**

This item was an update to transport projects being progressed as part of the gateway stages for Growth Deal schemes. These projects are being developed through West Yorkshire Combined Authority's £1bn, 10-year Transport Fund Programme. Over £7.5 million of funding was approved at the meeting for projects that are designed to accelerate growth and create jobs in the city region.

The key projects within Leeds are:

- Leeds City Centre Gateway 1

- Rail Station Car Parks (including Horsforth and Morley stations in Leeds)
- Detailed designs and planning work to improve traffic at Leeds' Armly, Gyrotory and M621 junctions 3 and 4 (part of a wider package of improvements designed to remove most traffic from City Square, enhance access to the rail station and ensure that Leeds is 'HS2-ready').
- Improved links to Leeds Bradford Airport.

### 2.3.3 Budget and Business Plan for 2016/17

The outline of the WYCA business plan and revenue budget for 2016/17 was approved at the meeting. This year's budget covers the full extent of the CA's activities.

This document highlights the key areas of the budget, including:

- Concessionary travel
- Subsidised bus services
- Passenger services
- Rail costs
- Policy and delivery
- Strategic priorities – to respond to the Buses bill and devolution bill.
- Economy

The business plan is still being developed, however, sets out a number of key actions including:

- Agreeing and implementing a second-stage devolution deal
- Deliver the growth deal and Transport Fund projects
- Supporting the work on improving transport

This item further notes that WYCA will be carrying out organisational realignment to fully integrate teams that have come together under the Combined Authority.

### 2.3.4 Rail North and Transport for the North

Following the awarding of Northern and Trans Pennine franchises on the 9<sup>th</sup> December 2015, an update was given on new franchises that will commence on the 1<sup>st</sup> April 2016.

The new working arrangements will see WYCA work in partnership with Rail North and the Department for Transport.

After the passage of the Cities and Local Government Devolution Act, Transport for the North is set to become a statutory organisation enabling the north of England to draw down powers and resources from central government to deliver improvements to transport.

WYCA is leading on two work-streams:

- Local Strategic Connectivity
- Integrated and Smart Travel

### 2.3.5 Refresh of the Leeds City Region Strategic Economic Plan

This item discussed updates on the progress of the revision of the Strategic Economic Plan agreed in September 2015. The aim is for the final version of the revised plan to be approved at the next meeting on the 5<sup>th</sup> April.

The central focus of the plan will be good growth measured against growth & productivity, employment, earnings, skills and sustainability.

This item further discussed the work to update the economic evidence base underpinning the strategic Economic Plan.

A programme of engagement with business, wider public sector stakeholders and members of the public took place throughout February. This work will continue to reflect emerging policy, particularly around further devolution.

## **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.

### **3.7 Recommendations**

Members are asked to consider the content of this paper and action that might be needed from Leeds City Council as a result.

### **3.8 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.

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## COUNCIL MEETING – 23<sup>rd</sup> MARCH 2016

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	24/02/2016	15/3/16

Submitted by:	Councillor Andrew Carter
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Chief Executive

This Council calls upon Her Majesty’s Government to set up a Royal Commission on Local Government Finance and the wider relationship between Central and Local Government.

Councillor Andrew Carter

### 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 – 23<sup>RD</sup> MARCH 2016

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	14/3/16	15/3/16

Submitted by: Councillor Stewart Golton  
 Relevant Board/Regulatory Panel: Executive Board  
 Executive Member/Chair: Executive Member (Health, Wellbeing and Adults)  
 Relevant Director: Director of Public Health

*This council opposes the government’s cut of £170 million to the community pharmacies budget and is alarmed at the statement from the community and social care minister that up to 3,000 pharmacies could close as a result of this cut.*

*This council recognises the important role that independent pharmacies play in local communities particularly to older residents and those living in remote communities.*

*This council resolves to:*

- *Respond to the public consultation currently underway, clearly expressing council’s opposition to the cut in pharmacy budget and any resulting programme of closures.*
- *Utilise the public health contracts it holds with pharmacies to minimise the effect of government cuts to the pharmacies budget to minimise the number of closures in Leeds.*
- *Ask the Chief Executive to write to the government minister setting out council’s concerns about these plans.*
- *Requests the Chief Executive write to Leeds’ MPs, asking them to join us and call on the government to shelve these plans and protect this vital service.*

### 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 – 23 March 2016

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	11/3/16	15/3/16

Submitted by:	Councillor James Lewis
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Resources and Strategy)
Relevant Director	Deputy Chief Executive

As a major employer in the local area, this Council welcomes the positive benefits that arise from the relationship that we have with recognised Trade Unions. This Council believes that the relationship between employers and their employees through their collective representatives would be damaged by reducing facility time for elected representatives and by removing the ability of union members to pay union dues direct from their wages.

This Council believes that the Trade Union bill, far from assisting employer-employee relations or improving workplace democracy, is an ideologically driven attack on the fundamental rights and freedoms of workers to organise or take strike action. It is also deliberately designed to dramatically reduce funding to the main Party in opposition to the Government, and as such is a threat to our democracy.

The Council notes that the Bill and secondary legislation will:

- Allow agency labour to be used to substitute for striking workers, currently outlawed, which would be deeply divisive and with agency workers often doing unfamiliar jobs, could pose a serious health and safety risk to themselves and others
- Introduce very high thresholds for industrial ballots, with an extra threshold in certain public services, without doing anything to improve the ability of workers to participate in ballots
- Severely restrict the right to picket and peacefully protest including organising campaigns through social media
- Significantly reduce Trade Union facility time and withdraw check-off union contributions in the public sector, irrespective of the wishes of the employer
- Require union members to 'contract in' to their union's Political Fund every 5 years, thereby significantly reducing the ability of Trade Unions either to campaign on political issues or to support political parties.

This Council commits to promote the positive role that Trade Unions bring to society and therefore calls on the Government to scrap the Trade Union Bill and all associated regulation/secondary legislation.

Should the Trade Union Bill receive Royal Assent enabling the legislation to come into effect, Council requests that Executive Board receive a report on the implications of the Bill for Leeds City Council, its employees, Trade Unions and the effect on maintaining positive industrial relations.

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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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