



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 11th January, 2017 at 1.30 pm

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

- 1 **Minutes** 1 - 20

To approve the minutes of the Council Meeting held on 9th November 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 Executive Board - Local Council Tax Support scheme 2017/18** 21 - 106

To consider the report of the Assistant Chief Executive (Citizens and Communities) setting out recommendations from the Executive Board on 14 December 2016 recommending a local Council Tax Support Scheme for adoption by Council in 2017/18. The scheme will operate for the 17/18 financial year and would continue each year thereafter until the Council adopts a different scheme.

- 6 **Recommendations of the General Purposes Committee - Substitution arrangements for Council Committees** 107 - 134

To consider the report of the City Solicitor setting out recommendations from the General Purposes Committee on 5 December 2016 to Full Council to consider amendments to the Procedure Rules.

7 **Report on the Calculation of the Council Tax and Business Rates Tax Bases for 2017/18** 135 - 180

To consider the report of the Deputy Chief Executive seeking agreement to the 2017/18 council tax bases for Leeds and the parish/town councils set out in the report and providing indicative business rates shares for 2017/18 and to request that Council give delegated authority to the Deputy Chief Executive to finalise the shares and to submit them in the *National Non-Domestic Rates Return 1 2017-18* on or before 31st January 2017.

8 **Report on Appointments** 181 - 184

To consider the report of the City Solicitor on appointments.

9 **Report on Leeds Award** 185 - 188

To consider the report of the City Solicitor in respect of the Leeds Award.

10 **Questions**

To deal with questions in accordance with Council Procedure Rule 11.

11 **Minutes of the Health and Wellbeing Board and the Executive Board** 189 - 220

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

12 **Report on Devolution** 221 - 228

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 December.

13 **White Paper Motion (in the name of Councillor Caroline Anderson) - Neighbourhood Networks** 229 - 230

This Council welcomes the ongoing work being carried out by the Neighbourhood Network Strategic Advisory Group into the future re-commissioning of Neighbourhood Networks in the city.

Council fully supports the work done city wide by Neighbourhood Networks and believes that they provide an invaluable service to many residents in many different communities across the city. Neighbourhood Networks not only provide a great service to residents but also provide services efficiently and deliver significant cost savings to the Council.

This Council believes that Neighbourhood Networks have the potential to be a cornerstone of social prescribing as the concept continues to develop in Leeds.

This Council further believes that funding for Neighbourhood Networks should remain unchanged and continue at current levels.

14 **White Paper Motion (in the name of Councillor Golton) - Brown Bin Collections** 231 - 232

This council believes that for residential developments to be sustainable they must have services and infrastructure at the same standard throughout the city.

Council therefore believes that a blanket ban on brown bin collections for residents in new developments along with "hard to reach areas" is unfair, discriminatory and divisive.

Council further notes that only operating the garden waste collection between March and October prevents a substantial volume of waste from being recycled.

Council therefore calls on the executive member for environment and sustainability to reverse the brown bin ban and use part of the £7million waste management saving generated by the East Leeds Incinerator to replace it with a policy that treats residents equitably and extend collections over the whole year.

15 **White Paper Motion (in the name of Councillor Rebecca Charlwood) - Adult Social Care Funding** 233 - 234

This Council believes every elderly or disabled person should receive care appropriate to their personal needs and be treated with respect, dignity and compassion.

Council is therefore dismayed by Government cuts of £4.6bn to Adult Social Care in the last Parliament, while corporation tax will be cut by £7.5bn over the next five years.

Council finds it unforgiveable that the Autumn Statement ignored nationwide calls from local government leaders of all parties, care providers, charities and the NHS to address the social care funding crisis.

Council believes funding for social care should be allocated on need, so is concerned the social care precept announced as part of the Local Government Finance Settlement is little more than a sticking plaster that unfairly puts the burden on local council tax payers and favours affluent areas of the country over more deprived areas.

This Council calls for Government to urgently reconsider its corporation tax cut and instead re-direct sufficient additional funding to Adult Social Care in order to provide the social care people in Leeds need.

Council further calls on Government to initiate cross-party talks to develop an agreed national, long term solution on social care funding.



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, 9th November, 2016

PRESENT: The Lord Mayor Councillor Gerry Harper in the Chair.

WARD

ADEL & WHARFEDALE

Barry John Anderson
Caroline Anderson
Billy Flynn

ALWOODLEY

Neil Alan Buckley
Dan Cohen
Peter Mervyn Harrand

ARDSLEY & ROBIN HOOD

Karen Renshaw
Jack Dunn
Lisa Mulherin

ARMLEY

Alison Natalie Kay Lowe
James McKenna
Alice Smart

BEESTON & HOLBECK

Angela Gabriel
Adam Ogilvie
David Congreve

BRAMLEY & STANNINGLEY

Caroline Gruen
Julie Heselwood
Kevin Ritchie

BURMANTOFTS & RICHMOND HILL

Denise Ragan

Ron Grahame

WARD

CALVERLEY & FARSLEY

Andrew Carter
Amanda Carter
Rod Wood

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Elizabeth Nash
Patrick Davey
Mohammed Iqbal

CROSS GATES & WHINMOOR

Janette Walker
Pauleen Grahame
Peter John Gruen

FARNLEY & WORTLEY

David Blackburn
Ann Blackburn
Terry Wilford

GARFORTH & SWILLINGTON

Sarah Field
Mark Dobson
Stuart McKenna

GIPTON & HAREHILLS

Salma Arif
Arif Hussain
Kamila Maqsood

GUISELEY & RAWDON

Graham Latty
Paul John Spencer Wadsworth
Pat Latty

HAREWOOD

Ryan Stephenson
Rachael Procter
Matthew Robinson

HEADINGLEY

Alison Garthwaite
Neil Walshaw
Jonathon Pryor

HORSFORTH

Dawn Collins
Brian Cleasby

HYDE PARK & WOODHOUSE

Christine Denise Towler
Gerry Harper
Javaid Akhtar

KILLINGBECK & SEACROFT

Graham Hyde
Catherine Dobson
Brian Michael Selby

KIPPAX & METHLEY

Mary Elizabeth Harland
James Lewis
Keith Ivor Wakefield

KIRKSTALL

Lucinda Joy Yeadon
John Anthony Illingworth

MIDDLETON PARK

Paul Anthony Truswell
Judith Blake
Kim Groves

MOORTOWN

Alex Sobel
Rebecca Charlwood
Sharon Hamilton

MORLEY NORTH

Robert Finnigan
Robert Gettings
Thomas Leadley

MORLEY SOUTH

Judith Elliott
Neil Dawson
Shirley Varley

OTLEY & YEADON

Sandy Edward Charles Lay
Colin Campbell
Ryk Downes

PUDSEY

Josephine Patricia Jarosz
Richard Alwyn Lewis
Mick Coulson

ROTHWELL

David Nagle
Karen Bruce
Barry Stewart Golton

ROUNDHAY

Eleanor Tunnicliffe
Christine Macniven
Ghulam Hussain

TEMPLE NEWSAM

Debra Coupar
Helen Hayden
Michael Lyons

WEETWOOD

Susan Bentley
Judith Mara Chapman

WETHERBY

Gerald Wilkinson
Alan James Lamb
John Michael Procter

47 Announcements

- a) The Lord Mayor reminded those present that the meeting was to be webcast.
- b) The Lord Mayor reminded Council that Friday was Armistice Day and invited Members to join him at the War Memorial in Victoria Gardens.
- c) The Lord Mayor reminded Council that there would be the usual Remembrance Sunday Service and invited Members to join him.
- d) The Lord Mayor informed Council of the recent deaths of former Lord Mayor Dr Graham Kirkland and former Councillor Dr Makhan Thakur.

Council stood in silent tribute.

48 Declarations of Interest

There were no declaration of interests.

49 Minutes

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

RESOLVED – That the minutes of the meeting held on 14th September 2016 be approved.

50 Communications

There were no communications.

51 Deputations

One deputation was admitted to the meeting and addressed Council to raise awareness in respect of the Richmond Hill Primary School - Fuel for School scheme.

RESOLVED – That the subject matter in respect of the deputation be referred to the Acting Director of Childrens Services for consideration in consultation with the relevant Executive Member

52 Report on Appointments

It was moved by Councillor Ogilvie, seconded by Councillor C Dobson and

RESOLVED – That the report of the City Solicitor on appointments be approved, namely that Councillor Wakefield replace Councillor Heselwood on Development Plan Panel and Steve Walker, (Acting) Director of Children’s Services be appointed to the Health and Wellbeing Board.

53 Report on Leeds Award

It was moved by Councillor G Hyde, seconded by Councillor Ogilvie and

RESOLVED – That the recommendations of the Leeds Award Panel to nominate Dr Kevin Grady to receive the Leeds Award, as presented by the report of the City Solicitor, be approved.

54 Report on Amendments to the Executive Arrangements

It was moved by Councillor Ogilvie, seconded by Councillor C Dobson and

RESOLVED - That the report of the City Solicitor on amendments to the Executive Arrangements be noted.

- 55 Report on Treasury Management Strategy Update 2016/17**
It was moved by Councillor J Lewis, seconded by Councillor Ogilvie and

RESOLVED –

- (a) That the update on the Treasury Management borrowing and investment strategy for 2016/17 be noted.
- (b) That the borrowing limits for 2016/17, 2017/18 and 2018/19 as detailed in Section 3.2 of the report and the changes to both the Operational Boundary and the Authorised limits as set out in Para 3.2.5 be approved.

- 56 Report on Plans Panels Annual Report 2015-16**
It was moved by Councillor R Lewis, seconded by Councillor Ogilvie and

RESOLVED - That the annual report be received and noted.

57 Questions

Q1 Withdrawn

Q2 Councillor Cleasby to the Executive Member (Children and Families):-

Does the executive member share my disappointment at the failure of Horsforth School's bid for a sixth form facility on the former Leeds City College site in my ward?

The Executive Member (Children and Families) replied.

Q3 Councillor Towler to the West Yorkshire Combined Authority Transport Committee:-

Please could the Chair of the West Yorkshire Combined Authority Transport Committee update Council on the combined authority's West Yorkshire wide transport consultation?

The West Yorkshire Combined Authority Transport Committee replied.

Q4 Councillor Leadley to the Executive Member (Regeneration, Transport and Planning):-

Would the Executive Board Member for Regeneration, Transport and Planning please tell us how many planning applications were referred to Plans Panels in the 2015 – 16 municipal year, and of those how many were referred by officers and how many by councillors?

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

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

Can the Executive Member for Regeneration, Transport and Planning update us on the recent decision from the Secretary of State on Grove Road?

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

Q6 Councillor Lamb to the Executive Member (Children and Families):-

Is the Executive Board Member for Children and Families as concerned as I am about the fact that across the whole of Yorkshire, Leeds had the joint lowest level of seven year olds reaching the expected standard in reading and writing this year?

The Executive Member (Children and Families) replied.

Q7 Councillor Downes to the Executive Member (Resources and Strategy):-

Would the executive member please explain to council why members are unable to give MICE money to the Yorkshire Air Ambulance?

The Executive Member (Resources and Strategy) replied.

Q8 Councillor Sobel to the Executive Member (Environment and Sustainability):-

Following the Government's announcement regarding Clean Air Zones, can the Executive Member for Environment and Sustainability tell us what the Council is doing to tackle poor air quality?

The Executive Member (Environment and Sustainability) replied.

Q9 Councillor Gettings to the Executive Member (Communities):-

There is increasing concern about the number of people begging in the city centre. Could Council be advised about the legality of begging in the city and more importantly what is the city doing to help the people who find themselves in this position.

The Executive Member (Communities) replied.

Q10 Councillor Jarosz to the Executive Member (Health, Wellbeing and Adults):-

Can the Executive Member for Health, Wellbeing and Adults comment on the government's recent announcement of cuts to community pharmacies?

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

Q11 Councillor B Anderson to the Executive Member (Environment and Sustainability).

Is the Executive Member responsible concerned that despite efforts by the Administration, residents still don't understand why Forestry are unable to prioritise tree works to improve the quality of life for residents?

The Executive Member (Environment and Sustainability) replied.

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

Q12 Councillor Golton to the Executive Member (Regeneration, Transport and Planning).

- Q13 Councillor Heselwood to the Executive Member (Communities).
- Q14 Councillor Groves to the Executive Member (Employment, Skills and Opportunities).
- Q15 Councillor Robinson to the Executive Member (Regeneration, Transport and Planning).
- Q16 Councillor Golton to the Executive Member (Resources and Strategy).
- Q17 Councillor Ritchie to the Executive Member (Resources and Strategy).
- Q18 Councillor Smart to the Executive Member (Children and Families).
- Q19 Councillor Stephenson to the Executive Member (Regeneration, Transport and Planning).
- Q20 Councillor J Bentley to the Executive Member (Environment and Sustainability).
- Q21 Councillor B Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q22 Councillor Lay to the Executive Member (Environment and Sustainability).
- Q23 Councillor B Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q24 Councillor Lay to the Executive Member (Regeneration, Transport and Planning).
- Q25 Councillor B Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q26 Councillor Lay to the Executive Member (Regeneration, Transport and Planning).
- Q27 Councillor B Anderson to the Executive Member (Communities).
- Q28 Councillor Lay to the Executive Member (Health, Wellbeing and Adults).
- Q29 Councillor Robinson to the Executive Member (Communities).
- Q30 Councillor Lay to the Leader of Council.
- Q31 Councillor Robinson to the Executive Member (Regeneration, Transport and Planning).
- Q32 Councillor Lay to the Executive Member (Health, Wellbeing and Adults).
- Q33 Councillor Robinson to the Executive Member (Children and Families).
- Q34 Councillor Lay to the Executive Member (Resources and Strategy).
- Q35 Councillor Robinson to the Executive Member (Regeneration, Transport and Planning).

- Q36 Councillor Lay to the Executive Member (Regeneration, Transport and Planning).
- Q37 Councillor Stephenson to the Executive Member (Regeneration, Transport and Planning).
- Q38 Councillor Lay to the Executive Member (Regeneration, Transport and Planning).
- Q39 Councillor Stephenson to the Leader of Council.
- Q40 Councillor Lay to the Executive Member (Regeneration, Transport and Planning).
- Q41 Councillor Stephenson to the Leader of Council.
- Q42 Councillor Downes to the Executive Member (Regeneration, Transport and Planning).
- Q43 Councillor Robinson to the Executive Member (Children and Families).
- Q44 Councillor Wilkinson to the Executive Member (Regeneration, Transport and Planning).
- Q45 Councillor Robinson to the Executive Member (Regeneration, Transport and Planning).

58 Minutes of the Health and Wellbeing Board and the Executive Board

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

An amendment (reference back) was submitted by Councillor Golton, seconded by Councillor A Blackburn.

To add the following at the end of item 11:

‘To ask the Executive Board to reconsider the decision in relation to the ‘Better Lives Programme’ Phase Three – Next Steps and Progress Report, contained in minute 60 of the Executive Board minutes of 21st September 2016.’

A second amendment (reference back) was submitted by Councillor Buckley, seconded by Councillor Lamb

To add the following at the end of item 11:

In respect of Minute 60, Page 79 of the meeting of the Executive Board on 21 September 2016 and Minute 83, Page 96 of the meeting of Executive Board on 19 October 2016 to ask that the decisions are referred back for reconsideration by Executive Board.

Upon being put to the vote the amendments (references back) were declared lost and upon being put to the vote it was

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

On the requisition of Councillors Campbell and G Latty the voting on the amendments (references back) was recorded as follows;

Amendment (reference back) In the name of Councillor Golton

YES – 34

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

NO – 60

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN - 0

Amendment (reference back) In the name of Councillor Buckley

YES – 34

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

NO – 59

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN - 0

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

At the conclusion of this Council adjourned from 16.20 to 16.50

59 Report on Devolution

It was moved by Councillor Blake, seconded by Councillor Wakefield

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

60 Motion to Suspend Council Procedure Rules

It was moved by Councillor Lamb, seconded by Councillor G Latty that under the provisions of Council Provision Rule (CPR) 22.1 (Suspension of CPRs), that CPR 3.4 (time limits for business) be suspended to allow all speakers on the White Paper Motion in the name of Councillor Andrew Carter.

Upon being put to the vote it was

RESOLVED – That leave of Council be given to suspend Council Procedure Rules to allow all speakers on the White Paper Motion in the name of Councillor Andrew Carter.

On the requisition of Councillors Lamb and G Latty the voting on this procedural motion was recorded as follows;

YES – 92

Akhtar, B Anderson, C Anderson, Arif, S Bentley, A Blackburn, D Blackburn, Blake, Bruce, Buckley, Campbell, Andrew Carter, Amanda Carter, Chapman, Charlwood, Cleasby, Congreve, Cohen, Collins, Coulson, Coupar, Davey, C Dobson, M Dobson, Downes, Dowson, Elliott, Field, Finnigan, Flynn, Gabriel, Garthwaite, Gettings, Golton, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Harrand, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, Lamb, G Latty, P Latty, Lay, Leadley, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, J Procter, R Procter, Pryor, Rafique, Ragan, Renshaw, Ritchie, Robinson, Selby, Smart, Sobel, Stephenson, E Taylor, Towler, Truswell, Tunnicliffe, Varley, Wadsworth, Walker, Walshaw, Wakefield, Wilford, Wilkinson, Wood and Yeadon.

NO – 2

Dawson and Dunn

ABSTAIN – 0

61 White Paper Motion (in the name of Councillor Andrew Carter) - Planning

It was moved by Councillor Andrew Carter, seconded by Councillor J Procter that this Council recalls that all Opposition Groups on the Council opposed the administration's 70,000 housing target, regarding it as unrealistic and unnecessary. Council believes that these fears are now being realised.

The ongoing issue of the city's inflated housing target and the recent findings on 5 year land supply mean that many Leeds communities face the prospect of unsustainable and unwanted housing development. This Council therefore resolves to immediately implement a review of housing numbers, while continuing to move ahead with the Site Allocations Plan. The results of this review should be reported to Executive Board at the earliest opportunity.

Council further resolves to write to the Housing and Planning Minister calling for a suspension of the 5 year land supply requirement on Councils that are progressing quickly towards a Site Allocations Plan hearing.

In addition, while generally welcoming the National Planning Policy Framework, we are concerned that it gives developers too much control over housing delivery. This Council calls on the government to consider introducing penalties against developers who are found to be land banking, and for a report to be brought to Executive Board outlining what more can be done in Leeds to address this problem.

An amendment was moved by Councillor Leadley, seconded by Councillor Finnigan;

Delete the figures and words '70,000 housing target' and insert the words and figures 'housing targets of 74,000 gross, 70,000 net of demolitions' in their place.

A second amendment was moved by Councillor Campbell, seconded by Councillor Downes

In paragraph four, following "*land banking*", to insert the words "*or who fail to fully implement their planning permissions*"

A third amendment was moved by Councillor B Anderson, seconded by Councillor G Latty

Replace paragraph 1 with:

"This Council believes that the 70,000 housing target in the core strategy is unrealistic and unnecessary particularly in light of further population projections from the Office of National Statistics."

Motion will read:

This Council believes that the 70,000 housing target in the core strategy is unrealistic and unnecessary particularly in light of further population projections from the Office of National Statistics.

The ongoing issue of the city's inflated housing target and the recent findings on 5 year land supply mean that many Leeds communities face the prospect of unsustainable and unwanted housing development. This Council therefore resolves to immediately implement a review of housing numbers, while continuing to move ahead with the Site Allocations Plan. The results of this review should be reported to Executive Board at the earliest opportunity.

Council further resolves to write to the Housing and Planning Minister calling for a suspension of the 5 year land supply requirement on Councils that are progressing quickly towards a Site Allocations Plan hearing.

In addition, while generally welcoming the National Planning Policy Framework, we are concerned that it gives developers too much control over housing delivery. This Council calls on the government to consider introducing penalties against developers who are found to be land banking, and for a report to be brought to Executive Board outlining what more can be done in Leeds to address this problem.

A fourth amendment was moved by Councillor R Lewis, seconded by Councillor Walshaw.

Delete all after "This Council" and replace with:

"notes that the Secretary of State, a Conservative MP, has overturned local decisions on planning applications in Leeds based on a supposed lack of a 5 year housing land

supply. Council believes that decisions like this primarily benefit developers at the cost of local communities.

Council further notes that the Labour administration has a longstanding commitment to selectively review the Core Strategy, including the housing target. Council welcomes the work that is underway to review the government inspector approved target of 70,000 homes in the light of recent evidence and wishes to see this concluded swiftly, whilst continuing to move ahead with the Site Allocations Plan. The results of this review should be reported to Executive Board at the earliest opportunity.

Council notes the Planning Green Paper published in 2010 states that “*these radical reforms aim to:*

- *Restore democratic and local control over the planning system;*
- *Rebalance the system in favour of sustainable development;*
- *Produce a simpler, quicker, cheaper and less bureaucratic planning system.*

Council laments that in 6 years of Conservative government that this has clearly not been achieved.

Council believes the National Planning Policy Framework needs fundamental change to ensure communities voices can be heard clearly. In particular, Council believes that the practical operation of the 5 year housing land supply undercuts local, democratic decision making and makes a mockery of a plan-led process. In addition, Council notes that inconsistent decisions have been made on the 5 year land supply from government appointed inspectors, with Leeds communities finding themselves at the mercy of housing developers.

Council calls for an overhaul of the planning framework that puts powers truly in the hands of local authorities to reflect local needs and vision, encourages sustainable development and seeks to remove the perverse incentives of holding deliverable land and limiting development on sites in order to increase profits.

In light of the current uncertainty, Council therefore requests that group leaders collectively write to the Housing and Planning Minister to highlight these concerns and, at the very least, call for a suspension of the 5 year land supply requirement on Councils that are progressing quickly towards a Site Allocations Plan hearing. Council also calls on the government to consider introducing penalties against developers who are found to be land banking, and for a report to be brought to Executive board outlining what more can be done in Leeds to address this problem.”

The full motion will then read:

“This Council notes that the Secretary of State, a Conservative MP, has overturned local decisions on planning applications in Leeds based on a supposed lack of a 5 year housing land supply. Council believes that decisions like this primarily benefit developers at the cost of local communities.

Council further notes that the Labour administration has a longstanding commitment to selectively review the Core Strategy, including the housing target. Council welcomes the work that is underway to review the government inspector approved target of 70,000 homes in the light of recent evidence and wishes to see this concluded swiftly, whilst continuing to move ahead with the Site Allocations Plan. The results of this review should be reported to Executive Board at the earliest opportunity.

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Council calls for an overhaul of the planning framework that puts powers truly in the hands of local authorities to reflect local needs and vision, encourages sustainable development and seeks to remove the perverse incentives of holding deliverable land and limiting development on sites in order to increase profits.

In light of the current uncertainty, Council therefore requests that group leaders collectively write to the Housing and Planning Minister to highlight these concerns and, at the very least, call for a suspension of the 5 year land supply requirement on Councils that are progressing quickly towards a Site Allocations Plan hearing. Council also calls on the government to consider introducing penalties against developers who are found to be land banking, and for a report to be brought to Executive board outlining what more can be done in Leeds to address this problem.”

The amendments in the name of Councillors Leadley, Campbell and B Anderson were declared lost.

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

RESOLVED – That this Council notes that the Secretary of State, a Conservative MP, has overturned local decisions on planning applications in Leeds based on a supposed lack of a 5 year housing land supply. Council believes that decisions like this primarily benefit developers at the cost of local communities.

Council further notes that the Labour administration has a longstanding commitment to selectively review the Core Strategy, including the housing target. Council welcomes the work that is underway to review the government inspector approved target of 70,000 homes in the light of recent evidence and wishes to see this concluded swiftly, whilst continuing to move ahead with the Site Allocations Plan. The results of this review should be reported to Executive Board at the earliest opportunity.

Council notes the Planning Green Paper published in 2010 states that “*these radical reforms aim to:*

- *Restore democratic and local control over the planning system;*
- *Rebalance the system in favour of sustainable development;*

- *Produce a simpler, quicker, cheaper and less bureaucratic planning system.*

Council laments that in 6 years of Conservative government that this has clearly not been achieved.

Council believes the National Planning Policy Framework needs fundamental change to ensure communities voices can be heard clearly. In particular, Council believes that the practical operation of the 5 year housing land supply undercuts local, democratic decision making and makes a mockery of a plan-led process. In addition, Council notes that inconsistent decisions have been made on the 5 year land supply from government appointed inspectors, with Leeds communities finding themselves at the mercy of housing developers.

Council calls for an overhaul of the planning framework that puts powers truly in the hands of local authorities to reflect local needs and vision, encourages sustainable development and seeks to remove the perverse incentives of holding deliverable land and limiting development on sites in order to increase profits.

In light of the current uncertainty, Council therefore requests that group leaders collectively write to the Housing and Planning Minister to highlight these concerns and, at the very least, call for a suspension of the 5 year land supply requirement on Councils that are progressing quickly towards a Site Allocations Plan hearing. Council also calls on the government to consider introducing penalties against developers who are found to be land banking, and for a report to be brought to Executive board outlining what more can be done in Leeds to address this problem.”

On the requisition of Councillors Finnigan and G Latty the voting on the amendment in the name of Councillor Leadley was recorded as follows;

YES – 34

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

NO – 60

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN - 0

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

YES – 34

B Anderson, C Anderson, S Bentley, A Blackburn, D Blackburn, Buckley, Campbell, Andrew Carter, Amanda Carter, Chapman, Cleasby, Cohen, Collins, Downes, Elliott,

Finnigan, Flynn, Gettings, Golton, Harrand, Lamb, G Latty, P Latty, Lay, Leadley, J Procter, R Procter, Robinson, Stephenson, Varley, Wadsworth, Wilford, Wilkinson and Wood

NO – 60

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN - 0

On the requisition of Councillors Lamb and G Latty the voting on the amendment in the name of Councillor B Anderson was recorded as follows;

YES – 34

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

NO – 60

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN - 0

On the requisition of Councillors J Procter and G Latty the voting on the amendment in the name of Councillor R Lewis was recorded as follows;

YES – 60

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

NO – 30

B Anderson, C Anderson, S Bentley, A Blackburn, D Blackburn, Buckley, Campbell, Andrew Carter, Amanda Carter, Chapman, Cleasby, Cohen, Collins, Downes, Flynn,

Golton, Harrand, Lamb, G Latty, P Latty, Lay, Leadley, J Procter, R Procter, Robinson, Stephenson, Wadsworth, Wilford, Wilkinson and Wood

ABSTAIN - 4

Elliott, Finnigan, Gettings and Varley.

62 White Paper Motion (in the name of Councillor Mulherin) - Grammar Schools

It was moved by Councillor Mulherin, seconded by Councillor Dowson that this Council is opposed to the government policy of expanding grammar school provision.

Council calls up on the Secretary of State and the city's MPs to oppose the expansion of selective education and to demand investment in education that will benefit all children.

An amendment was moved by Councillor Lamb, seconded by Councillor Cohen;

Delete all after "This Council" and replace with:

"believes that every child should have the opportunity to attend a good local school and that a one size fits all model of education does not work for anyone.

A mixed economy of schools can provide a diverse range of educational options that suit the diverse needs of all pupils. This council welcomes the recent Government announcement that it will not pursue a programme of forced academisation and awaits with interest the finer details of its Grammar School proposals.

This council notes that Grammar schools are proven to be engines of social mobility and are particularly beneficial in areas of high deprivation. Where there is need for good places and demand from parents, this council will welcome and support proposals that would see new Grammar schools open in Leeds.

This council commits to working with all education providers in Leeds, regardless of their governance model and further commits to stop putting ideology ahead of what is in the best interests of our children & young people."

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

RESOLVED – That this Council is opposed to the government policy of expanding grammar school provision.

Council calls up on the Secretary of State and the city's MPs to oppose the expansion of selective education and to demand investment in education that will benefit all children.

On the requisition of Councillors Ogilvie and C Dobson the voting on the amendment in the name of Councillor Lamb was recorded as follows;

YES – 19

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

NO – 73

Akhtar, Arif, S Bentley, A Blackburn, D Blackburn, Blake, Bruce, Campbell, Chapman, Charlwood, Cleasby, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Downes, Dowson, Dunn, Elliott, Field, Finnigan, Gabriel, Garthwaite, Gettings, Golton, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, Lay, Leadley, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN – 1

Wilford.

On the requisition of Councillors Ogilvie and C Dobson the voting on the motion in the name of Councillor Mulherin was *recorded as follows;

*Due to a technical failure individual names were not available in respect of this vote, the numbers were recorded as follows;

YES – 75

NO – 19

ABSTAIN – 0

63 White Paper Motion (in the name of Councillor Finnigan) - Care Homes

It was moved by Councillor Finnigan, seconded by Councillor Varley that this Council agrees to ask the Executive Board to keep open Middlecross, Siegen Manor and the Green care homes for a further 2 years.

An amendment was moved by Councillor Buckley, seconded by Councillor C Anderson:

After “a further 2 years” add:

“or until acceptable alternative provision in the independent sector is available.”

Motion will read:

"This Council agrees to ask the Executive Board to keep open Middlecross, Siegen Manor and the Green care homes for a further 2 years or until acceptable alternative provision in the independent sector is available."

A second amendment was moved by Councillor Golton, seconded by Councillor Campbell

After “*Siegen Manor*”, insert “, *Home Lea House, Dolphin Manor, Spring Gardens*”

A third amendment was moved by Councillor Charlwood, seconded by Councillor Dawson

Delete all after “This Council” and replace with:

“notes Executive Board accepted the recommendations listed below from the meeting of the cross- party Scrutiny Board held on 11th October in relation to the implementation of the Better Lives Programme: Phase Three:

- *That the Green is retained until there can be a seamless transition to the new facility.*
- *That where residents in any of the three care homes concerned are moved to alternative accommodation and, that accommodation should provide at least equal quality of care as currently provided.*
- *That the Director of Adult Social Service provides extra focus on working to ensure that the quality of alternative care in the independent sector is improved significantly*
- *The Scrutiny Board is satisfied with assurances given by the Director of Adult Social Services around the commitment and timescales in relation to Siegen Manor, so long as they are adhered to.*
- *The Scrutiny Board has no further comment in relation to the decisions concerning Middlecross residential care home or any other establishment forming part of the Executive Board’s decision.*
- *That the Scrutiny Board continues to be involved and monitors progress of any future decision in relation to the matters considered*

Council also notes the continued commitment of the Labour Administration to provide in-house care provision, unlike many local authorities across the country, as well as the investment of the local authority in Adult Social Care, which has increased from £183.3 million in 2010/11 to £201.3 million in 2016/17, now totalling 40.6% of the overall Council’s budget compared to 29% in 2010. This is in addition to the £30 million the Council has agreed in the capital programme for Adult Social Care over the next 4 years.

Council further notes the commitment to ensure high quality long term care from the independent sector and the investment in alternative in house services focusing on prevention, reablement and recovery.

Council also supports the calls of the Local Government Association for the Government to allocate sufficient funding to Councils in the Autumn Statement to address the funding crisis in Adult Social Care nationally, where it is estimated that social care for the elderly and disabled could face a potential funding gap of at least £2.6 billion by the end of the decade.”

The full motion will then read:

“This Council notes Executive Board accepted the recommendations listed below from the meeting of the cross- party Scrutiny Board held on 11th October in relation to the implementation of the Better Lives Programme: Phase Three:

- *That the Green is retained until there can be a seamless transition to the new facility.*
- *That where residents in any of the three care homes concerned are moved to alternative accommodation and, that accommodation should provide at least equal quality of care as currently provided.*
- *That the Director of Adult Social Service provides extra focus on working to ensure that the quality of alternative care in the independent sector is improved significantly*
- *The Scrutiny Board is satisfied with assurances given by the Director of Adult Social Services around the commitment and timescales in relation to Siegen Manor, so long as they are adhered to.*

- *The Scrutiny Board has no further comment in relation to the decisions concerning Middlecross residential care home or any other establishment forming part of the Executive Board's decision.*
- *That the Scrutiny Board continues to be involved and monitors progress of any future decision in relation to the matters considered*

Council also notes the continued commitment of the Labour Administration to provide in-house care provision, unlike many local authorities across the country, as well as the investment of the local authority in Adult Social Care, which has increased from £183.3 million in 2010/11 to £201.3 million in 2016/17, now totalling 40.6% of the overall Council's budget compared to 29% in 2010. This is in addition to the £30 million the Council has agreed in the capital programme for Adult Social Care over the next 4 years.

Council further notes the commitment to ensure high quality long term care from the independent sector and the investment in alternative in house services focusing on prevention, reablement and recovery.

Council also supports the calls of the Local Government Association for the Government to allocate sufficient funding to Councils in the Autumn Statement to address the funding crisis in Adult Social Care nationally, where it is estimated that social care for the elderly and disabled could face a potential funding gap of at least £2.6 billion by the end of the decade."

The amendments in the name of Councillor Buckley and Golton were declared lost.

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

RESOLVED – That this Council notes Executive Board accepted the recommendations listed below from the meeting of the cross- party Scrutiny Board held on 11th October in relation to the implementation of the Better Lives Programme: Phase Three:

- *That the Green is retained until there can be a seamless transition to the new facility.*
- *That where residents in any of the three care homes concerned are moved to alternative accommodation and, that accommodation should provide at least equal quality of care as currently provided.*
- *That the Director of Adult Social Service provides extra focus on working to ensure that the quality of alternative care in the independent sector is improved significantly*
- *The Scrutiny Board is satisfied with assurances given by the Director of Adult Social Services around the commitment and timescales in relation to Siegen Manor, so long as they are adhered to.*
- *The Scrutiny Board has no further comment in relation to the decisions concerning Middlecross residential care home or any other establishment forming part of the Executive Board's decision.*
- *That the Scrutiny Board continues to be involved and monitors progress of any future decision in relation to the matters considered*

Council also notes the continued commitment of the Labour Administration to provide in-house care provision, unlike many local authorities across the country, as well as the investment of the local authority in Adult Social Care, which has increased from £183.3 million in 2010/11 to £201.3 million in 2016/17, now totalling 40.6% of the overall Council's budget compared to 29% in 2010. This is in addition to the £30

million the Council has agreed in the capital programme for Adult Social Care over the next 4 years.

Council further notes the commitment to ensure high quality long term care from the independent sector and the investment in alternative in house services focusing on prevention, reablement and recovery.

Council also supports the calls of the Local Government Association for the Government to allocate sufficient funding to Councils in the Autumn Statement to address the funding crisis in Adult Social Care nationally, where it is estimated that social care for the elderly and disabled could face a potential funding gap of at least £2.6 billion by the end of the decade.

On the requisition of Councillors Finnigan and G Latty the voting on the amendment in the name of Councillor Buckley was recorded as follows;

YES – 26

B Anderson, C Anderson, S Bentley, Buckley, Campbell, Cleasby, Cohen, Collins, Downes, Elliott, Finnigan, Flynn, Golton, Harrand, Lamb, G Latty, P Latty, Lay, Leadley, J Procter, R Procter, Robinson, Stephenson, Varley, Wadsworth and Wilkinson.

NO – 60

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN - 3

A Blackburn, D Blackburn and Wilford.

On the requisition of Councillors Finnigan and G Latty the voting on the amendment in the name of Councillor Golton was recorded as follows;

YES – 29

B Anderson, C Anderson, S Bentley, A Blackburn, D Blackburn, Buckley, Campbell, Cleasby, Cohen, Collins, Downes, Elliott, Finnigan, Flynn, Golton, Harrand, Lamb, G Latty, P Latty, Lay, Leadley, J Procter, R Procter, Robinson, Stephenson, Varley, Wadsworth, Wilford and Wilkinson.

NO – 60

Akhtar, Arif, Blake, Bruce, Charlwood, Congreve, Coulson, Coupar, Davey , Dawson, C Dobson, M Dobson, Dowson, Dunn, Field, Gabriel, Garthwaite, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Harland, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Tunnicliffe, Walker, Walshaw, Wakefield , and Yeadon.

ABSTAIN - 0

Council rose at 8.05 pm

Report of Assistant Chief Executive (Citizens and Communities)

Report to Council

Date: 11 January 2017

Subject: Local Council Tax Support scheme 2017/18

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

Summary of the main issues

- 1 Council Tax Benefit was abolished 31st March 2103 and local Council Tax Support schemes came into effect form 1st April 2013. Each year the Council must agree a local Council Tax Support scheme. This needs to be done by 31st January each year and failure to propose, consult upon and agree a scheme by 31st January in any year will see the previous year's scheme rollover into the next year.
- 2 On 22nd June 2016, the Executive Board received a report providing information about the forecast costs of the current scheme and the potential for Government-driven welfare reforms to add costs to local schemes while driving down the Government's own costs. Executive Board agreed to carry out a public consultation on a proposed scheme that would better align the scheme with Universal Credit and limit increases in scheme costs in the future. The main route for limiting increases in scheme costs would be by replacing the scheme of protections for certain groups with a discretionary hardship scheme instead.
- 3 A consultation exercise ran for 8 weeks from 26th August 2016 to 21st October 2016 on a draft scheme that:
 - 1) Aligns the calculation of Council Tax Support with the Government's Universal Credit scheme;
 - 2) Transfers customers onto the new scheme at the point they move onto Universal Credit
 - 3) Replaces the scheme of automatic protections with a discretionary hardship scheme
 - 4) Moves eligible customers off the scheme of automatic protections when they move onto Universal Credit
 - 5) Aligns the treatment of changes in Council Tax Support with the treatment of changes within Housing Benefit
- 4 In December 2016, the Executive Board received a report on the outcome of the consultation and agreed to recommend to Council the adoption of a Council Tax Support scheme as recommended in the attached report to Executive Board.

Recommendations

1. Members are asked to adopt a local Council Tax Support scheme for 17/18 as set out in the attached report to Executive Board. Specifically, members are asked to adopt a scheme that:
 - a) Replaces the current Council Tax Support scheme with a Council Tax Support that is aligned with Universal Credit as set out in appendix B of the attached report;
 - b) Moves customers onto the new scheme when they are due to transfer to Universal Credit and maintains the current scheme in the meantime;
 - c) Replaces the scheme of automatic protections with a discretionary hardship scheme with the exception of customers in receipt of Armed Forces Compensation Payments;
 - d) Moves eligible customers off the scheme of automatic protections when they are due to transfer to Universal Credit
 - e) Delegates the design and value of the discretionary hardship scheme to the Assistant Chief Executive (Citizens and Communities) with a requirement that the hardship scheme is taken to Scrutiny Board
 - f) Aligns the treatment of changes in Council Tax Support with the treatment of changes in Housing Benefit
 - g) Delegates the development of an operational policy for the treatment of fluctuating income to the Assistant Chief Executive (Citizens and Communities).
2. If Full Council supports the adoption of the proposed scheme, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2017. Implementation will commence as part of the 17/18 annual billing process in order for the new Scheme to be effective from 1 April 2017.

1. Purpose of this report

- 1.1 The report sets out a recommended local Council Tax Support Scheme for adoption by Council in 2017/18. The scheme will operate for the 17/18 financial year and would continue each year thereafter until the Council adopts a different scheme.

2. Background information

- 2.1. Regulation 10(1)(2) of the Local Government Finance Act 2012 requires that each billing authority must put in place a Council Tax Reduction scheme. The deadline for adopting a scheme is set by regulation 4(6) of Schedule 1A to the Act which states that a default scheme will apply where billing authorities fail to adopt a scheme. The default scheme would be the previous year's scheme.
- 2.2. In 2013/14, the Government provided separate grant funding of £49.201m towards the cost of the local Council Tax Support scheme in 2013/14 with the funding proportionately split between the council and the major precepting authorities. Since 2014/15, funding has been incorporated into the Government's overall Financial Settlement to the council which has seen significant reductions over this time.
- 2.3. Prescribed Regulations are in place, which mandate that pension age claimants continue to receive the level of support that they would have received under the Council Tax Benefit Scheme.

3. Main Issues

- 3.1. Following approval by Executive Board, a consultation exercise was undertaken to seek views on a proposed new scheme of Council Tax Support for 2017/18. In December 2016, the Executive Board received a report on the outcome of the consultation exercise. A detailed report on the outcomes of the consultation can be found at appendix A to the attached report.
- 3.2. The consultation exercise focused on changes to the Council Tax Support scheme that would better align the scheme with Universal Credit and also replace the scheme of automatic protections with a discretionary hardship scheme. The key points of the proposed scheme are:
 - The proposed Council Tax Support scheme will base Council Tax Support on the Personal Allowances used in Universal Credit.
 - All benefit income (including Universal Credit) is disregarded when working out Council Tax Support. This means that where a customer is entitled to maximum Universal Credit they will get the maximum Council Tax Support available (for most people this is currently 75% of their Council Tax liability)
 - For customers who are entitled to less than the maximum Universal Credit, their CTS will be based on their *non-benefit income*
 - Non-dependent deductions will no longer be part of the Council Tax Support scheme. This is because they are already taken into account in the Universal Credit assessment
 - Similarly, the Council Tax Support scheme will not make any allowances for other factors such as the number of children in a household, whether childcare costs are incurred or where there is a disabled person in the household. Again, this is because these factors are taken into account in the Universal Credit assessment.

Appendix C of the attached report provides a more detailed analysis of the impact of having a scheme based around the Universal Credit assessment.

- 3.3 Alongside the proposal to adopt a scheme that bases Council Tax Support around the Universal Credit assessment, the consultation included a proposal to replace the scheme of protections with a discretionary hardship scheme. Under the current scheme, the following groups are protected from reductions in their Council Tax Support:
- customers who qualify for a severe or enhanced disability premium;
 - lone parents with a child under 5
 - customers in receipt of a War Widow(er)s Pension or War Pension
 - carers
- 3.4 The key points of the proposed scheme in relation to the removal of protections are:
- the scheme of protections would be replaced by a discretionary scheme targeted at those who would be least able to cope following the proposed changes; and
 - current protections for individual cases would be removed only when the customer has moved onto Universal Credit. This is because analysis shows that a number of customers with a disability will be better off under Universal Credit. Some, however, will be worse off under Universal Credit – though not at the point of transfer to Universal Credit under transitional protection rules – and the discretionary scheme is intended to help in a number of these cases.
- 3.5 The recommended scheme will reduce the overall costs of Council Tax Support by more than £4.6m a year. However, this reduction will not be fully realised until the full roll out of Universal Credit which is now expected to take until 2022 to complete. In the meantime, and assuming caseload numbers stay broadly the same, costs of the scheme will continue to increase. The estimated reduction will also be offset to some degree by the funding required for a discretionary hardship scheme.

Corporate Considerations

4 Consultation and engagement

- 4.1 A public consultation ran for 8 weeks from 26th August 2016 to 21st October 2016. A summary report of the findings can be found at appendix A of the attached Executive Board report along with a copy of the consultation documentation and questions.

5 Equality and Diversity / Cohesion and Integration

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

6 Council Policies and City Priorities

- 6.1 The local Council Tax Support scheme plays a key element in tackling poverty and deprivation. The scheme has developed over the years and now includes a wider offer of advice and personal support designed to:
- provide accessible and integrated services;
 - help people out of financial hardship; and
 - help people into work.

- 6.2 The recommended scheme recognises the need to better balance the support that different groups need to meet Council Tax liabilities with the wider implications arising from the roll out of Universal Credit.

7 Resources and Value for Money

- 7.1 The recommended scheme will, over time, reduce the costs of the scheme and the costs of administration. The report sets out a scheme recommendation that introduces simpler claim and administrative processes, replaces automatic protections with a discretionary scheme and sees the scheme aligned with Universal Credit and the wider welfare system in such a way that allows the scheme to absorb potential future Government welfare reforms without impacting on costs.
- 7.2 The reductions in proposed scheme costs will be offset to some degree by the value of the discretionary hardship scheme. It is recommended that the value and design of the discretionary hardship scheme is delegated to Assistant Chief Executive (Citizens and Communities) and that the scheme is taken to Scrutiny Board (Citizens and Communities) as recommended in that Board's report on the development of a Council Tax Support scheme.

8 Legal Implications, Access to Information and Call In

- 8.1 Councils are required to confirm existing scheme or adopt a new local schemes by 31st January each year and in order to do so need to undertake meaningful consultation with major precepting authorities, the public and groups with an interest in the scheme design. The outcomes of the consultation process are reported elsewhere in this report.

9 Risk Management

- 9.1 The main risk arising from the recommended scheme relates to the timescale for delivery of the costs reductions. The scheme is dependent to a considerable degree on the roll out of Universal Credit. Universal Credit went live in Leeds in February 2016 for a limited group of claimants, mainly single people with no dependents amongst other things. The wider roll out of Universal Credit is expected to take effect in Leeds from the summer of 2018 and to be completed nationally by 2022. However, Universal Credit has already been subject to delays and there remains the possibility that there could yet be further delays. In this event, it would take longer still to deliver the costs reductions in the scheme.
- 9.2 To help mitigate this risk, and in line with Scrutiny Board recommendations, it is proposed to bring a further report to Executive Board in 2018 with more information about the roll out of Universal Credit and options for reducing scheme costs.
- 9.3 All schemes remain at risk of costs pressures caused by increases in caseload.

10 Conclusions

- 10.1 The need to balance costs of supporting customers with their Council Tax, addressing the financial pressures faced by the Council and responding to wider welfare reforms, means that Council Tax Support schemes costs need to be carefully monitored. The roll out of Universal Credit provides an opportunity to put in place a Council Tax Support scheme that a) builds on the changes made since Council Tax Support was localised in

2013 and b) develops a scheme that better reflects the implications of the wider roll out of Universal Credit. In particular, Universal Credit provides an opportunity to review the automatic scheme of protections to better reflect gains made by some customers under Universal credit and to introduce a simpler scheme for customers and administrators alike.

- 10.2 The proposal to replace the automatic scheme of protections with a discretionary scheme, offers the opportunity to support those who are most affected by the changes. The timescale for the replacement of the automated scheme of protections allows more time for customers to make adjustments.

Recommendations

Members are asked to adopt a local Council Tax Support scheme for 17/18 as set out in the attached report to Executive Board. Specifically, members are asked to adopt a scheme that:

- a) Replaces the current Council Tax Support scheme with a Council Tax Support that is aligned with Universal Credit as set out in appendix B of the attached report;
- b) Moves customers onto the new scheme when they are due to transfer to Universal Credit and maintains the current scheme in the meantime;
- c) Replaces the scheme of automatic protections with a discretionary hardship scheme with the exception of customers in receipt of Armed Forces Compensation Payments;
- d) Moves eligible customers off the scheme of automatic protections when they are due to transfer to Universal Credit
- e) Delegates the design and value of the discretionary hardship scheme to the Assistant Chief Executive (Citizens and Communities) with a requirement that the hardship scheme is taken to Scrutiny Board
- f) Aligns the treatment of changes in Council Tax Support with the treatment of changes in Housing Benefit
- g) Delegates the development of an operational policy for the treatment of fluctuating income to the Assistant Chief Executive (Citizens and Communities).

If Full Council supports the adoption of the proposed scheme, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2017. Implementation will commence as part of the 17/18 annual billing process in order for the new Scheme to be effective from 1 April 2017.

Background documents

None

Appendix A: Report to Executive Board, December 2016.

Report of Assistant Chief Executive (Citizens and Communities)

Report to Executive Board

Date: 14th December 2016

Subject: Consultation outcomes on Local Council Tax Support scheme 2017/18

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

Summary of the main issues

- 1 Council Tax Benefit was abolished on 31st March 2013 and local Council Tax Support schemes came into effect from 1st April 2013. Each year the Council must agree a local Council Tax Support scheme. This needs to be done by 31st January each year and failure to propose, consult upon and agree a scheme by 31st January in any year will see the previous year's scheme rollover into the next year.
- 2 On 22nd June 2016, the Executive Board received a report providing information about the forecast costs of the current scheme and the potential for Government-driven welfare reforms to add costs to local schemes while driving down the Government's own costs.
- 3 Executive Board agreed to carry out a public consultation on a proposed scheme that would better align the scheme with Universal Credit and limit increases in scheme costs in the future. The main route for limiting increases in scheme costs would be by replacing the scheme of protections for certain groups with a discretionary hardship scheme instead.
- 4 This report provides information on the outcome of the consultation and recommends a Council Tax Support scheme for Executive Board to take to Full Council in January 2017.

Recommendations

- 5 That in considering the work of the Scrutiny Board (Citizens & Communities), Members of Executive Board:
 - a) Acknowledge the support of the Citizens and Communities Scrutiny Board to the proposed new changes to the Council Tax Support scheme as presented as part of its review;

- b) agree to undertake a further review of the new Council Tax Support scheme during the summer of 2018, when the number of Universal Credit claimants is expected to be more significant in Leeds and the Council will be in a good position to gauge the extent to which the new scheme is achieving its overall aim;
 - c) and agree to explore other potential scheme saving options when undertaking a wider review of the new Council Tax Support scheme during 2018.
- 6 That in considering recommendation 3 of Scrutiny Board and in noting the comments of the Assistant Chief Executive (Citizens and Communities) in paragraph 3.14 to 3.18, Members of Executive Board are recommended not to support the removal of projections for all customers on 1 April 2017.
- 7 Taking into account the consultation process undertaken, including the work of Scrutiny Board, and in light of the above recommendations, Members are asked to recommend to Full Council the adoption of a new Local Council Tax Support Scheme that:
- a) Replaces the current Council Tax Support scheme with a Council Tax Support that is aligned with Universal Credit as set out in appendix B;
 - b) Moves customers onto the new scheme when they are due to transfer to Universal Credit and maintains the current scheme in the meantime;
 - c) Replaces the scheme of automatic protections with a discretionary hardship scheme with the exception of customers in receipt of Armed Forces Compensation Payments;
 - d) Moves eligible customers off the scheme of automatic protections when they are due to transfer to Universal Credit;
 - e) Delegates the design and value of the discretionary hardship scheme to the Assistant Chief Executive (Citizens and Communities) with a requirement that the hardship scheme is taken to Scrutiny Board;
 - f) Aligns the treatment of changes in Council Tax Support with the treatment of changes in Housing Benefit, and;
 - g) Delegates the development of an operational policy for the treatment of fluctuating income to the Assistant Chief Executive (Citizens and Communities).
- 8 If Full Council supports the adoption of the proposed scheme, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2017. Implementation will commence as part of the 17/18 annual billing process in order for the new Scheme to be effective from 1 April 2017.

1. Purpose of this report

- 1.1 The report provides Executive Board with information to recommend a local Council Tax Support Scheme for adoption by Full Council by 31 January 2017. Scheme options have been set out that reflect both the consultation feedback and budget position facing the council. The requirement to adopt a local scheme by 31 January 2017 is contained within the Local Government Finance Act 2012. Failure to adopt a revised scheme by 31 January 2017 would see the 2016/17 scheme adopted by default.

2. Background information

- 2.1 Regulation 10(1)(2) of the Local Government Finance Act 2012 requires that each billing authority must put in place a Council Tax Reduction scheme. The deadline for adopting a scheme is set by regulation 4(6) of Schedule 1A to the Act which states that a default scheme will apply where billing authorities fail to adopt a scheme. The default scheme would be the previous year's scheme.
- 2.2 In 2013/14, the Government provided separate grant funding of £49.201m towards the cost of the local Council Tax Support scheme in 2013/14 with the funding proportionately split between the council and the major precepting authorities. Since 2013/14, funding has been incorporated into the Government's overall Financial Settlement to the council which has seen significant reductions since 2013.
- 2.3 The Council Tax Support scheme has evolved since 2013 with the aim of achieving the right balance between supporting residents who need help to pay their Council Tax and working within the wider financial restraints faced by the council as a result of reductions in Government funding. The last change occurred in 15/16 with the introduction of a mandatory requirement to engage in a Personal Work Support Packages for new Jobseekers Allowance cases. This has helped maintain the costs of the scheme at around £48m for both last year's actual spend and this year's latest forecast spend.
- 2.4 There are, however, increasing pressures on the current scheme.
 - The potential of annual 4% increases in Council Tax would add around £2m a year to the Council Tax Support costs;
 - The continued growth in the number of customers falling into protected groups adds to the costs of the scheme. The number now stands at just over 22,000 – an increase of 31% since the start of the 2014/15 financial year;
 - Government welfare benefit changes that see levels of national benefits reduced create costs pressures on the Council Tax Support scheme. The 2-child limit being introduced in Tax Credit and Universal Credit, and replicated within Housing Benefit, will lead to extra Council Tax Support payments under the current local scheme. Similarly, Universal Credit reductions will also see increases in local Council Tax Support scheme costs unless the current scheme is changed.
- 2.5 The roll out of Universal Credit also provides an opportunity to realign the local Council Tax Support scheme in order to simplify the claims process for residents, address operational issues caused by Universal Credit in relation to collection of Council Tax and better focus support on the least well off.

- 2.6 A report was taken to Executive Board in June 2016 that set out options for dealing with the increasing pressures on the Council Tax Support schemes and continued to reflect the financial challenges faced by the Council. Executive Board approved a public consultation on proposals to change the current scheme.
- 2.7 The consultation ran for 8 weeks from 26th August 2016 to 21st October 2016. A summary report of the findings can be found at appendix A along with a copy of the consultation documentation and questions.

3. Main Issues

3.1 Details of the draft scheme that formed the basis for the consultation is attached at appendix B. The key points of the draft scheme are:

- The proposed Council Tax Support scheme will base Council Tax Support on the Personal Allowances used in Universal Credit.
- All benefit income (including Universal Credit) is disregarded when working out Council Tax Support. This means that where a customer is entitled to maximum Universal Credit they will get the maximum Council Tax Support available (for most people this is currently 75% of their Council Tax liability)
- For customers who are entitled to less than the maximum Universal Credit, their CTS will be based on their *non-benefit income*
- Non-dependent deductions will no longer be part of the Council Tax Support scheme. This is because they are already taken into account in the Universal Credit assessment
- Similarly, the Council Tax Support scheme will not make any allowances for other factors such as the number of children in a household, whether childcare costs are incurred or where there is a disabled person in the household. Again, this is because these factors are taken into account in the Universal Credit assessment.

3.2 Appendix C provides a more detailed analysis of the impact of having a scheme based around the Universal Credit assessment. The table below provides an overview of the impact based on claimants income levels. This shows that claimants with no income other than benefits are, on average, better off by £0.21 a week, those with non-benefit income of less than £75 a week are better off, on average by £1.08 a week and those with non-benefit income of between £75 and £100 a week are better off, on average by £0.40 a week. Those with higher incomes lose more.

Weekly non-benefit Income:	Cases	Average award under current CTS scheme	Average award under proposed scheme	Average gain or loss
Over £150	2,951	£8.51	£3.62	-\$4.89
£125.01 - £150	3,039	£8.06	£6.43	-\$1.63
£100.01 - £125	1,745	£8.13	£8.00	-\$0.13
£75.01 - £100	1,685	£10.44	£10.84	+\$0.40
£75.00 and under	1,723	£ 11.96	£13.04	+\$1.08
No income	33,441	£13.50	£13.71	+\$0.21
Total weekly scheme cost	44,584	£553,536	£545,424	

- 3.3 The consultation asked respondents whether they agreed that the new scheme is fairer in the way it distributes the limited money available.
- 59.95% either agreed or strongly agreed that the proposed scheme is fairer;
 - 10.36% either disagreed or strongly disagreed that it is fairer
- 3.4 The consultation also asked respondents whether we should change to the new scheme even though some people will get less than they do now and some will get more than they do now.
- 41.45% agreed or strongly agreed that we should change to the new scheme;
 - 21.92% disagreed or strongly disagreed that we should change to new scheme.
- 3.5 The adoption of the scheme set out in this report removes the need to for the Council to change the amount of Council Tax Support every time there is a change in a person's Universal Credit award. This is because the proposed scheme does not take Universal Credit into account as an income. This is beneficial but requires that there is an operational policy around how changes in earnings are treated. One option is to base Council Tax Support awards on average earnings. It is intended to develop an operational policy around this and it is recommended that the development of this policy is delegated to the Assistant Chief Executive (Citizens & Communities).
- 3.6 According to the Department for Work and Pensions, the roll out of Universal Credit is now expected to take until 2022 to complete. This means that, if we adopt a Council Tax Support scheme based around the Universal Credit assessment, we would run 2 schemes until everyone had moved onto Universal Credit. Administratively, this does not present any particular challenges. It should be noted that 61.1% of respondents either agreed or strongly agreed that we should keep the existing scheme until people move onto Universal Credit with only 7% disagreeing.
- 3.7 Alongside the proposal to adopt a scheme that bases Council Tax Support around the Universal Credit assessment, the consultation included a proposal to replace the scheme of protections with a discretionary hardship scheme. Under the current scheme, the following groups are protected from reductions in their Council Tax Support:
- customers who qualify for a severe or enhanced disability premium;
 - lone parents with a child under 5
 - customers in receipt of a War Widow(er)s Pension or War Pension
 - carers
- 3.8 The key points of the proposed scheme in relation to the removal of protections are:
- the scheme of protections would be replaced by a discretionary scheme targeted at those who would be least able to cope following the proposed changes; and
 - current protections for individual cases would be removed once the customer had moved onto Universal Credit. This is because analysis shows that a number of customers with a disability will be better off under Universal Credit. Some, however, will be worse off under Universal Credit – though not at the point of transfer to Universal Credit under transitional protection rules – and the discretionary scheme is intended to help in a number of these cases.
- 3.9 As part of the consultation exercise, respondents were asked about the proposal to replace the scheme of automatic protections for certain groups with a discretionary hardship scheme.

- 34.6% agreed that we should replace the scheme of automatic protections with a discretionary hardship scheme
 - 22% disagreed that we should replace the scheme of automatic protections with a discretionary hardship scheme.
- 3.10 Although the consultation set out a proposal which would see automatic protection for the specified groups removed when people moved onto Universal Credit, respondents were asked about removing automatic protection earlier.
- 34.7% preferred the automatic protection scheme to be removed from 1.4.17 for everyone
 - 29.8% preferred the automatic protection scheme to be removed from 1.4.17 for new customers only and move existing customers onto the new scheme when they move onto Universal credit
 - 30.5% preferred to move everyone onto the new scheme only when they move onto Universal Credit (the proposed option)
- 3.11 Included in the consultation was a proposal to align the way we treat changes in circumstances in Council Tax Support to the way we treat changes in Housing Benefit. This would mean that customers would need to report changes to the council within one month of the change where this would mean they would get more CTS. 51% of respondents agreed with this proposal and 8% disagreed.

Scrutiny Board (Citizens & Communities)

- 3.12 Scrutiny Board (Citizens & Communities) carried out an in-depth inquiry into the proposals to change the Council Tax Support scheme. A copy of the Board's final report is attached at appendix D. The Board's inquiry has helped develop the understanding around the impacts of the proposals and there are a number of specific recommendations relating to the ongoing development of the scheme. A number of the recommendations are for Executive Board to consider with the other recommendations falling to the Assistant Chief Executive to consider.
- 3.13 Scrutiny Board has made the following recommendations for the Executive Board to consider.
- Recommendation 1: That the Executive Board:
 - (i) Acknowledges the support of the Citizens and Communities Scrutiny Board to the proposed new changes to the Council Tax Support scheme as presented as part of its review;
 - (ii) Agrees to undertake a further review of the new Council Tax Support scheme during the summer of 2018, when the number of Universal Credit claimants is expected to be more significant in Leeds and the Council will be in a good position to gauge the extent to which the new scheme is achieving its overall aim.
 - Recommendation 3: That the Executive Board:
 - (i) supports the option to remove protections entirely from 1st April 2017 for the majority of protected groups and only maintain protections for War Pensioners;
 - (ii) endorses the need to ring-fence an appropriate proportion of the cost savings arising from the removal of the protections scheme in order to secure sufficient funding for a new discretionary hardship scheme.

- Recommendation 5: That, linked to recommendation 1(ii), the Executive Board agrees to explore other potential scheme saving options when undertaking a wider review of the new Council Tax Support scheme during 2018.

- 3.14 The Assistant Chief Executive (Citizens & Communities) supports recommendations 1 and 5 and is grateful for the assistance provided by Scrutiny Board in helping to develop this scheme. However, the Assistant Chief Executive would ask Members to consider carefully the adoption of recommendation 3.
- 3.15 A key principle of the proposed new scheme was to provide for Council Tax Support arrangements that are very clearly linked to the implementation of Universal Credit and the fact that many customers who are currently in receipt of protections would be better off under Universal Credit.
- 3.16 In developing the proposed scheme it therefore made sense to only remove protections when customers move onto Universal Credit. To adopt recommendation 3 from Scrutiny Board would move away from this key principle and see many customers worse off, potentially for a long period of time as customers are transitioned to Universal Credit, the timetable for which is still uncertain.
- 3.17 Whilst this could potentially be managed through the creation of a more significant hardship scheme, the reality is we would expect most people to claim for hardship support on the basis that all of those affected would see an immediate loss in support with little or no means to address that shortfall. Therefore any potential savings would be significantly offset by the need for a sizeable hardship scheme as well as the administrative burden of managing such a scheme for all customers.
- 3.18 Therefore, on balance and having considered all of the issues carefully, the Assistant Chief Executive (Citizens & Communities) would recommend that Members of Executive Board agree to the removal of protections only when customers move onto Universal Credit.
- 3.19 The other recommendations in the Scrutiny Board report are for the Assistant Chief Executive (Citizens & Communities) and they are all accepted.

Recommended scheme

- 3.20 It is suggested that Executive Board recommend to Full Council the following scheme:
- A Council Tax Support scheme that is based on the Universal Credit assessment as set out in appendix B with maximum support continuing to be limited to 75% of Council Tax liability;
 - Retention of the existing Council Tax Support scheme for individuals until they are required to move onto Universal Credit;
 - Replacement of the automatic scheme of protections with a discretionary hardship scheme from when individuals move onto Universal Credit with automatic protections remaining in place until individuals move onto Universal Credit;
 - Agreement to a sum of money being set aside for a discretionary hardship scheme.

- Pensioners will continue to be protected as required under the national prescribed scheme for pensioners;

3.21 When there are changes to the Council Tax Support scheme, there is a requirement to consider whether transitional arrangements should be put in place. The recommended changes, based around the roll out of Universal Credit, will take some time to be completed and this will provide an opportunity for people to prepare for the changes. The development of a hardship scheme to replace the automatic scheme of protections will provide an element of transitional protection.

3.22 The recommended scheme will reduce the overall costs of Council Tax Support by more than £4.6m a year but this reduction will not be fully realised until the full roll out of Universal Credit which is now expected to take until 2022 to complete. In the meantime, and assuming caseload numbers stay broadly the same, costs will increase by around £2m a year in the event of a 4% Council Tax increase. The table below shows the potential costs increases over the next 5 years based on assumptions around when claimants are likely to move onto Universal Credit.

Scheme costs	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
Retain protections	£48.031	£49.952	£51.950	£54.028	£56.189	£58.437
Scheme proposal: Remove protections when move to Universal Credit	£48.031	£49.952	£51.265	£52.007	£51.291	£53.298
Alternative 1: Remove protections from 1.4.17	£48.031	£45.560	£47.382	£49.277	£51.248	£53.298
Alternative 2: No protections for new claims and end protections for existing claims when move to Universal Credit	£48.031	£49.296	£50.447	£51.644	£52.290	£53.298

3.23 Although the approach of removing automatic protections only when claimants move onto Universal Credit does not deliver significant savings immediately, retaining the link with Universal Credit means that many people currently getting protections will be no worse off when the protections are removed. This is because analysis shows that around 40% of the current caseload would be better off under Universal Credit.

3.24 Removing automatic protections ahead of a move onto Universal Credit will mean that all claimants currently being protected will be worse off and there is likely to be a greater call on a discretionary hardship scheme and this is likely to require a higher value discretionary hardship scheme.

Other options

3.25 The following options have also been considered

a) A fully funded scheme:

This would see no reduction in support but would require the council to find an additional scheme funding in excess of £5m per annum. The only options for funding

this would be by reducing funding for other services or by using cash reserves. Neither of these options is considered feasible. The council already faces significant reductions in funding that are likely to impact on service provision as well as potentially placing pressure on reserves. This scheme is not recommended.

b) Reducing the maximum support:

The Executive Board report in June 2016 set out some of the issues emerging in collection of Council Tax. It is felt that these issues could become more pronounced if the maximum support was reduced further at this time. The consultation exercise also sought respondents' views on this matter. Respondents were asked whether we should keep the maximum amount of Council Tax Support at 75%.

- 58.2% agreed that we should keep maximum support at 75%;
- 14.9% disagreed that we should keep maximum support at 75%.

c) Changing taper rates

Taper rates are the rate at which support is withdrawn when income starts to exceed personal allowances. Under the proposed scheme, taper rates would apply, in the main, to working claimants. Taper rates normally work in conjunction with earnings disregards i.e. the amount that can be earned before benefit starts to be withdrawn.

The current CTS scheme has a taper rate of 20% and earnings disregards starting at £5 a week.

The proposed scheme has a taper rate of 15% and no earnings disregards – this is because the scheme is aligned to the Universal Credit assessment and Universal Credit has an earnings disregard. This is a lower costs scheme than a scheme that retains the 20% taper with an earnings disregard. The proposed taper scheme reduces costs by £490k. The consultation did not seek specific views on the taper rate.

Reducing this taper further would add to the scheme costs because claimants would keep more of their Council Tax Support as their income increased; increasing the taper rate further would reduce scheme costs as claimants would see CTS withdrawn more quickly as they earned more. It is recommended that a 15% taper scheme is approved.

d) Applying non-dependent deductions

An important aspect of the proposed scheme is its alignment with Universal Credit and the simplifications this brings. There are no non-dependent deductions contained within the proposed scheme. This simplifies both the claim process for customers and the administration of the scheme.

The current scheme makes deductions from CTS awards because of non-dependents. However, of the 5,400 non-dependents, nearly 4,000 are not subject to a deduction because of their income levels or personal circumstances – only 121 have a high deduction. Retaining non-dependent deductions adds considerable complexity to the scheme, requires claimants to provide income details of non-dependents and can result in higher deductions being applied simply because claimants are unable to get information about their non-dependent's income.

The consultation did not seek specific views on the proposal to remove non-dependent deductions and it is not recommended that the scheme retains non-dependent deductions.

Corporate Considerations

4 Consultation and engagement

- 4.1 A public consultation ran for 8 weeks from 26th August 2016 to 21st October 2016. A summary report of the findings can be found at appendix A along with a copy of the consultation documentation and questions.

5 Equality and Diversity / Cohesion and Integration

- 5.1 A detailed impact analysis was carried out during preparations for 2013-14 and was updated in 2014-15. A further impact analysis on the recommended scheme has been undertaken and the current draft is attached at appendix E. The final version will be published with the scheme in January 2017. The documents referred to in the assessment will be published with the report and can be provided on request.

6 Council Policies and Best Council Plan

- 6.1 The local Council Tax Support scheme plays a key element in tackling poverty and deprivation. The scheme has developed over the years and now includes a wider offer of advice and personal support designed to:
- provide accessible and integrated services;
 - help people out of financial hardship; and
 - help people into work.
- 6.2 The recommended scheme recognises the need to better balance the support that different groups need to meet Council Tax liabilities with the wider implications arising from the roll out of Universal Credit.

7 Resources and Value for Money

- 7.1 The recommended scheme will, over time, reduce the costs of the scheme and the costs of administration. The report sets out a scheme recommendation that introduces simpler claim and administrative processes, replaces automatic protections with a discretionary scheme and sees the scheme aligned with Universal Credit and the wider welfare system in such a way that allows the scheme to absorb potential future Government welfare reforms without impacting on costs.
- 7.2 The reductions in proposed scheme costs will be offset to some degree by the value of the discretionary hardship scheme. It is recommended that the value and design of the discretionary hardship scheme is delegated to Assistant Chief Executive (Citizens and Communities) and that the scheme is taken to Scrutiny Board (Citizens and Communities) as recommended in that Board's report on the development of a Council Tax Support scheme.

8 Legal Implications, Access to Information and Call In

- 8.1 Councils are required to confirm existing scheme or adopt a new local schemes by 31st January each year and in order to do so need to undertake meaningful consultation with major precepting authorities, the public and groups with an interest in the scheme design. The outcomes of the consultation process are reported elsewhere in this report and both the West Yorkshire Police Authority and the West Yorkshire Fire and Rescue Service have responded to say they are content that the scheme proposals do not seek to increase costs to the council or the major precepting authorities.

9 Risk Management

- 9.1 The main risk arising from the recommended scheme relates to the timescale for delivery of the costs reductions. The scheme is dependent to a considerable degree on the roll out of Universal Credit. Universal Credit went live in Leeds in February 2016 for a limited group of claimants, mainly single people with no dependents amongst other things. The wider roll out of Universal Credit is expected to take effect in Leeds from the summer of 2018 and to be completed nationally by 2022. However, Universal Credit has already been subject to delays and there remains the possibility that there could yet be further delays. In this event, it would take longer still to deliver the costs reductions in the scheme.
- 9.2 To help mitigate this risk, and in line with Scrutiny Board recommendations, it is proposed to bring a further report to Executive Board in 2018 with more information about the roll out of Universal Credit and options for reducing scheme costs.
- 9.3 All schemes remain at risk of costs pressures caused by increases in caseload.

10 Conclusions

- 10.1 The need to balance costs of supporting customers with their Council Tax, addressing the financial pressures faced by the Council and responding to wider welfare reforms, means that Council Tax Support schemes costs need to be carefully monitored. The roll out of Universal Credit provides an opportunity to put in place a Council Tax Support scheme that a) builds on the changes made since Council Tax Support was localised in 2013 and b) develops a scheme that better reflects the implications of the wider roll out of Universal Credit. In particular, Universal Credit provides an opportunity to review the automatic scheme of protections to better reflect gains made by some customers under Universal credit and to introduce a simpler scheme for customers and administrators alike.
- 10.2 The proposal to replace the automatic scheme of protections with a discretionary scheme, offers the opportunity to support those who are most affected by the changes. The timescale for the replacement of the automated scheme of protections allows more time for customers to make adjustments.

11 Recommendations

- 11.1 That in considering the work of the Scrutiny Board (Citizens & Communities), Members of Executive Board:
- d) Acknowledge the support of the Citizens and Communities Scrutiny Board to the proposed new changes to the Council Tax Support scheme as presented as part of its review;
 - e) agree to undertake a further review of the new Council Tax Support scheme during the summer of 2018, when the number of Universal Credit claimants is expected to be more significant in Leeds and the Council will be in a good position to gauge the extent to which the new scheme is achieving its overall aim;
 - f) and agree to explore other potential scheme saving options when undertaking a wider review of the new Council Tax Support scheme during 2018.
- 11.2 That in considering recommendation 3 of Scrutiny Board and in noting the comments of the Assistant Chief Executive (Citizens and Communities) in paragraphs 3.14 to 3.18, Members of Executive Board are recommended not to support the removal of protections for all customers on 1 April 2017.
- 11.3 Taking into account the consultation process undertaken, including the work of Scrutiny Board, and in light of the above recommendations, Members are asked to recommend to Full Council the adoption of a new Local Council Tax Support Scheme that:
- a) Replaces the current Council Tax Support scheme with a Council Tax Support that is aligned with Universal credit as set out in appendix B;
 - b) Moves customers onto the new scheme when they are due to transfer to Universal Credit and maintains the current scheme in the meantime;
 - c) Replaces the scheme of automatic protections with a discretionary hardship scheme with the exception of customers in receipt of Armed Forces Compensation Payments;
 - d) Moves eligible customers off the scheme of automatic protections when they are due to transfer to Universal Credit;
 - e) Delegates the design and value of the discretionary hardship scheme to the Assistant Chief Executive (Citizens and Communities) with a requirement that the hardship scheme is taken to Scrutiny Board;
 - f) Aligns the treatment of changes in Council Tax Support with the treatment of changes in Housing Benefit, and;
 - g) Delegates the development of an operational policy for the treatment of fluctuating income to the Assistant Chief Executive (Citizens and Communities).
- 11.4 If Full Council supports the adoption of the proposed scheme, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2017. Implementation will commence as part of the 17/18 annual billing process in order for the new Scheme to be effective from 1 April 2017.

Background documents

None

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

List of appendices:

Appendix A: consultation report

Appendix B: draft scheme

Appendix C: analysis of impact of proposed scheme

Appendix D: Scrutiny Board report

Appendix E: Equality Impact Assessment

Summary report on the consultation on Council Tax Support Local scheme revisions for 2017-18

1.0 Purpose of this report

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

2.0 Background information

In June 2016, the Executive Board were presented with a report that highlighted the likely increase in costs of the current Council Tax Support scheme over the next 5 years. The report also identified other factors that could impact on the cost of the scheme and delivery issues that the authority will face due to planned national welfare reforms. The report presented options for limiting the increase in costs and a proposal to simplify the way that support is delivered.

The Board approved the development of a revised Council Tax Support Scheme based around the needs assessment within Universal Credit and agreed that a consultation should be undertaken on detailed proposals. The Executive Board also agreed to consult on replacing the scheme of automatic protections with a discretionary hardship scheme.

A draft proposed scheme for 2017-18 has been developed that would:

- Introduce a new simpler Council Tax Support scheme for Universal Credit claimants based on the claimant's ability to pay Council Tax from their non-benefit Income;
- Move existing claimants over to the new scheme when they become eligible for Universal Credit;
- Replace the current scheme of protected groups with a new discretionary scheme which would focus on those least able to cope with the removal of automatic protections;
- Align the rules on how changes are dealt with in Council Tax Support with Housing Benefit rules until claimants move over onto the new scheme.

The proposed scheme has been subject to an inquiry by Scrutiny Board (Citizens & Communities) and the Board's recommendations will also be presented to the Executive Board for consideration.

3.0 The Consultation

The consultation was split into 2 parts. The first part considered the option of moving to a simpler scheme based on the Universal Credit needs assessment and proposals to align the treatment of changes in circumstances that affect Council Tax Support with the way changes in circumstances are treated within Housing Benefit. The second part considered options to limit the increase in costs over the next five years.

A consultation document and survey was produced with information on the proposed changes to the scheme to allow people to have their say. All 42,301 working age recipients of Council Tax Support were sent a full paper questionnaire and invited to respond to the consultation.

The survey was also available for the general public to respond to on the leeds.gov.uk website and this was promoted on the council's home web page.

Posters were also displayed in One Stop Centres, Libraries and Housing Offices, Neighbourhood Networks, Children Centres and Adult Social Care Offices. Leeds Advice Network were also informed of the consultation by e.mail and invited to respond. A list of those invited to respond is enclosed at Appendix A of this report

The consultation ran for 8 weeks from 26 August 2016 to 21 October 2016.

5,017 paper responses to the survey were received from Council Tax Support claimants.

184 on-line responses were received from 105 Council Tax Support claimants and 79 non-claimants.

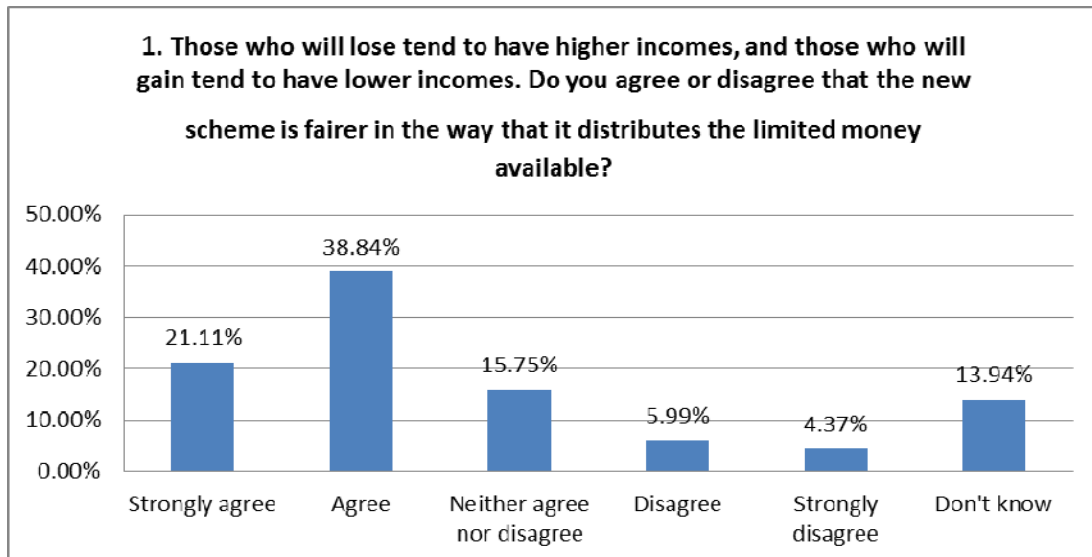
Equality data in respect of respondents is provided at Appendix B of this report

4.0 Summary of key findings

4.1 The charts that follow set out key findings from the questions in the survey, followed by a table, showing thematically-grouped results from the 'open-response' questions in the survey, where respondents were free to write their responses.

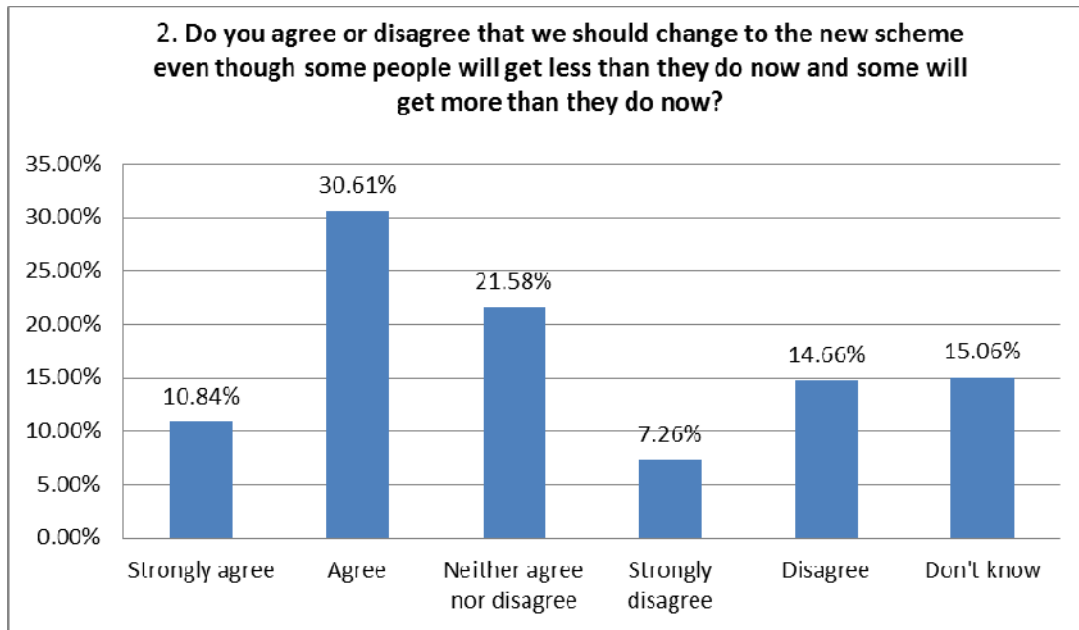
4.2 Respondents were asked whether they agreed that the new scheme is fairer in the way it distributes the limited money available.

59.95% agreed that the proposed scheme is fairer compared to 10.36% who disagreed



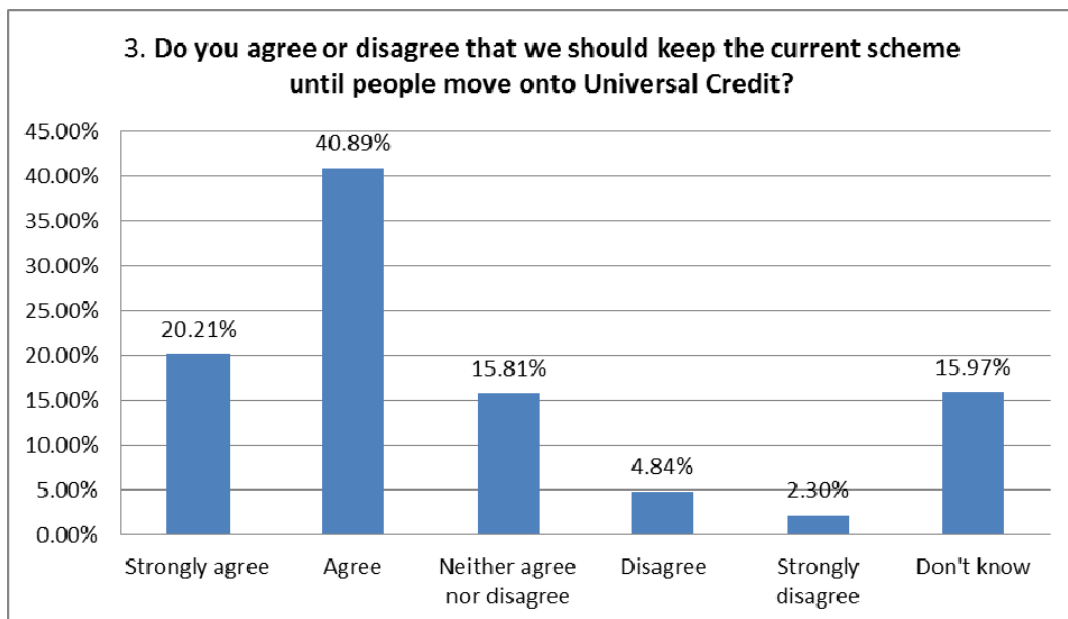
4.3 Respondents were asked whether we should change to the new scheme even though some people will get less than they do now and some will get more than they do now.

41.45% agreed that we should change to the new scheme compared to 21.92% who disagreed that we should change to the new scheme.



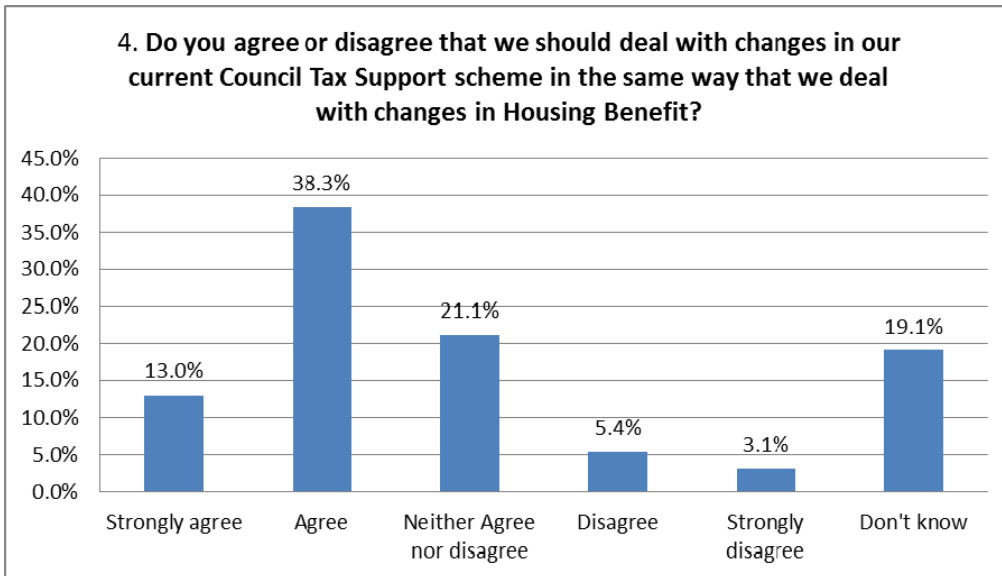
4.4 Respondents were asked whether we should keep the current scheme until people move onto Universal Credit.

61.1% agreed that we should keep the current scheme until people move onto Universal Credit compared to 7.14% who disagreed that we should keep the current scheme until people move onto Universal Credit.



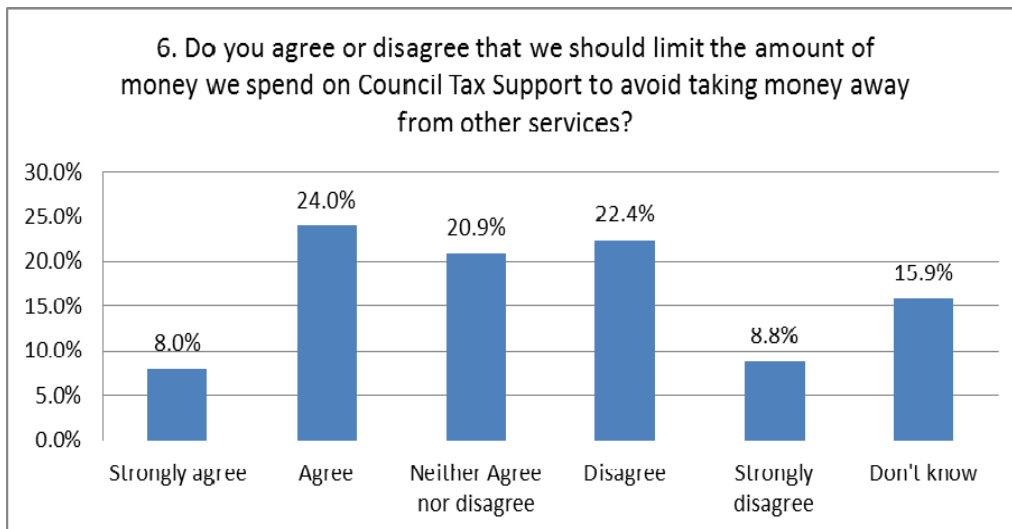
4.5 Respondents were asked whether we should deal with changes in our current scheme in the same way that we deal with changes in Housing Benefit.

51.3% Agreed that we should deal with changes in the same way that we deal with them in Housing Benefit compared to 8.5% who did not agree.



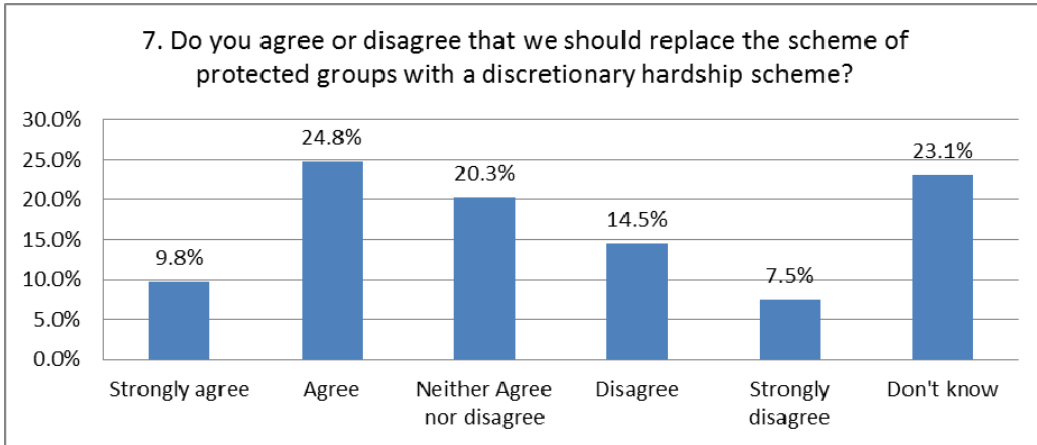
4.6 Respondents were asked whether we should limit the amount of money we spend on Council Tax Support to avoid taking money away from other services.

32% agreed that we should limit the amount of money we spend on Council Tax Support to avoid taking money away from other services compared to 31.2% who disagreed that we should limit the amount of money we spend on Council Tax Support to avoid taking money away from other services.



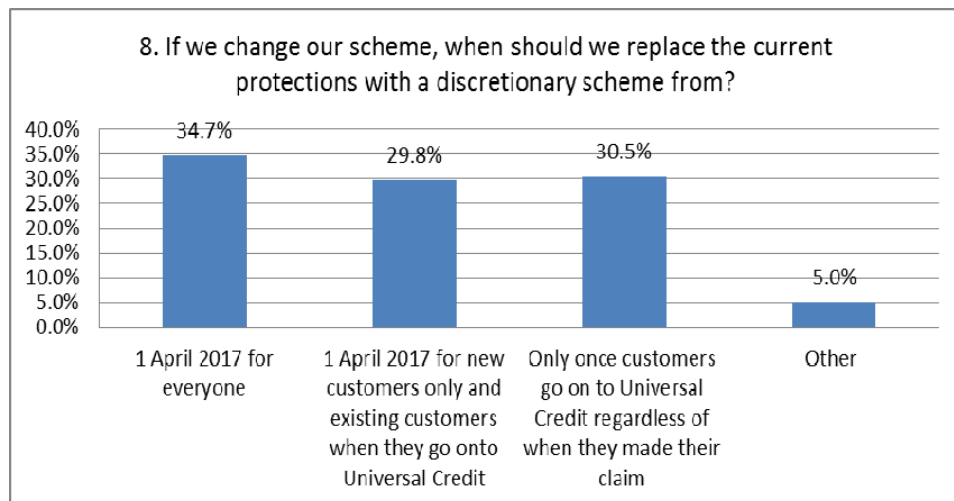
4.7 Respondents were asked whether we should replace the scheme of protected groups with a discretionary hardship scheme.

34.6% agreed that we should replace the scheme of protected groups with a discretionary hardship scheme compared to 22% who disagreed that we should replace the scheme of protected groups with a discretionary hardship scheme.



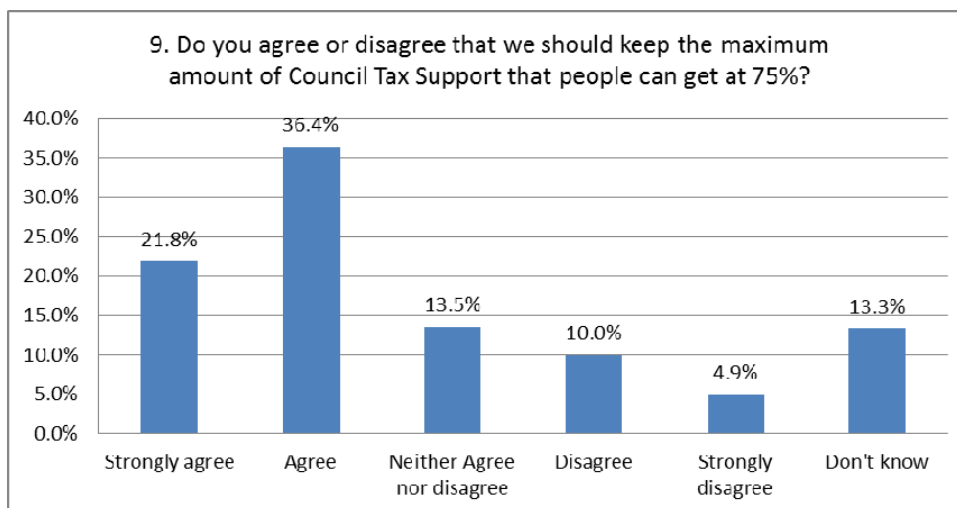
4.8 Respondents were asked if we do change our scheme, from when should we replace the scheme of protected groups with a discretionary scheme.

- 34.7% preferred 1.4.17 for everyone
- 29.8% preferred 1.4.17 for new customers and move existing customers onto the new scheme when they move onto Universal credit
- 30.5% preferred to move everyone onto the new scheme only when they move onto Universal Credit (the proposed option)
- 5% preferred other option. The most popular responses from those who preferred another option suggested “never “ or expressed a view that people should have adequate advance warning of when they would be affected.



4.9 Respondents were asked whether we should keep the maximum amount of Council Tax Support at 75%.

58.2% agreed that we should keep the maximum amount of Council Tax Support at 75% compared to 14.9% who disagreed that we should keep the maximum amount of Council Tax Support at 75%.



4.10 Respondents comments

There were two open response questions inviting comments about the proposed scheme and the proposal to limit the amount of money that the council spends on Council Tax Support.

Respondents were also given space at the end to add any additional comments.

Over 1,565 views were provided to these open questions and these have been grouped into themes and are set out in the table below:

Table 1 - Open-response question results	Total
Worry about finances and debt	173
Support for low income households	160
Support for disabled people	135
Disagreement with reducing support	123
Sceptical about new scheme	102
Support for the new scheme	84
Fear about benefit changes generally	84
Support for vulnerable people	80
Support for benefit claimants	79
Suggestion that support should be higher	76
Support for workers	56
Suggestion that no changes should be made	50
Support for a means tested calculation	49
Acceptance that change is required	35
Support for people with mental health issues	31
Support for lone parents	31
Suggestion about how else savings could be made	27

Suggest that people from abroad should get less support	25
Suggestion that everyone should contribute	25
Suggestion that benefit claimants pay more Council Tax	24
Support for maintaining other services	21
Support for families	19
Suggestion that more should be done to identify fraud	18
Negative comment about Council Tax	14
Recommendation to allow time to make changes	12
Concern about the costs of recovering Council Tax (courts and bailiffs)	11
Suggestion that Council Tax for others should increase	9
Concern that vulnerable would have difficulty claiming discretionary support	7
Suggestion that the capital limit should be lowered	4
Support for carers	1
	1,565

5.0 Consultation with the Major Precepting Authorities

The West Yorkshire Police and Fire Services have been consulted have also been consulted on the proposals and have stated their preference for a scheme that does not have financial implications for their service.

6.0 Conclusions

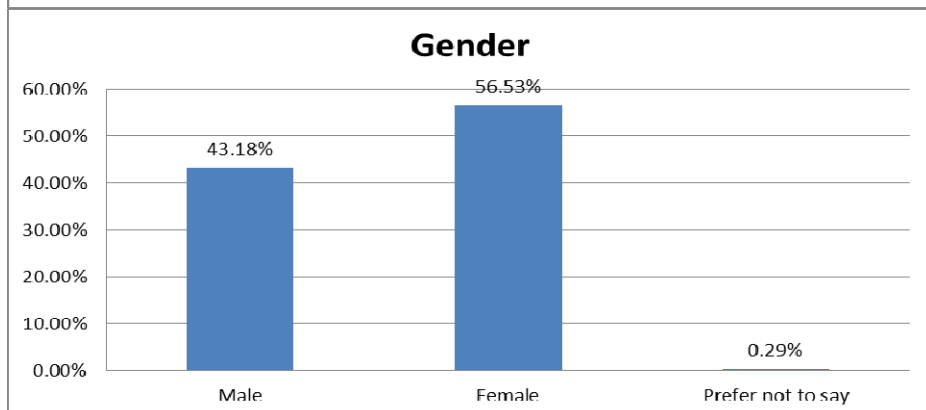
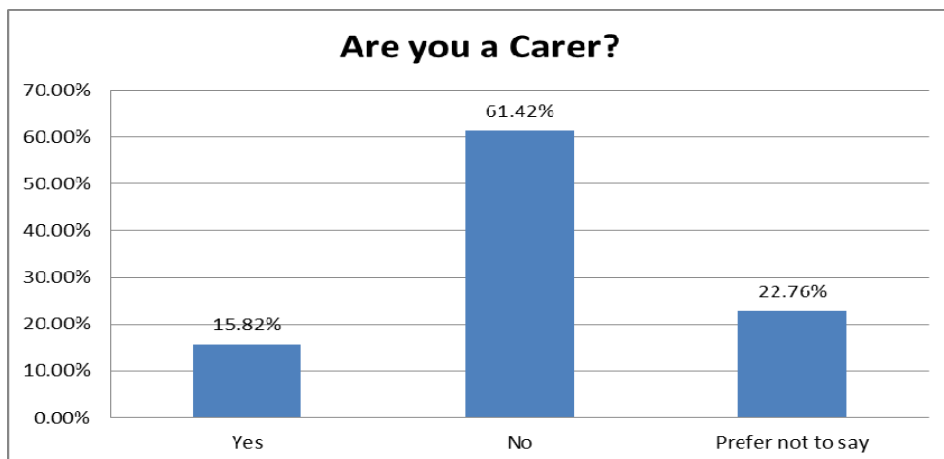
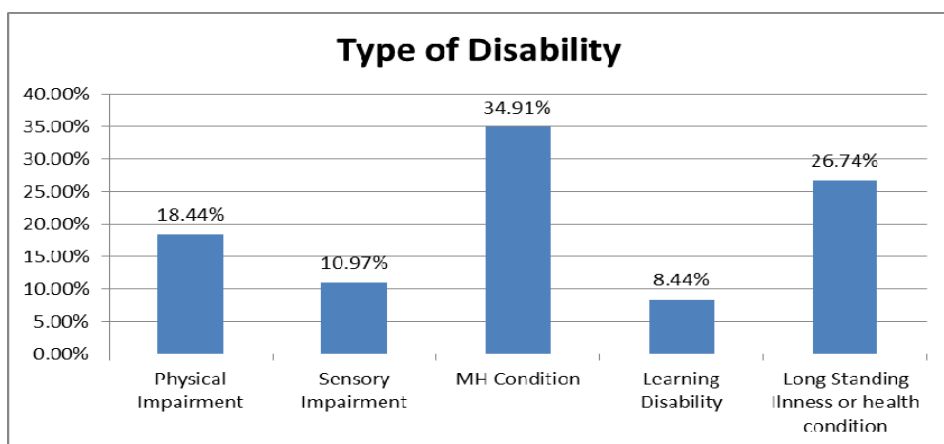
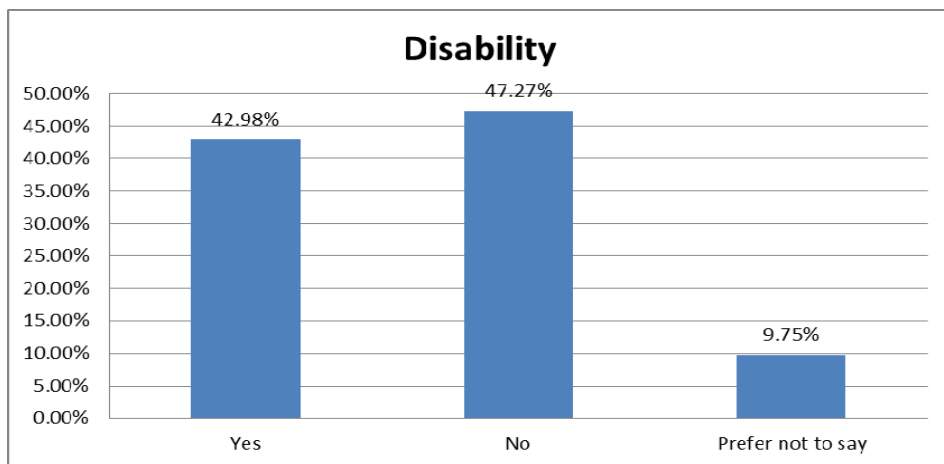
- 6.1 The consultation exercise showed strong support for moving to the new scheme when claimants move onto Universal Credit even though it would mean that some people will get less support than they get now and other will get more support.
- 6.2 There is clear support for dealing with changes in the current scheme in the same way that changes are dealt with in Housing Benefit
- 6.3 There is no clear support either way for limiting the money that is spent on Council Tax Support to avoid taking money away from other services.
- 6.4 There is more support for replacing protected groups with a discretionary scheme than there is for keeping the existing protected groups. But there is no clear preferred option for when the change is made if it goes ahead. There were a number of recurring concerns raised. These include:
- Fear about welfare benefit changes generally particularly Universal Credit
 - Worry about paying bills and increasing debts due to reduced national benefit levels and increased Council Tax
 - Opposition to increasing the amount people have to pay
 - Support for ensuring people are better off in work than receiving benefits
 - Concern that vulnerable claimants who lose protection will have difficulty claiming discretionary support

There were also a large number of responses that showed claimants lacked understanding of the changes and that changes need to be communicated in more simple terms.

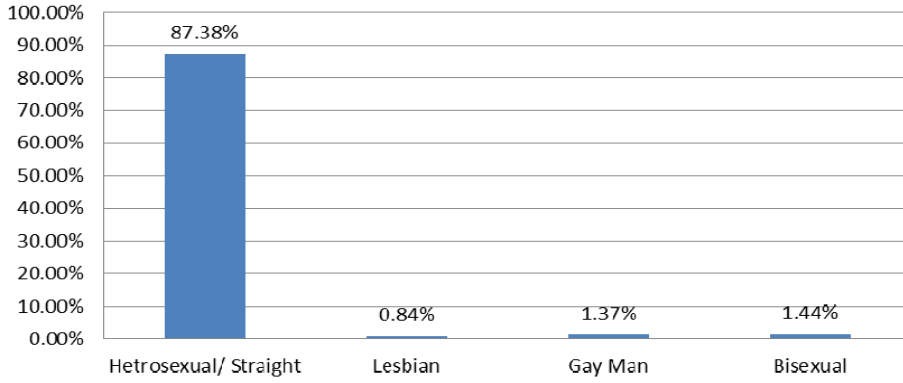
Appendix A - Groups that were contacted and invited to respond to the consultation.

Action for Blind People	Leeds Black Elders Association
Action for Gipton Elderly	Leeds Chinese Community
Age UK Leeds	Leeds Community Foundation
Aireborough Voluntary Services to the Elderly with	Leeds Federated Housing Association
Amberton Court	Leeds Gypsy and Traveller Exchange
Anchor Trust (Sheltered Housing)	Leeds Involvement Project
Armley Helping Hands	Leeds Irish Health and Homes
Association of Blind Asians	Leeds Jewish Welfare Board
BARCA-Leeds	Leeds Older Peoples Forum
Barnardo Services Ltd	Leeds Older People's Forum
Barnardo's Yorkshire	Leonard Cheshire Disability
Belle Isle Elderly Winter Aid	Manorfield House Care Home
Belle Isle Elderly Winter Aid Luncheon Club	Middleton Elderly Aid
Billing View Community Group	Moor Allerton Elderly Care (MAECare)
Bramley Elderly Action	Morley Elderly Action
Burmantofts Senior Action	Neighbourhood Action in Farnley, New Farnley &
Carers Leeds	Neighbourhood Elders' Team
Caring Together in Woodhouse & Little London	North Seacroft Good Neighbours Scheme
Catholic Care	Older People's Action in the Locality
Citizens Advice Bureau	Older Wiser Local Seniors (OWLS)
Cloverleaf (Advocacy)	Otley Action for Older People
Community Action for Roundhay Elderly	Otley Care Resource Centre
Company	Richmond Hill Elderly Action
Connect In The North	Richmond House Care Home
Crossgates & District Good Neighbours Scheme	Rothwell & District Live at Home MHA Care Home
Dolphin Manor	Shantona Women's Centre
East Sheltered Housing	South Leeds Live at Home
Epilepsy Action	South Seacroft Friends & Neighbours Scheme (MHA)
Farsley Live at Home Scheme	South Sheltered Housing
Feel Good Factor	Springfield Day Centre Care Home
Frederick Hurdle Day Centre	Stanningley & Swinnow Luncheon Club
Halton Moor & Osmondthorpe Project for Elders	Suffolk Court Care Home
Hamara Healthy Living Centre	Swarcliffe Good Neighbours Scheme
Harry Booth House	Tenfold
Hawksworth Older People's Support	The Shaw Trust
Holbeck Elderly Aid	United Response
Home Lea House	Vale Circles Day Centre
Homeshare North	Voluntary Action Leeds (VAL)
Horsforth Live at Home	West Indian Family Counselling Service
Housing 21	West Sheltered Housing (Independent living)
Independent Age	Wetherby in Support of the Elderly (WiSE)
Knowle Manor Care Home	Wheatfields Hospice

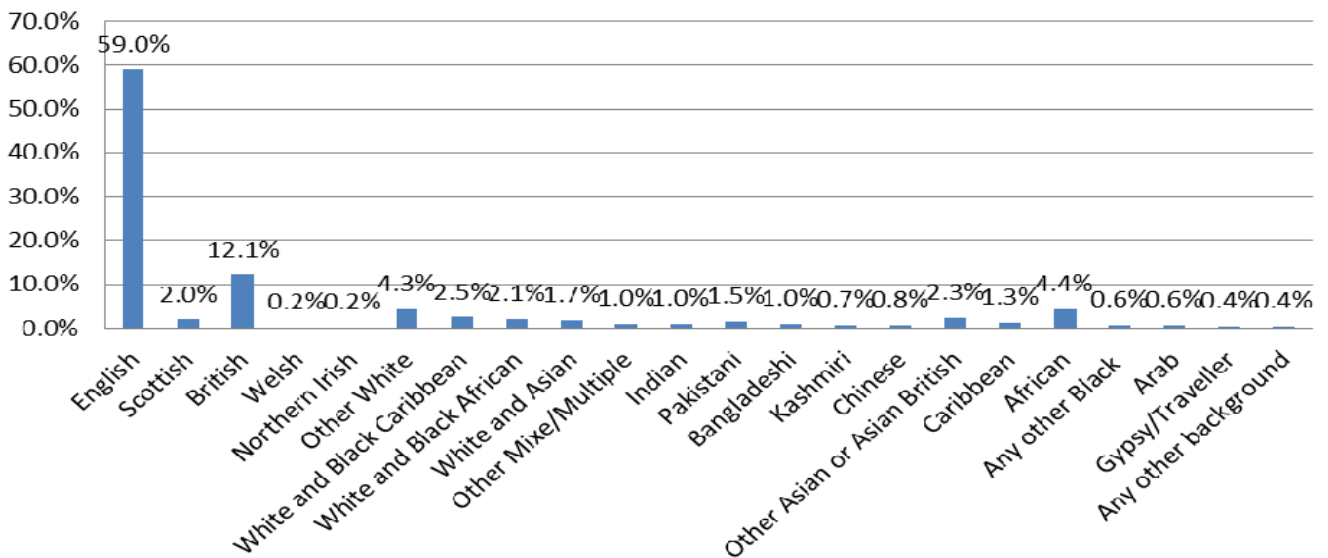
Appendix B - Equality Data provided by respondents



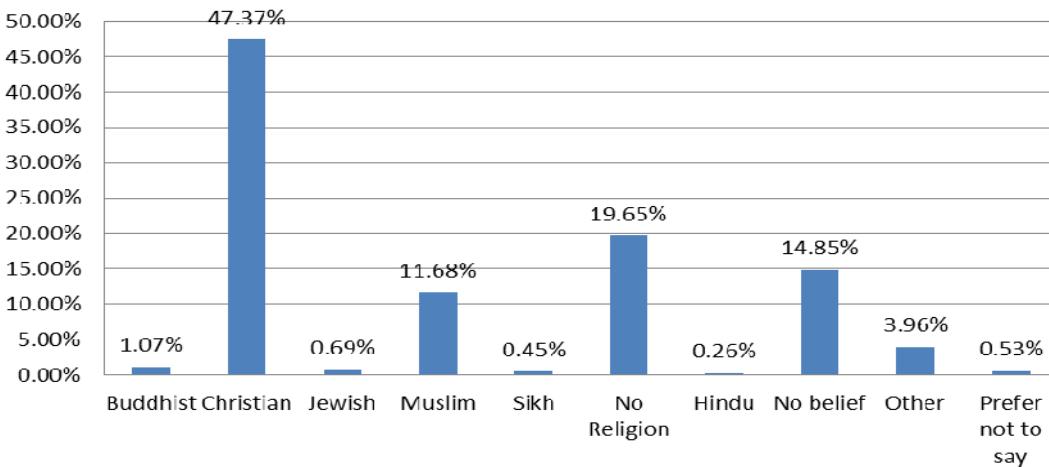
Sexual Orientation



Ethnicity



Religion



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Council Tax Support Consultation

Introduction

Over the last five years the council has seen its funding from government reduced by £214m. Further reductions of around £53m are expected over the next three years. The loss of funding means that the council has to think very carefully about where it spends its money and how best it can support its most vulnerable residents.

Despite the loss of government funding, the council has continued to run a Council Tax Support scheme that costs around £48m a year. Forecasts indicate the cost of the scheme would rise to around £58m a year within the next five years if the scheme stays as it currently is. These forecasts assume the number of people claiming support remains the same as it is now. This level of increase is difficult to support at a time when funding is being significantly reduced.

We therefore need to review the scheme so that we can limit the increase in costs over the next five years and ease the pressure a little on funding for other services.

We also now have an opportunity to change to a simpler scheme based on the roll out of Universal Credit.

Universal Credit was launched in Leeds during 2016. It is the government's new benefit scheme that replaces a number of benefits with a single benefit. Eventually, everyone who claims Housing Benefit, Income Support, Jobseekers Allowance, Employment Support Allowance, Child Tax Credits or Working Tax Credits will move onto Universal Credit instead. It will take until 2022 for everyone to move over to Universal Credit.

We want to introduce a simpler Council Tax Support scheme that uses the Universal Credit needs assessment for working out Council Tax Support. The scheme would be simpler to claim, simpler to understand and simpler to deliver.

The consultation is split into two parts:

- **Part A** provides information on moving to a simpler scheme based on the Universal Credit needs assessment. It also gives information on proposals to align the treatment of changes in circumstances that affect Council Tax Support with the way changes in circumstances are treated within Housing Benefit;
- **Part B** provides information on options to limit the increase in costs over the next five years.

We welcome your views on the proposals to change our Council Tax Support scheme.

Part A – proposals to move to a simpler scheme based on the Universal Credit needs assessment

How would the proposed scheme work?

When a customer claims Universal Credit, their financial and personal circumstances are assessed to decide how much Universal Credit they should get. The assessment takes into account whether the customer or their partner is disabled, whether they have children, have childcare costs etc.

Under our current Council Tax Support scheme, we also carry out a similar needs assessment. We also take into account how much income a customer has, including how much Universal Credit they receive and whether they get other benefit income.

Under the proposed Council Tax Support scheme, we would no longer carry out our own needs assessment and instead would use the Universal Credit needs assessment. We would also not take into account any benefit income received and would only take into account earnings or income from sources other than benefits.

All we would need to know is:

- Is the customer single or part of a couple?
- Does the customer (or their partner) have any income other than benefits?
- Does the customer (or their partner) have savings over £16,000

How is this different to the current scheme?

Parts of the new scheme will be the same as the current scheme:

- Pensioners will continue to be assessed as part of the government's national scheme for pensioners;
- The maximum support for working-age customers will continue to be limited to 75% of their Council Tax liability;
- Customers on Jobseekers Allowance will continue to be offered a Personal Work Support Package once they have been on Council Tax Support for six months. The package provides extra support to help jobseekers to prepare for and move into work, but Jobseekers who do not take up the extra support do not get any Council Tax Support after six months. We provide this extra support to Jobseekers so they have a better chance of improving their circumstances by moving into work.

But other aspects of the new scheme will be different:

- All income from benefits is ignored and anyone whose income comes only from benefits would get the maximum level of support;
- Single people with weekly income (not including benefits) lower than £73.10 a week get the maximum level of support and would see their Council Tax Support reduce by 15 pence for every £ their income is above £73.10;

- Couples with weekly income (not including benefits) lower than £114.50 a week get the maximum level of support and would see their Council Tax Support reduce by 15 pence for every £ their income is above £114.50;
- Anyone with savings over £16,000 would not get any support.
- Savings up to £16,000 are not counted in the assessment
- Council Tax Support is not reduced if there are other adults in the household.

How would customers be affected by the change?

Customers with lower incomes would get more help and those with higher incomes would get less. This table shows the average weekly amount of Council Tax Support that people get now and what they would get under the proposed scheme:

Customers non-benefit income:	What people get now on average	What people would get on average
no income	£13.50	£13.71
under £75.00	£11.96	£13.04
between £75 - £100	£10.44	£10.84
between £100 - £125	£8.13	£8.00
between £125- £150	£8.06	£6.43
over £150	£8.51	£3.62

Here you can see how many people (based on current claims) would get more or less Council Tax Support and how much more or less Council Tax Support they would get:

Change to entitlement:	Income below £75	Income £75- £100	Income £100-125	Income £125-£150	Income over £150
over £10 per week more	140	19	29	18	5
£5 - £10 per week more	541	73	135	59	39
£1 - £5 per week more	1,055	370	800	292	241
change less than £1	33,428	1,252	458	918	384
£1 - £5 per week less	0	305	535	630	918
£5 - £10 per week less	0	0	288	242	852
over £10 per week less	0	0	0	46	512

Generally, customers with low non-benefit incomes and those with other adults living with them would pay less, and those with higher non-benefit incomes would pay more.

Here are some examples of how much Council Tax people would need to pay under the proposed Council Tax Support scheme:

Weekly Council Tax payments for a single person living in a band A property would be:

- £3.41 if their only income was from benefits
- £3.41 if they earn below £73.10
- £7.44 if they earn £100.00
- £11.20 if they earn £125.00
- £13.63 if they earn more than £141.30

Weekly payments for a couple living in a band B property would be:

- £5.30 if their only income was from benefits
- £5.30 if they earn below £114.50
- £10.63 if they earn £150.00
- £18.13 if they earn £200.00
- £21.20 if they earn more than £220.81

When would the new scheme come into effect?

The new scheme would start on 1 April 2017.

- Existing customers already getting Universal Credit will move into the new scheme on 1 April 2017.
- Existing customers who do not get Universal Credit would move onto the new scheme when they move onto Universal Credit.
- New customers who could get Universal Credit but choose not to claim it, or are not entitled to it, will also have their Council Tax Support worked out under the new scheme rules.
- New customers from April 2017 who are not entitled to Universal Credit will have their claim worked out under the current rules until they move onto Universal Credit.

Government have said it will be another five years before everyone has moved onto Universal Credit, which means it will be five years before all customers in Leeds have moved onto the new Council Tax Support Scheme.

How do we propose to treat changes of circumstances for customers who have not moved over to Universal Credit?

Customers currently make a single claim for Housing Benefit and Council Tax Support.

Since Council Tax Support was introduced there have been changes made by the government to the way changes in circumstance are treated in Housing Benefit that have not been made to our Council Tax Support Scheme. This means that some changes in circumstances are treated differently in Housing Benefit and Council Tax Support. We would like to change our Council Tax Support Scheme so that it once again aligns with the Housing Benefit scheme in most ways.

At the moment we always adjust Council Tax Support from the date that the change happened.

We propose to change our scheme so that when someone has a change in their circumstances we will change their Council Tax Support from the same date that we will change their Housing Benefit.

Anyone who does not report a change in circumstances within one month of the change happening will only get any extra Council Tax Support that are entitled to because of the change, from the date they actually tell us about the change.

If someone has a change in their circumstances that means they are entitled to less Council Tax Support we will always reduce the Council Tax Support from the date the change happened, regardless of when the change is reported.

We would only change the Council Tax Support from a different date if the amount of Council Tax a person had to pay changed. Changing our scheme in this way will make it more important customers report any changes in their circumstances on time.

Part B – Proposal to reduce the money the Council spends on Council Tax Support

The proposals in Part A would reduce the scheme costs by around £400k in comparison to the cost of the current scheme. Nevertheless, Council Tax Support scheme costs are forecast to increase by around £10m over the next five years unless further changes are made.

Our preferred way of limiting the increase in Council Tax Support scheme costs is to replace the scheme of protections with a discretionary hardship scheme.

The table below shows the current cost of protecting 21,846 households from the 25% reduction in support, and what we think the cost could increase to in five years' time if we don't change anything.

	Number of Households	Cost of protections now	Likely cost of protections in five years time
War pensioners	33	£6,755	£8,200
Severe disability	5,146	£948,504	£1,154,000
Enhanced disability	8,426	£1,745,994	£2,125,000
Carer	2,268	£481,926	£586,300
Lone parent of a child under five	5,973	£1,040,144	£1,265,500
Total	21,846	£4,223,322	£5,139,000

When would the protection be removed?

Customers would keep their protection until they move onto Universal Credit. For most customers this will mean there will be no change to their protection until at least 2018/19 and for some there will be no change until 2021/22. This is because only single jobseekers are expected to move to Universal Credit over the next year and also because it will take five years for everyone to move onto Universal Credit.

Will customers be worse off?

Customers who are protected from the 25% reduction will get less Council Tax Support if protections are removed. But some customers will get more benefit overall when they move to Universal Credit.

- Some will be better off when they move on to Universal Credit. For example, someone who now gets £125.05 a week in Employment Support Allowance will get the equivalent of £146.17 a week when they move onto Universal Credit. This will give them an increase in their income of £21.12 a week.

- Some will see no significant change in the amount of income that they receive when they move on to Universal Credit. Many carers and lone parents are likely to receive a similar amount.
- No-one will be worse off, government have said that anyone who would get less Universal Credit will continue to get the same amount as they did before they moved on to the new benefit. This is called Transitional Protection.

This table shows how much more households who lose protection are likely to pay each week.

Council Tax Band	Single people	Couples
A	£3.41	£4.54
B	£3.97	£5.30
C	£4.54	£6.06
D	£5.11	£6.81
People in Council Tax Bands E to H will also have to pay more		

How will the new Discretionary Hardship scheme work?

We propose to introduce a new discretionary hardship scheme to replace the automatic protections that are in place now.

We recognise that everyone's circumstances are different. We will consider customer's individual circumstances, and where they can show that they are not able to pay the additional charge, they will get a discretionary hardship payment.

What other options are there?

1. We could take the extra money that we need to continue with the current scheme from other council services.

All Council Services are already under pressure to reduce costs, taking more money away will put services under greater pressure.

2. We could continue to protect customers who currently get maximum support, and reduce the amount of support we give to everyone else.

We would need to reduce the amount of support that everyone else gets each year to keep the scheme costs at current levels. That would mean the maximum support next year would be around 65%, and the following year it could be 55% and the level of support would probably reduce every year after that.

You can see below what that could mean for a single person who receives Jobseekers Allowance, or Employment Support Allowance of £73.10 a week, who pays £3.41 a week now.

Year	Maximum Support	Weekly amount to pay
2016-17	75%	£3.41
2017-18	65%	£5.00
2018-19	55%	£6.60
2019-20	45%	£8.00
2020-21	35%	£9.80
2021-22	25%	£11.70

3. We could limit who can claim Council Tax Support.

For example we could consider:

- Removing entitlement for people who do not receive a national welfare benefit.
- Increasing the age at which people are able to claim Council Tax Support from 18.
- Lowering the capital limit from £16,000.
- Limiting the length of time we will pay Council Tax Support for.

These options would reduce the amount of Council Tax Support we pay but would mean that some people affected would get no help at all towards their Council Tax. We are not proposing to make these changes, these are examples of options that could be considered.

Council Tax Support Scheme for Universal Credit claimants

1. Eligibility

This scheme applies to any person who has made an application for Council Tax Support who is in receipt of an award of Universal Credit

Any person who has been eligible to receive Council Tax Support under this scheme will remain eligible under this scheme and will not be eligible for Council Tax Support under the previous scheme.

2. Maximum award

The maximum award of Council Tax Support under this scheme is 75% of the Council Tax liability.

3. Persons entitled to a maximum award

The following persons are entitled to a maximum award under this scheme

- Any person who is in receipt of an award of Universal Credit that is equal to their maximum Universal Credit award
- Any person who has Eligible Income as defined in paragraph 6 that is below their Personal Allowance as defined in paragraph 5.

4. Persons entitled to a partial award

Any person who is not entitled to a maximum award under paragraph 3 is entitled to a partial award. The level of the partial award is determined by reducing the Maximum award by 15% of the Surplus Eligible Income as defined in paragraph 7.

Where 15 % of the Surplus Eligible Income exceeds the maximum award, no award will be made.

5. Personal allowances

The Personal Allowance for a person who is single is £73.10 per week

The Personal Allowance for a person who has a partner who lives with them is £114.50 per week

6. Eligible Income

Any income net of tax, national insurance and pension contributions that is not a benefit or a welfare payment made by the Government or on behalf of the Government under the Social Security Administration Act 1992 or the Welfare Reform Act 2007 is to be counted as Eligible Income, including (but not exclusively):

- Income from employment
- Income from Self Employment
- Income from a Private or Company Pension or Annuity

- Rental Income from tenants and lodgers

7. Surplus Eligible Income

Surplus Eligible Income is calculated by deducting the Personal Allowance from the Eligible Income.

8. Exclusions

The following persons are not entitled to an award of Council Tax Support:

- Anyone with capital or assets worth in excess of £16,000
- Anyone who is required to, but who has failed to participate in a Personal Work Support package.

Appendix C - Impact of New Universal Credit Scheme

1. There are no implications for pensioner claims. This is because pensioners are dealt with under a national scheme prescribed by the Government. The costs of the pensioner scheme are met by the local council.
2. In relation to working age cases, there are gainers and losers arising from the proposed CTS scheme. An overview of the position is set out in table 1.

Table 1: Gainers and losers – overall position

Non benefit Income:	Cases	Average award under current CTS scheme	Average award under proposed scheme	Average gain or loss
Over £150	2,951	£8.51	£3.62	-£4.89
£125.01 - £150	3,039	£8.13	£8.00	-£0.13
£100.01 - £125	1,745	£8.06	£6.43	-£1.63
£75.01 - £100	1,685	£10.44	£10.84	+£0.40
£75.00 and under	1,723	£11.96	£13.04	+£1.08
No income	33,441	£13.50	£13.71	+£0.21
Total weekly cost	44,584	£553,536	£545,424	

3. Working age claims fall into 2 categories:
 - ‘Passported’ claims: these are claims from customers who are getting Income Support, Income-related Employment Support Allowance and income-based Jobseekers Allowance. The term ‘passported’ comes from the fact that these claims are ‘passported’ onto maximum Council Tax Support awards with no income or needs assessment carried out by the council;
 - ‘Standard’ claims: these are claims which are not ‘passported’ and where the Council carries out its own income and needs assessment.
4. **Passported** customers will transfer onto maximum Universal Credit and will, therefore, be entitled to at least the same amount of Council Tax Support as they get at the moment. However, a number of ‘passported’ claims also have non-dependents living with them and, as a result, have non-dependant deductions (NDDs) made from their current CTS award. Under the proposed scheme, there will be no non-dependant deductions so these claims will get more Council Tax Support. The table below shows the number of ‘passported’ claims with non-dependants and the average weekly gain and the additional cost to the council over the year.

Table 2: average weekly gain: removing NDDs

Households with:	Cases	Average weekly gain	Annual cost
1 non dep	596	£4.31	£133,962.82
2 non deps	216	£6.45	£72,611.14
3+ non deps	59	£8.26	£25,401.26
Total	871	-	£231,975.23

5. A more comprehensive breakdown of the 871 claims which gain from the removal of non-dependant deductions is shown below. This shows that the majority of gainers are getting Employment Support Allowance and that single people are the biggest group across the benefits with non-dependant deductions.

Table 3: breakdown off gainers by benefit type

Household:	ESA	Income Support	JSA	Total
Couples	65	12	13	90
Families	36	20	36	92
Lone parents	98	109	63	270
Single people	254	82	83	419
Total	453	223	195	871

6. The main changes happen with **Standard** cases.

- 20% of 'standard' cases will gain as a result of the proposed new scheme. Some will gain as a result of removing non-dependant deductions.

Table 4: overview of 'standard' case gainers

Household	Out of work		In Work		All cases	
	Cases	Average weekly gain	Cases	Average weekly gain	Cases	Average weekly gain
Couples	89	£7.40	144	£6.38	233	£6.77
Families	40	£4.84	583	£3.90	623	£3.96
Lone Parents	115	£5.95	913	£2.89	1028	£3.24
Single People	351	£5.12	306	£3.69	657	£4.45
Total	595	£5.60	1946	£3.58	2541	£4.05

- 30% of 'standard' cases will lose as a result of the proposed new CTS scheme. Table 5 provides an overview of the 'standard' case losers.

Table 5: overview of 'standard' case losers

Household	Out of work		In Work		All cases	
	Cases	Average weekly loss	Cases	Average weekly loss	Cases	Average weekly loss
Couples	4	£5.47	146	£4.05	150	£4.09
Families	7	£4.51	1743	£6.03	1750	£6.02
Lone Parents	26	£6.70	2070	£5.29	2096	£5.31
Single People	30	£6.01	210	£4.57	240	£4.75
Total	67	£6.09	4169	£5.52	4236	£5.53

- 50% of standard cases see minimal change of less than £1 a week with many of these seeing changes of only a few pence a week.
7. Because 'standard' cases are in the main claims form households where the claimant or partner is working, the vast majority of gainers and losers are in-work households. Table 6 below looks at the earnings levels of the gainers and losers. This shows, not unsurprisingly that the gainers are households with the lowest earnings and that the losers are the households with the highest earnings.

Table 6: earnings levels of gainers and losers

Household	Claimants that will gain				Claimants that will lose			
	Employed		Self Employed		Employed		Self Employed	
	Cases	Average net pay	Cases	Average net pay	Cases	Average net pay	Cases	Average net pay
Couples	48	£111.55	38	£95.11	115	£177.37	13	£147.38
Families	236	£147.83	239	£120.42	1,264	£197.65	320	£161.65
Lone Parents	640	£109.37	97	£79.83	1,804	£137.38	143	£105.48
Single	67	£91.64	94	£70.92	124	£128.30	66	£108.07

- Average pay of couples who gain is £52 / £65 lower than those who lose
- Average pay of families who gain is £49/ £41 lower than those who lose
- Average pay of lone parents who gain is £28 / £25 lower than those who lose
- Average pay of single people who gain is £36 / £37 lower than those who lose
- 67 out of work claimants (Table 5) who will lose have an average non-benefit income of £140.10 per week. This is income from occupational or private pensions, maintenance, or a sub-tenant.

- 14 households lose more than £20 a week in CTS under the proposed scheme. An overview of their income and Council Tax banding is provided below

No. dependents	Council Tax Band	Non benefit Income	Loss
3 dep	G	£ 305.84	-£ 28.65
2 dep	F	£ 334.14	-£ 24.03
5+ deps	E	£ 264.97	-£ 22.52
4 dep	E	£ 452.18	-£ 21.52
5+ dep	E	£ 249.09	-£ 20.13
3 dep	D	£ 387.33	-£ 27.26
2 dep	C	£ 307.81	-£ 24.23
4 dep	C	£ 280.97	-£ 23.43
2 dep	C	£ 332.67	-£ 20.07
3 dep	B	£ 284.49	-£ 21.43
1 dep	B	£ 261.42	-£ 21.20
3 dep	B	£ 288.56	-£ 21.20
4 dep	B	£ 251.50	-£ 20.50
1 dep	B	£ 250.00	-£ 20.27

Scrutiny Report

The development of a revised Council Tax Support scheme

Scrutiny Board (Citizens and Communities)
November 2016



Leeds
CITY COUNCIL



Contents

	Page(s)
1. Recommendation Summary	3 - 5
2. Introduction and Scope	6 - 8
3. Conclusions and Recommendations	9 - 24
4. Evidence	25 - 26
5. Glossary	27
6. Appendix 1 – Further analysis of potential saving options linked to the Council Tax Support scheme.	28



Summary of Recommendations

Recommendation 1

That the Executive Board:

- (i) Acknowledges the support of the Citizens and Communities Scrutiny Board to the proposed new changes to the Council Tax Support scheme as presented as part of its review.
- (ii) Agrees to undertake a further review of the new Council Tax Support scheme during the summer of 2018, when the number of Universal Credit claimants is expected to be more significant in Leeds and the Council will be in a good position to gauge the extent to which the new scheme is achieving its overall aim.

Recommendation 2

That the Assistant Chief Executive (Citizens and Communities) ensures that the Executive Board is provided with a detailed options appraisal in determining when the Council revises the Council Tax Support award as part of the new Council Tax Support scheme and in doing so, acknowledges the support, in principle, of the Citizens and Communities Scrutiny Board towards an approach based on average earnings.

Recommendation 3

That the Executive Board:

- (i) supports the option to remove protections entirely from 1st April 2017 for the majority of protected groups and only maintain protections for War Pensioners;
- (ii) endorses the need to ring-fence an appropriate proportion of the cost savings arising from the removal of the protections scheme in order to secure sufficient funding for a new discretionary hardship scheme.

Recommendation 4

That the Assistant Chief Executive (Citizens and Communities) ensures:

- (i) That the application of the discretionary hardship scheme is fair and transparent and based on the principle of supporting the most vulnerable of customers that would be worse off under the new Council Tax Support scheme and least able to cope.
- (ii) That the details surrounding the development of the discretionary hardship scheme are shared with the relevant Scrutiny Board.



Summary of Recommendations

Recommendation 5

That, linked to recommendation 1(ii), the Executive Board agrees to explore other potential scheme saving options when undertaking a wider review of the new Council Tax Support scheme during 2018.

Recommendation 6

That the Assistant Chief Executive (Citizens and Communities) ensures that the work surrounding a review of methods of contact of customers during the Personal Work Support Package scheme and the development of a business case for an improved case management system is progressed with urgency and progress is reported back to the relevant Scrutiny Board.

Recommendation 7

That the Assistant Chief Executive (Citizens and Communities) works with DWP's West Yorkshire Work Services District Manager to explore further opportunities for strengthening links between the Council's Personal Work Support Package scheme and the Back to Work Plan process undertaken by Job Centre Plus. In particular, to ensure that a customer's engagement with the PWSP scheme is appropriately reflected as part of the Claimant Commitment process with Job Centre Plus.

Recommendation 8

That the Assistant Chief Executive (Citizens and Communities) explores additional funding opportunities through the pending ESIF programmes and the Work and Health Programme that could be utilised towards the expansion of the Personal Work Support Package element of the Council Tax Support scheme to those claimants in receipt of an Employment and Support Allowance.



Summary of Recommendations

Recommendation 9

That the Assistant Chief Executive (Citizens and Communities) leads on actively promoting the Personal Work Support Package element of the Council Tax Support scheme to the Secretary of State for Welfare and Benefits with a view to exploring opportunities of becoming a pilot authority and potentially securing additional funding to support the improvement and further expansion of the scheme.

Recommendation 10

That the Assistant Chief Executive (Citizens and Communities) leads on working with other relevant directorates and key partners to develop a communication strategy aimed at existing and future Council Tax Support claimants to enable them to fully understand their entitlements and also where to access further advice and support if needed, with particular attention given to vulnerable individuals.



Introduction and Scope

Introduction

1. The Council has been delivering locally designed Council Tax Support schemes since April 2013. However, local Council Tax Support schemes operate within the wider context of national welfare support and this means that Government changes to welfare benefits can impact on the levels of Council Tax Support.
2. The roll out of Universal Credit is a particular key factor that needs to be taken into account when looking at local schemes. Last year, the Citizens and Communities Scrutiny Board undertook an in-depth inquiry into Universal Credit and its potential impacts on a number of stakeholders. The Scrutiny report identified that many people in low-paid work with fluctuating earnings will also see their monthly Universal Credit payment fluctuate and, as things stand, this will lead to monthly changes to Council Tax Support with further implications for Council Tax payment dates and liability orders. A recommendation was therefore made by the Scrutiny Board to consider whether changes can be made to the Council Tax Support Scheme to manage this.
3. In June 2016, the Executive Board received a report from the Assistant Chief Executive (Citizens and Communities) on Welfare Reform and Council Tax Support. This report referenced the findings of the Scrutiny Board's inquiry and highlighted the expected impacts of the Government's continuing package of welfare reform on local Council Tax Support schemes and options for how the Council can respond to these changes. Linked to this, approval was sought to develop and consult on a simplified scheme that would:
 - Work more effectively with Universal Credit, recognising that Universal Credit makes provision for children, disability, housing and caring responsibilities;
 - Deliver administrative efficiencies;
 - Gradually replace the scheme of current protections with a hardship scheme; and
 - Help contain scheme costs in the future, particularly where there are further Government reforms to welfare.
4. The Executive Board approved the development of a revised scheme and the need to undertake public consultation on the revised scheme, to be concluded by November 2016. As such, we agreed to undertake an urgent review to assist in the development of this revised scheme.

Scope of the Inquiry

5. The terms of reference for our review were agreed in July 2016 and set out the key purpose of this review, which was to make an assessment of and, where appropriate, make recommendations on the following areas:
 - The main issues surrounding the current Council Tax Support scheme and the development of an alternative scheme that utilises the Universal Credit needs assessment;



Introduction and Scope

- The potential options that were the subject of the public consultation that ended on 21st October 2016;
- The key features and potential impacts of an alternative scheme that utilises the Universal Credit needs assessment;
- The potential options and impacts of withdrawing current protections as part of the revised Council Tax Support scheme;
- Potential changes to the existing Personal Work Support Package element of the current scheme to ensure that it continues to work effectively as part of a revised Council Tax Support scheme

Best Council Plan

6. We acknowledge that the local Council Tax support scheme plays a key element in tackling poverty and reducing inequalities, the stated aim of the 2016/17 Best Council Plan. In particular, the scheme contributes to the Best Council Plan outcomes for everyone in Leeds to 'Earn enough to support themselves and their families' and 'Live in good quality, affordable homes' and to the specific 2016/17 priorities around 'Providing skills programmes and employment support' and 'Helping people adjust to welfare changes'. Packaging the financial support within a wider offer of advice and personal support also supports the Citizens@Leeds propositions designed to provide accessible and integrated services; help people out of financial hardship; and help people into work.

Desired Outcomes, Added Value and Anticipated Service Impact

7. The main objective of our review was to assist the Citizens and Communities directorate in the development of a revised Council Tax Support Scheme with a view to introducing this scheme in April 2017.
8. We therefore worked in conjunction with the Council's Citizens and Communities directorate to consider the key features of a simplified alternative scheme that utilises the Universal Credit needs assessment. Linked to this, we also assessed the potential options and impacts of withdrawing current protections as part of the revised scheme and reviewed the existing Personal Work Support Package element of the current scheme to ensure that it continues to work effectively as part of a revised Council Tax Support scheme. During our review, we also valued the active contribution of key external organisations, which included representatives from Gipsil, VITAL, Leeds Housing Concern, the Leeds Disability Hub, and Jobcentre Plus/DWP.
9. Whilst the conclusions and recommendations set out within this report are reflective of the evidence presented to Scrutiny, we are mindful that, due to the timing our review, we were unable to fully analyse the findings from the public consultation process. As such, we would expect our report to be considered in conjunction with the detailed analysis arising from the public consultation.



Introduction and Scope

Equality and Diversity

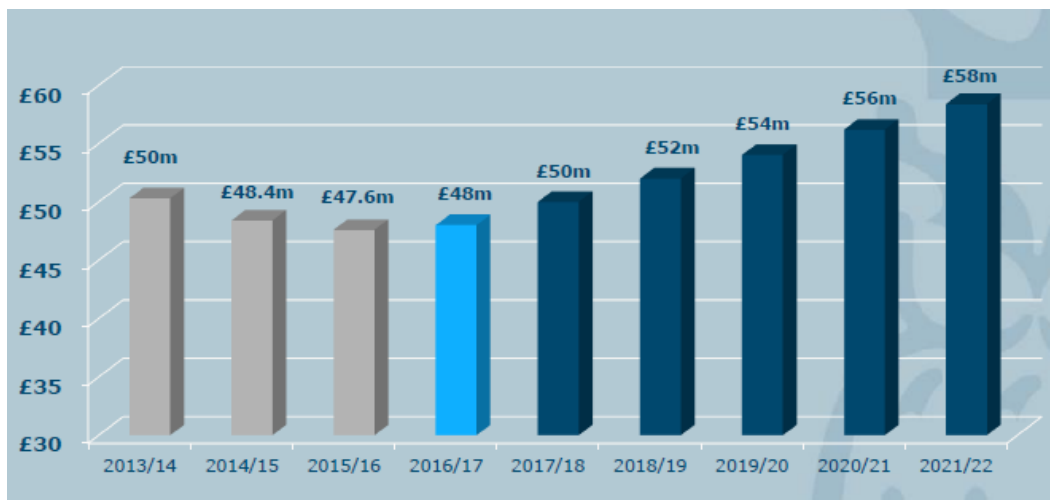
10. The Equality Improvement Priorities 2016 to 2020 have been developed to ensure that the council meets its legal duties under the Equality Act 2010. The priorities will help the council to identify work and activities that help to reduce disadvantage, discrimination and inequalities of opportunity to achieve its ambition to be the best city in the UK.
11. Equality and diversity issues have been considered throughout this scrutiny inquiry and the individual, organisation or group responsible for implementation or delivery of the recommendations arising from this inquiry should also give due regard to equality and diversity and where appropriate, an equality impact assessment will be carried out.



Conclusions and Recommendations

Understanding the need for a different approach.

12. We acknowledge that over the last five years, the council has seen its funding from government reduced by £214m, with further reductions of around £53m expected over the next three years. This loss of funding means that the council has to think very carefully about where it spends its money and how best it can support its most vulnerable residents.
13. In terms of the pressures placed upon the costs of the existing Council Tax Support scheme, we recognise that the main influencing factors relate to caseload numbers; Council Tax levels; and also Welfare reforms, with every £1 reduction in national benefits adding 20p to the Council Tax Support scheme.
14. The table below shows the costs to date of the Council Tax Support scheme alongside projections about future costs if the scheme does not change and Council Tax increases by 4% each year (assuming a 2% increase plus a further 2% Adult Social Care precept).



15. In view of such pressures, we are fully supportive of the Council's need to adopt a different approach to determining entitlement to Council Tax Support.

The rationale for a scheme based on the Universal Credit needs assessment.

16. In adopting a different approach, particular attention was given to the rationale for moving towards a scheme based on the Universal Credit needs assessment. During our review, we particularly acknowledged and were supportive of the following key principles surrounding this approach:



Conclusions and Recommendations

The scheme would be simpler to understand

17. The new scheme will share its core assessment with Universal Credit and therefore will use only non-benefit income. It will also have no non-dependent deductions as this is already reflected in the Universal Credit assessment. For claimants who do not have non benefit income and are entitled to the maximum amount of Universal Credit, there will be no variation in their Council Tax Support.

A single common needs assessment done once.

18. The new scheme uses the Universal Credit assessment as the basis for the Council Tax Support assessment and therefore recognises that Universal Credit takes into account a range of factors, including household members and disability.

Council Tax Support based more on claimants' ability to pay Council Tax from their non-benefit income.

19. Council Tax Support will only be reduced when a customer has income other than benefit income. The greater someone's income from non-benefit sources, the less Council Tax Support they will get.

Council Tax Support scheme no longer at risk from changes to national benefits or increases in National Living Wage.

20. Moving to a scheme which is linked to Universal Credit and which disregards benefit income, removes the scope for unplanned changes to the costs of the Council Tax Support scheme. The same argument applies to changes in earnings which lead to lower national benefits. Both the increased earnings and the lower national benefits are taken into account when re-assessing Council Tax Support.

Provides much greater control over assessment of earnings.

21. Continuing with a scheme that takes benefit income into account will prove problematic when Universal Credit replaces many of the benefits. This is because Universal Credit itself would be taken into account as an income and it is expected that there will be frequent changes to Universal Credit amounts as earnings and other income fluctuate. Every change in Universal Credit and earnings would result in a recalculation of Council Tax Support entitlement and require new bills to be issued and new payment plans to be agreed.

Reducing the costs of the scheme.

22. Once fully implemented, the proposed new scheme would reduce the scheme costs by around £400k per annum in comparison to the costs of the current scheme, although we acknowledged that such savings would be achieved over time.



Conclusions and Recommendations

Understanding how the proposed scheme would work.

23. In applying the above key principles, we noted that parts of the new scheme will remain the same as the current scheme as follows:
- Pensioners will continue to be assessed as part of the government's national scheme for pensioners;
 - The maximum support for working-age customers will continue to be limited to 75% of their Council Tax liability;
 - Customers on Jobseekers Allowance will continue to be offered a Personal Work Support Package once they have been on Council Tax Support for six months.
24. Particular consideration was therefore given to the elements of the new scheme that will be different. In summary, this includes the following:
- All income from benefits is ignored and anyone whose income comes only from benefits would get the maximum level of support;
 - Single people with weekly income (not including benefits) lower than £73.10 a week get the maximum level of support and would see their Council Tax Support reduce by 15 pence for every £ their income is above £73.10;
 - Couples with weekly income (not including benefits) lower than £114.50 a week get the maximum level of support and would see their Council Tax Support reduce by 15 pence for every £ their income is above £114.50;
 - Anyone with savings over £16,000 would not get any support.
 - Savings up to £16,000 are not counted in the assessment
 - Council Tax Support is not reduced if there are other adults in the household (i.e. the removal of non-dependant deductions (NDDs))
25. We do appreciate that the above elements of new scheme have been carefully designed with an overall aim to complement the Universal Credit needs assessment whilst helping to alleviate pressures placed upon the costs of the Council Tax Support scheme. As part of our review, consideration was given to other potential variations of the above elements of the new scheme, which we have referenced later in our report under 'other potential options to reduce costs'.
26. Whilst we are supportive of the proposed changes to the scheme as set out above, we would urge that a future review of the new scheme is undertaken during the summer of 2018, when the number of Universal Credit claimants is expected to be more significant in Leeds and the Council will be in a good position to gauge the extent to which the new scheme is achieving its overall aim.



Conclusions and Recommendations

Recommendation 1

That the Executive Board:

- (i) Acknowledges the support of the Citizens and Communities Scrutiny Board to the proposed new changes to the Council Tax Support scheme as presented as part of its review.
- (ii) Agrees to undertake a further review of the new Council Tax Support scheme during the summer of 2018, when the number of Universal Credit claimants is expected to be more significant in Leeds and the Council will be in a good position to gauge the extent to which the new scheme is achieving its overall aim.

27. We acknowledged earlier that this new scheme aims to remove the requirement to revise the Council Tax Support each time the Universal Credit award is revised because of variations to pay. However, the Council will need to determine a policy that sets out when it revises the Council Tax Support award and when it will make no change. We therefore discussed a number of options which included having fixed review periods during which time the Council Tax Support award will not change; introducing a *de minimis* level of change below which no change would be made to the Council Tax Support award; or establishing an average earnings approach and look for adjustments that change the average over a period of time.
28. We noted that there was a particular preference made to basing entitlement on average earnings and looking at every change to see whether it is within an agreed range used to calculate the average. We agree that, in principle, the Council would be able to provide a more stable Council Tax Support assessment in adopting this approach – with fewer bills and fewer changes to payment arrangements - while at the same time having the option to reflect within the assessment significant changes in earnings. However, we are also mindful that a more detailed options appraisal is needed in order to better inform the development of the Council's policy in this regard. We would therefore expect this to be made available to the Executive Board when determining its preferred option.

Recommendation 2

That the Assistant Chief Executive (Citizens and Communities) ensures that the Executive Board is provided with a detailed options appraisal in determining when the Council revises the Council Tax Support award as part of the new Council Tax Support scheme and in doing so, acknowledges the support, in principle, of the Citizens and Communities Scrutiny Board towards an approach based on average earnings.



Conclusions and Recommendations

Acknowledging the impact of the proposed new scheme on customers.

29. In relation to working age cases, we acknowledge that there will be gainers and losers arising from the proposed Council Tax Support scheme. The table below shows the average weekly amount of Council Tax Support that people get now and what they would get under the proposed scheme. We also noted that this formed part of the public consultation document.

Customers non-benefit income:	What people get now on average	What people would get on average
no income	£13.50	£13.71
under £75.00	£11.96	£13.04
between £75 - £100	£10.44	£10.84
between £100 - £125	£8.13	£8.00
between £125- £150	£8.06	£6.43
over £150	£8.51	£3.62

30. However, further analysis in relation to the potential impact on working age claims was considered during our review. Linked to this, we noted that working age claims fall into 2 categories: 'Passported' and 'Standard' claims.

Passported cases (these make up 66% of all working age cases)

31. Our key observations in relation to passported cases were as follows:

- Passported cases will transfer onto maximum Universal Credit and will, therefore, be entitled to at least the same amount of Council Tax Support as they get at the moment.
- Where they have non-dependents living with them who attract a non-dependant deduction, under the proposed scheme, these claims will get more Council Tax Support as the non-dependant deduction is removed.
- Single people are the biggest group across the benefits with non-dependant deductions.



Conclusions and Recommendations

32. The tables below show the number of 'passported' claims with non-dependants as well as the average weekly gain and the additional cost to the Council over the year.

Households with:	Cases	Average weekly gain	Annual cost
1 non dep	596	£4.31	£133,962.82
2 non deps	216	£6.45	£72,611.14
3+ non deps	59	£8.26	£25,401.26
Total	871	-	£231,975.23

Further breakdown of the 871 gainers by benefit type:

Household:	ESA	Income Support	JSA	Total
Couples	65	12	13	90
Families	36	20	36	92
Lone parents	98	109	63	270
Single people	254	82	83	419
Total	453	223	195	871

Standard cases (these make up 34% of all working age cases)

33. Our key observations in relation to standard cases were as follows:

- 20% of standard cases will gain as a result of the proposed new scheme. Some will gain as a result of removing non-dependant deductions.
- 30% of standard cases will lose as a result of the proposed new Council Tax Support scheme.
- There would be minimal change for 50% of standard cases (less than £1 a week difference) with many of these seeing changes of only a few pence a week.
- Currently there would be 14 standard case households that would lose more than £20 a week in Council Tax Support (ranging from £20.07 to £28.65) under the proposed scheme.

34. The tables below provide an overview of the standard case gainers and losers in terms of average weekly loss.

Overview of standard case gainers

Household	Out of work		In Work		All cases	
	Cases	Average weekly gain	Cases	Average weekly gain	Cases	Average weekly gain
Couples	89	£7.40	144	£6.38	233	£6.77
Families	40	£4.84	583	£3.90	623	£3.96
Lone Parents	115	£5.95	913	£2.89	1028	£3.24
Single People	351	£5.12	306	£3.69	657	£4.45
Total	595	£5.60	1946	£3.58	2541	£4.05



Conclusions and Recommendations

Overview of standard case losers

Household	Out of work		In Work		All cases	
	Cases	Average weekly loss	Cases	Average weekly loss	Cases	Average weekly loss
Couples	4	£5.47	146	£4.05	150	£4.09
Families	7	£4.51	1743	£6.03	1750	£6.02
Lone Parents	26	£6.70	2070	£5.29	2096	£5.31
Single People	30	£6.01	210	£4.57	240	£4.75
Total	67	£6.09	4169	£5.52	4236	£5.53

35. It is evident that the vast majority of gainers and losers are in-work households. Linked to this, the table below illustrates the earnings levels of the gainers and losers and shows that the gainers are households with the lowest earnings and the losers are the households with the highest earnings.

Household	Claimants that will gain				Claimants that will lose			
	Employed		Self Employed		Employed		Self Employed	
	Cases	Average net pay	Cases	Average net pay	Cases	Average net pay	Cases	Average net pay
Couples	48	£111.55	38	£95.11	115	£177.37	13	£147.38
Families	236	£147.83	239	£120.42	1,264	£197.65	320	£161.65
Lone Parents	640	£109.37	97	£79.83	1,804	£137.38	143	£105.48
Single	67	£91.64	94	£70.92	124	£128.30	66	£108.07

Implementation of the new scheme.

36. It is proposed that the new scheme would start on 1 April 2017 and will be applied as follows:

- Existing customers already getting Universal Credit will move into the new scheme on 1 April 2017.
- Existing customers who do not get Universal Credit would move onto the new scheme when they move onto Universal Credit.
- New customers who could get Universal Credit but choose not to claim it, or are not entitled to it, will also have their Council Tax Support worked out under the new scheme rules.
- New customers from April 2017 who are not yet able to move to Universal Credit will have their claim worked out under the current rules until they move onto Universal Credit.



Conclusions and Recommendations

37. Linked to this, we acknowledge that there will be two Council Tax Support schemes in place until everyone has moved onto Universal Credit and onto the new Council Tax Support scheme. However, we are also mindful that the Government has stated that it will be another five years before everyone has moved onto Universal Credit (expected by 2022).
38. As such, we noted that the Council is also taking this opportunity to propose changes to the current Council Tax Scheme in terms of how it deals with any reported change of circumstances from those customers who have not moved to Universal Credit. This is to align the scheme better with the Housing Benefit scheme i.e. when a customer has a change in their current circumstances then their Council Tax Support will change from the same date that the Council changes their Housing Benefit. Anyone who does not report a change within one month of the change happening will only get any extra Council Tax Support they are entitled to from the date they actually informed the Council about their change in circumstances. However, if they are entitled to less Council Tax Support, the Council will reduce this from the date the change happened, regardless of when the customer reports their change of circumstances. We are therefore supportive of this proposal.

Proposals to replace the scheme of protected groups with a discretionary hardship scheme.

39. Protected groups are those who receive 100% of their Council Tax Support award rather than having it capped at 75%. The current scheme of protections has been part of the local Council Tax Support scheme since it came into effect in 2013. However, linked to the newly proposed Council Tax Support scheme, we noted the proposal to replace the scheme of protections with a discretionary hardship scheme.
40. The table below shows those groups which are protected and the associated costs of the scheme.

	Number of Households	Cost of protections now	Likely cost of protections in five years time
War pensioners	33	£6,755	£8,200
Severe disability	5,146	£948,504	£1,154,000
Enhanced disability	8,426	£1,745,994	£2,125,000
Carer	2,268	£481,926	£586,300
Lone parent of a child under five	5,973	£1,040,144	£1,265,500
Total	21,846	£4,223,322	£5,139,000



Conclusions and Recommendations

41. We acknowledge that the cost of providing protections has increased over the years due to continual rises in the level of Council Tax and more people qualifying for protections. The number of cases has increased by 62% since 2013 (from 13,286 to 21,528). Protecting all of these claimants increases the annual costs by £4.2m, projected to rise to £5m+ by 2021.

42. The following table shows the general impact on households if protections are removed:

Additional amount of Council Tax to pay if protections are removed

Extra to pay	% of households	Band	Extra to pay	% of households
Single Householders			2+ Households	
£3.41	67.8%	A	£ 4.54	10.8%
£3.97	12.2%	B	£ 5.30	2.8%
£4.54	3.6%	C	£6.06	1.2%
£5.11	0.8%	D	£ 6.81	0.3%
£6.25	0.3%	E	£ 8.33	0.1%
£7.38	0.1%	F	£9.84	* 10 cases
£8.52	* 3 cases	G	£ 11.36	* 4 cases
£10.22	* No cases	H	£13.63	* 1 case

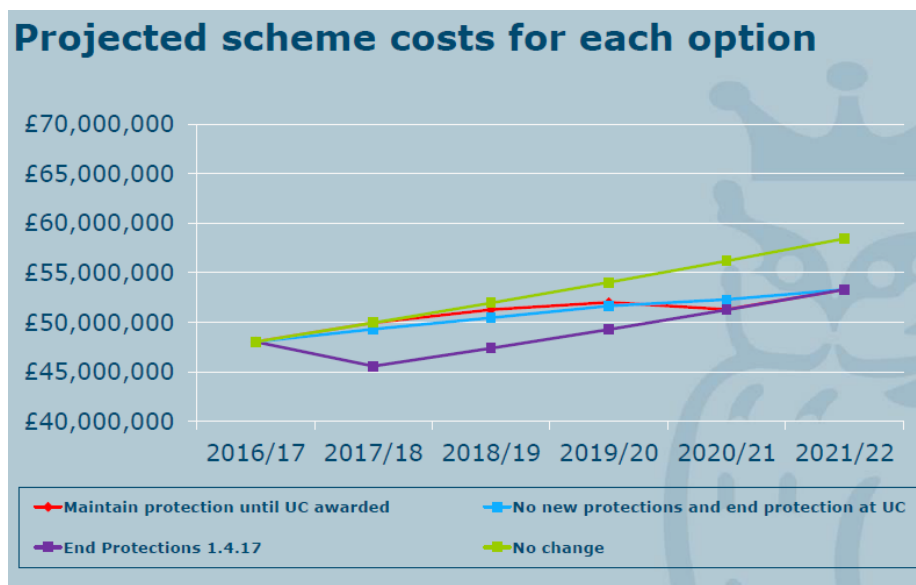
43. The proposed new scheme recognises that a number of protected customers will be better off under Universal Credit and therefore better able to contribute towards their Council Tax. Customers who migrate directly onto Universal Credit from their ‘legacy’ benefits (e.g Housing Benefit) will also be transitionally protected so that they get at least the same amount in Universal Credit as they were getting under their legacy benefit at the point at which they transfer to Universal Credit. However, where customers will be worse off under Universal Credit, we note that the introduction of a discretionary hardship scheme would be focused, in the main, on the most vulnerable of those customers that would be worse off and least able to cope. We strongly agree with this principle too. However, we are mindful that the value of the hardship scheme and the policy for its application has yet to be decided.

44. During our review, concerns were raised about the potential responsibilities being placed upon vulnerable individuals to acknowledge their entitlement to any hardship scheme and accessing this effectively – or knowing where to seek assistance in doing so – and the potential for these to slip through the net. It was also highlighted that means tested approaches are often linked to hardship schemes and this can be making judgements based on a snapshot in time rather than being fully comprehensive. It is therefore vital that the application process is fair and transparent and we would therefore welcome the opportunity to consider the details of this scheme as it develops.



Conclusions and Recommendations

45. As part of the consultation process, a particular question was raised about when the Council should replace the current protections with a discretionary hardship scheme. In terms of the options available, our key observations were as follows:
- *Removing protections entirely from 1st April 2017 for everyone* – whilst noting that this approach would see costs reduce by £4.2m from April 2017, we were mindful that this would remove the link to Universal Credit and also prompt the need to consider whether a transitional protection scheme should be introduced. Linked to this, we also noted the intention to exclude War Pensioners from this proposal given the low numbers of this particular group and also the Council's commitment to the Armed Services covenant.
 - *Removing protections from 1st April 2017 for new customers only and existing customers when they go onto Universal credit* - not providing protections from April 2017 for new cases allied to the removal of protections as customers moved onto Universal Credit would see costs come down at a faster rate. This would, of course, see some customers with protections and some without even though their circumstances were similar.
 - *Only once the customer goes on Universal Credit regardless of when they made their claim* - removing protections as customers migrate onto Universal Credit would see a slow and gradual reduction in costs. This is because the roll out of Universal Credit is scheduled to take until 2022 to complete and it is expected that customers on disability benefits will be among the last to migrate.
46. The following chart also illustrates projected scheme costs for each of the above options:



47. In conclusion, we are supportive of the option to remove protections entirely from 1st April 2017 for the majority of protected groups and only maintain protections for War



Conclusions and Recommendations

Pensioners. We believe that this provides a fairer and more transparent approach. However, we are conscious that this approach will also result in more individuals becoming worse off until they have migrated onto Universal Credit and therefore will require additional financial support during this period. We recognise that this will inevitably put additional pressure on the newly introduced discretionary hardship scheme. As such, we believe that an appropriate proportion of the cost savings arising from the removal of the protections scheme should be ring-fenced in order to secure sufficient funding for the scheme.

Recommendation 3

That the Executive Board:

- (i) supports the option to remove protections entirely from 1st April 2017 for the majority of protected groups and only maintain protections for War Pensioners;
- (ii) endorses the need to ring-fence an appropriate proportion of the cost savings arising from the removal of the protections scheme in order to secure sufficient funding for a new discretionary hardship scheme.

Recommendation 4

That the Assistant Chief Executive (Citizens and Communities) ensures:

- (i) That the application of the discretionary hardship scheme is fair and transparent and based on the principle of supporting the most vulnerable of customers that would be worse off under the new Council Tax Support scheme and least able to cope.
- (ii) That the details surrounding the development of the discretionary hardship scheme are shared with the relevant Scrutiny Board.

Other potential options to reduce costs.

48. We noted that as part of the public consultation, it stated that the Council could consider other options aimed at reducing costs of the Council Tax Support scheme and in particular, it highlighted that the Council could continue to protect customers who currently get maximum support and reduce the amount of support given to everyone else year on year in order to keep the scheme costs at current levels. The table below was provided to illustrate what that could mean for a single person who receives Jobseekers Allowance, or Employment Support Allowance of £73.10 a week, who pays £3.41 a week now.

Year	Maximum Support	Weekly amount to pay
2016-17	75%	£3.41
2017-18	65%	£5.00
2018-19	55%	£6.60
2019-20	45%	£8.00
2020-21	35%	£9.80
2021-22	25%	£11.70



Conclusions and Recommendations

- 49. A question was therefore raised about whether the respondent agreed or disagreed that the Council should keep the maximum amount of Council Tax Support that people can get at 75%.
- 50. During our review, we also considered this particular option and concluded that the maximum amount of Council Tax Support should currently remain at 75%. However, we also agree that this should be revisited in the future and form part of the wider review of the new Council Tax Support Scheme, as recommended earlier in our report.
- 51. We also explored a number of other potential variations to the proposed elements of the new Council Tax Support scheme. These involved introducing a 20% taper; introducing flat rate non-dependent deductions (with options including £2.50 or £5); and reducing the capital limit from £16k (with options including £8k or £3k).
- 52. The table below summarises the potential scheme savings of each of these options. However, further analysis of potential scheme savings linked to these options was also provided during our review and is summarised in appendix 1.

Comparison of potential scheme savings of each option

	Scheme Costs Working age only	Savings compared to current scheme	Additional savings compared to proposed scheme
Proposed Scheme	£ 25,918,744	-£ 494,908	£ -
with 20% Taper	£25,276,291	-£ 1,137,361	-£642,453
with £2.50 NDD	£25,050,846	-£1,362,806	-£867,898
with £5.00 NDD	£24,214,707	-£2,198,945	-£1,704,037
with £8k Capital cut off	£25,810,559	-£603,093	-£108,185
with £3k Capital cut off	£25,528,305	-£885,347	-£390,439

- 53. In consideration of these options, we still maintain our support for the current proposed changes to the Council Tax Support Scheme as set out in paragraph 24. However, we also recognise the merit in exploring these other potential scheme saving options as part of the wider review of the new Council Tax Support scheme during 2018.

Recommendation 5
 That, linked to recommendation 1(ii), the Executive Board agrees to explore other potential scheme saving options when undertaking a wider review of the new Council Tax Support scheme during 2018.



Conclusions and Recommendations

The Personal Work Support Package (PWSP) element of the Council Tax Support scheme.

54. Whilst the existing public consultation process does not set out any proposed changes to the existing PWSP element of the Council Tax Support scheme, we agreed to review this scheme to ensure that it continues to work effectively as part of a revised Council Tax Support scheme.
55. The PWSP scheme is unique to Leeds and came into effect in 2015/16. This scheme applies only to new Jobseekers from 1 April 2015 in the first instance and after 6 months of claiming Council Tax Support, Jobseekers are required to engage with Jobs and Skills to agree a Personal Work Support Package. We learned that if the Jobseeker does not register with Jobs and Skills within 1 month of the first invitation letter and an exemption request has not been received, their Council Tax Support is cancelled from the date that they received 6 months unconditional support. Whilst Jobseeker couples will both be invited to take up the support package, only one need take up the support package for the Council Tax Support to continue.
56. In acknowledging that entitlement is conditional on engagement with the scheme, some concerns were raised about potentially missing the hardest to reach individuals who are often the most vulnerable and are impacted more by any conditionality or sanctions linked to benefit entitlement. However, during our review we noted the processes undertaken by the Council to proactively identify and encourage engagement with the scheme. We were also pleased to learn that Jobseekers are given the opportunity to register at any time and their Council Tax Support will be reinstated from that time.
57. We acknowledged that the PWSP scheme does not extend to claimants who are not getting Jobseekers Allowance, but it has been extended to Jobseekers who have been getting Council Tax Support since before April 2015. However, participation is not mandatory this year for this additional group, but may become mandatory in 2017/18.
58. In reviewing this scheme, the following key observations were made:
 - The PWSP scheme requires each Community Engagement Officer to spend four days a week completing PWSP appointments and this takes away their experience and support from the front of house service provided through the Jobshops. We therefore recognise that the scheme would benefit from having an improved case management system which will provide a single view of the customer and their support needs and will allow a Community Engagement Officer to proactively track and monitor their caseload.
 - We recognised that having a tailored method and level of support for customers would also help to address capacity issues. This may include utilising other channels of contact including email/telephone where regular face to face contact is not required. The level of contact needed would be determined by establishing and



Conclusions and Recommendations

monitoring the level of support /level of risk/level of motivation for each customer and this will be monitored on a regular basis; changing the amount and type of contact during the PWSP period where appropriate.

- Whilst the PWSP scheme is designed to complement the Back to Work Plan process undertaken by Job Centre Plus, we noted that there is still some confusion amongst customers who are engaging with Job Centre Plus and the Council on these separate schemes despite both being aimed at achieving the same outcome i.e. to assist them into work. We acknowledge the Council's current efforts to work more closely with Job Centre Plus, particularly around co-location opportunities, which was an area reflected as part of the earlier Scrutiny Inquiry into Universal Credit. However, it is evident that further work is still needed to strengthen links with between the Council's PWSP scheme and the Back to Work Plan process undertaken by Job Centre Plus, particularly in ensuring that a customer's engagement with the PWSP scheme is appropriately reflected as part of the Claimant Commitment process with Job Centre Plus.

59. In view of the above, we were pleased to note that particular work is already underway to review methods of contact of customers during the PWSP process in order to develop a tailored approach and to also develop a business case for an improved case management system. We will therefore continue to monitor progress in this regard.

Recommendation 6

That the Assistant Chief Executive (Citizens and Communities) ensures that the work surrounding a review of methods of contact of customers during the Personal Work Support Package scheme and the development of a business case for an improved case management system is progressed with urgency and progress is reported back to the relevant Scrutiny Board.

Recommendation 7

That the Assistant Chief Executive (Citizens and Communities) works with DWP's West Yorkshire Work Services District Manager to explore further opportunities for strengthening links between the Council's Personal Work Support Package scheme and the Back to Work Plan process undertaken by Job Centre Plus. In particular, to ensure that a customer's engagement with the PWSP scheme is appropriately reflected as part of the Claimant Commitment process with Job Centre Plus.



Conclusions and Recommendations

48. We also noted that one of the major challenges in terms of helping people into work is the extent to which the Council rolls out the PWSP scheme to Employment and Support Allowance (ESA) customers claiming Council Tax Support. We acknowledged that this is a more complex group and often the furthest away from being job ready. The table below shows the numbers of ESA Income Related ESA cases at present.

Income Related ESA cases only

Income Related	Under 25	25 – 49	Over 50	Total
ESA(IR) Assessment phase	307	2,887	1,578	4,772
ESA(IR) Support	309	4,827	4,351	9,487
ESA(IR) Work Related	54	1,523	1,603	3,180
Total	670	9,237	7,532	17,439

49. We note that there are considerably higher numbers getting income-related ESA (17,439) than income-related JSA on the PWSP scheme (1,283). As such, we recognise the difficulties faced by the Council in trying to extend the scheme to this number at this time. Whilst the scheme could potentially be extended to the 3,180 customers in the work related group in the first instance, this would still have significant resource implications. Linked to this, consideration would also need to be given on whether the scheme should be mandatory or optional for these customers. However, we still recognise the merit in continuing to pursue opportunities for expanding the scheme to this particular cohort and particularly acknowledge the potential funding opportunities available through the pending European Structural and Investment Funds (ESIF) programmes and the Work and Health Programme.

Recommendation 8

That the Assistant Chief Executive (Citizens and Communities) explores additional funding opportunities through the pending ESIF programmes and the Work and Health Programme that could be utilised towards the expansion of the Personal Work Support Package element of the Council Tax Support scheme to those claimants in receipt of an Employment and Support Allowance.

48. In recognising the PWSP scheme as an 'invest to save' initiative, we believe that the Council should also be proactively promoting this scheme to the Secretary of State for Welfare and Benefits with a view to exploring opportunities of becoming a pilot authority and potentially securing additional funding to support the improvement and further expansion of the scheme.

Recommendation 9

That the Assistant Chief Executive (Citizens and Communities) leads on actively promoting the Personal Work Support Package element of the Council Tax Support scheme to the Secretary of State for Welfare and Benefits with a view to exploring opportunities of becoming a pilot authority and potentially securing additional funding to support the improvement and further expansion of the scheme.



Conclusions and Recommendations

Effective communication of future changes to the scheme.

60. The Council Tax Support scheme can be complex and whilst we acknowledge current efforts to simplify this scheme, it is vital that any changes to the scheme are communicated effectively to existing and future claimants to enable them to fully understand their entitlements and also where they can access further advice and support if needed. We therefore recognise the need for the Council to work in conjunction with other relevant key partners in developing a communication strategy that aims to achieve this outcome.

Recommendation 10

That the Assistant Chief Executive (Citizens and Communities) leads on working with other relevant directorates and key partners to develop a communication strategy aimed at existing and future Council Tax Support claimants to enable them to fully understand their entitlements and also where to access further advice and support if needed, with particular attention given to vulnerable individuals.



Evidence

Monitoring arrangements

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

Reports and Publications Submitted

- Report of the Head of Scrutiny Support to the Citizens & Communities Scrutiny Board on the Council Tax Support scheme. 25th July 2016.
- Report of the Chief Officer (Welfare and Benefits) to the Citizens & Communities Scrutiny Working Group – session 2. 19th September 2016.
- Report of the Chief Officer (Welfare and Benefits) to the Citizens & Communities Scrutiny Working Group – session 3. 28th September 2016.
- Report of the Chief Officer (Welfare and Benefits) to the Citizens & Communities Scrutiny Working Group – session 4. 4th October 2016.
- A report by Policy in Practice and The Welfare Reform Club, 'The cumulative impact of welfare reform in Leeds'.



Evidence

Dates of Scrutiny

Scrutiny Working Group – Scoping exercise – 6th July 2016
Scrutiny Board Meeting – Agreeing terms of reference – 25th July 2016
Scrutiny Board Meeting – Session 1 of the inquiry – 25th July 2016
Scrutiny Working Group – Session 2 of the inquiry – 19th September 2016
Scrutiny Working Group – Sessions 3 of the inquiry – 28th September 2016
Scrutiny Working Group – Sessions 4 of the inquiry – 4th October 2016
Scrutiny Working Group – Session 5 of the inquiry – 18th October 2016

Witnesses Heard

- Councillor Debra Coupar – Executive Member for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- Jane McManus, Project Manager, Council Tax Support
- Michael Woods, Principal Financial Adviser
- Anne McMaster, Citizens and Communities
- Sarah Duffy, Advice & Engagement Services' Manager, GIPSIL
- Dave Vermond, Welfare & Benefits, Leeds Housing Concern
- Tim McSharry, Chair of the Leeds Disability Hub
- Damien Walsh, representative from VITAL (The Voice of Involved Tenants across Leeds)
- Wendy Allinson, Citizens@Leeds Development Team Lead
- Maria Murray, Community Engagement Officer
- Simon Betts, Relationship Manager, Jobcentre Plus
- Elizabeth Lawrence, Communities & Partnerships Senior Manager, Employment and Skills



Appendix 1

Further analysis of potential saving options linked to the Council Tax Support scheme.

Vary taper

Vary the taper	Proposed Scheme with 15% taper	Proposed but with 20% taper	Difference
Costs	£25,918,744	£25,276,291	-£642,453
Gainers	3,428	2,607	-821
Average Gain	£4.32	£4.70	£0.38
Change < £1	33,056	31,916	-1,140
Losers	4,244	6,205	1,961
Average Loss	-£5.32	-£5.46	-£0.14

£2.50 flat rate non dep deduction

£2.50 Non Dep deduction	Proposed Scheme	Proposed but with £2.50 NDD	Difference
Costs	£25,918,744	£25,050,846	-£867,898
Gainers	3,428	2,652	-776
Average Gain	£4.32	£3.73	-£0.59
Change < £1	33,056	30,234	-2,822
Losers	4,244	7,842	3,598
Average Loss	-£5.32	-£4.51	£0.81

£5 flat rate non dep deduction

£5.00 Non dep deduction	Proposed Scheme	Proposed but with £5.00 NDD	Difference
Costs	£25,918,744	£24,214,707	-£1,704,037
Gainers	3,428	2,101	-1,327
Average Gain	£4.32	£3.76	-£0.56
Change < £1	33,056	29,873	-3,183
Losers	4,244	8,754	4,510
Average Loss	-£5.32	-£5.63	-£0.31

Reduce capital limit from £16k to £8k

£8k Capital Limit	Proposed Scheme	Proposed but with £8k capital limit	Difference
Costs	£25,918,744	£25,810,559	-£108,185
Gainers	3,428	3,357	-71
Average Gain	£4.32	£4.31	-£0.01
Change < £1	33,056	32,975	-81
Losers	4,244	4,396	152
Average Loss	-£5.32	-£5.72	-£0.40

Reduce capital limit from £16k to £3k

£3k Capital Limit	Proposed Scheme	Proposed but with £3k capital limit	Difference
Costs	£25,918,744	£25,528,305	-£390,439
Gainers	3,428	3,256	-172
Average Gain	£4.32	£4.28	-£0.04
Change < £1	33,056	32,704	-352
Losers	4,244	4,768	524
Average Loss	-£5.32	-£6.30	-£0.98



Glossary

Claimant Commitment - linked to the Jobseekers Allowance and Universal Credit assessment process, the Claimant Commitment is a record of the responsibilities drawn up and accepted by the claimant with their Work Coach at Jobcentre Plus, in return for receiving Jobseekers Allowance or Universal Credit, and the consequences of not meeting them.

Employment and Support Allowance (ESA) – This is a welfare benefit designed to give financial support to people aged over 18 and having difficulty finding a job because of long term illness or disability and to help them back into work. There are two types of ESA claims (Contribution based and Income related).

European Structural and Investment Funds (ESIF) - The ESIF programme is structured nationally and brings together two long-established European funding programmes – European Development Fund (ERDF) and European Social Fund (ESF), along with a small part of the rural European Agricultural Fund for Rural Development (EAFRD) programme. ERDF supports economic infrastructure and businesses, ESF supports people to help them to engage in the labour market, while EAFRD supplements both funds for rural areas.

Jobseekers Allowance (JSA) – This is a welfare benefit for people aged 18 and over and under state pension age. There are two types of JSA claims (Contribution based and Income based). It is available for people not in full time education and are available for work or work, on average, less than 16 hours per week.

Non-dependent deductions – These are fixed rate deductions that made from the Council Tax Support award where a claimant has another adult other than their partner, usually an adult relative or a friend living with them. The deductions are banded and based on the non-dependent's income. Sometimes no deduction is made if the claimant receives certain disability benefits or the non-dependent receives a pass-ported benefit. Any money the non-dependent pays the claimant towards their keep is not counted, but if the non-dependent does not contribute, a deduction is still made from the claimants Council Tax Support award.

Passported working age claims - these are claims from customers who are getting Income Support, Income-related Employment Support Allowance and income-based Jobseekers Allowance. The term 'passported' comes from the fact that these claims are 'passported' onto maximum Council Tax Support awards with no income or needs assessment carried out by the council.

Standard working age claims - these are claims which are not 'passported' and where the Council carries out its own income and needs assessment.

Universal Credit – this is the new Department for Work and Pensions (DWP) benefit designed to provide the support needed to prepare individuals for work, move into work or earn more. Universal Credit will replace six existing benefits (Income based Jobseekers Allowance; Income related Employment and Support Allowance; Income Support; Working Tax Credit; Child Tax Credit; and Housing Benefit).

Work and Health Programme – this is a new specialist programme for claimants with health conditions or disabilities and those unemployed for over two years and will replace the national Work Programme and Work Choice once contracts expire on 31st March 2017.

Scrutiny Board (Citizens and Communities)
The development of a revised Council Tax Support scheme
November 2016
Report author: Angela Brogden



www.scrutiny.unit@leeds.gov.uk

Directorate: Citizens and Communities	Service area: Welfare and Benefits
Lead person: Jane McManus	Contact number: 0113 378 8536
Date of the equality, diversity, cohesion and integration impact assessment: 5 December 2016	

1. Title: Local Council Tax Support Scheme

Is this a:

Strategy /Policy Service / Function Other

If other, please specify

2. Members of the assessment team

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

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

Background

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

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

The Act also states that Local Authorities must adopt a national prescribed Council Tax Support scheme for pensioners. Under the national prescribed scheme regulations, pensioners must receive the same amount in Council Tax Support that they would have received under Council Tax Benefit rules. This means that the burden of funding reductions falls disproportionately upon those of Working Age.

Local Authorities can choose to:

- Limit their expenditure on the scheme to the level of funding received from government.
- Make up the shortfall and deliver the same level of Council Tax Support that was provided under Council Tax Benefit.
- Partially fund the shortfall and limit the extent to which support will be reduced for those claiming support.

Leeds has adopted a local scheme that is largely based upon the national Council Tax Benefit Scheme.

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

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

In 2013/14 Leeds City Council and the precepting authorities made an additional contribution of £470k towards scheme costs, increasing the overall budget from £49.20m to £49,672m

Since 2014/15 the government contribution has not been specified, and is included within the Council's settlement grant, which has been subject to Government cut. During 2014/15 and 2015/16 Leeds has maintained the budget provision at £47,672m, and set the % reduction at a level that would keep the cost of scheme within this budget based on the caseload at the time the budgets are set and the scheme is agreed.

The rate of the % reduction that it is necessary to apply to the Council Tax support award of the remainder of working age claimants depends on:

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

The table below provides this information since the scheme commenced:

Financial Year	2013/14	2014/15	2015/16	2016/17
<i>Caseload at the mid year point (30th Sept) in each year:</i>				
Elderly caseload	30,145	28,785	26,980	25,458
Protected caseload	16,224	18,777	20,724	22,085
Caseload subject to reduction	31,777	28,880	25,368	22,356
Total caseload	78,146	76,442	73,072	69,899
% Reduction	19%	26%	25%	25%
% Increase in Council Tax	2%	2%	2%	4%

Total Expenditure	£50,329,186	£48,090,936	£46,864,026	£47,588,872
DCLG Contribution	£49,201,496	n/a	n/a	n/a
Budgeted Local Contribution	£470,815	n/a	n/a	n/a
Total Scheme Budget	£49,672,311	£49,672,311	£49,672,311	£47,821,604
Additional Local Contribution	£656,876	-£1,581,375	-£2,808,285	-£232,732

In 2013/14 scheme costs exceeded the available budget because the number of households identified as eligible for protection increased throughout the year.

In 2014/15 although the number of recipients qualifying for protection from the reduction continued to increase the overall caseload has reduced. This meant that scheme expenditure reduced to below the available budget.

In 2015/16 the % reduction was reduced to 25% and again although the number of recipients qualifying for protection from the reduction continued to increase the overall caseload has reduced and again scheme expenditure was below the available budget.

Council Tax rises increase the cost of Council Tax Support, a 2% increase in Council Tax increases the cost of Council Tax Support by £1m and consequently the 4% increase from 1 April 2016, has raised the annual cost by £2m. The % reduction has been maintained at 25% in 2016/17 and the projected expenditure based on the caseload when the budget was set was £47.821m. Currently scheme costs are £232k under the available budget

Issues

If the Council Tax continues to rise by 4% pa the annual cost of providing Council Tax Support is likely to increase by £10m pa by 2021/22

As demonstrated above, the Council Tax support caseload is very fluid and because of this we have difficulty in accurately forecasting the impact and implications of local schemes due to the many variables around caseload and local forecasts of spend. However, whilst there has been a steady reduction in the caseload over recent years which has helped to offset the rising costs due to Council Tax increases and the increase in protected cases but we do not expect the reduction in the caseload to continue and our future estimates are based on the caseload remaining at around the current level.

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

The current funding pressures mean that we need to review how we spend the money available and how we can best support our most vulnerable residents and also so that we can limit the increase in costs over the next five years and ease the pressure a little on funding for other services.

We also now have an opportunity to change to a simpler scheme based on the roll out of Universal Credit, which is the government's new benefit scheme that replaces a number of benefits with a single benefit. Eventually, everyone who claims Housing Benefit, Income Support, Jobseekers Allowance, Employment Support Allowance, Child Tax Credits or Working Tax Credits will move onto Universal Credit. Universal Credit has been available to single Jobseekers in Leeds since February 2016, and we expect most of our claimants to start moving over from Summer 2018, However, it will take until 2022 for everyone to

move over to Universal Credit. Some claimants will be better off when they move onto Universal Credit, and others, who would otherwise be worse off, will receive transitional protection so that their overall level of benefits are protected.

The current scheme also results in volatile Council Tax Support awards for some Universal Credit claimants which are not consistent with the levels of support received by claimants on similar levels of income who are not yet eligible to claim Universal Credit.

4. Service, function, event

please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant) (please see equality assurance in procurement)	<input type="checkbox"/>

Proposed Changes

We are proposing a new simplified Council Tax Support scheme that uses the Universal Credit needs assessment for working out Council Tax Support. The scheme would be simpler to claim, simpler to understand and simpler to deliver. The aim of the proposed scheme is to simplify and redistribute support to those with the lowest incomes and whilst the main objective of this measure is not to reduce the costs the current proposal would also eventually save around £490k per annum.

To limit the extent of increases to the cost of the scheme we are also proposing to end automatic protection for 22,085 claimants and replace automatic protection with a discretionary hardship scheme. This could eventually reduce expenditure by up to £4.6m pa, but this saving would be reduced by the cost of providing the discretionary scheme.

We propose to keep the existing scheme and the protected groups in place until claimants move on to Universal Credit. This means that it would be 2022 before the savings outlined in the preceding paragraphs are likely to be fully realised.

The savings would only limit the extent to which the cost of Council Tax Support increases, but the proposed changes could almost halve the potential increase in 5 years' time from around £10m pa to around £5.4m.

Alternatively, if the Council continues to retain the principles of the current scheme and to increase the % reduction so that the expenditure remains at around the current level it is almost certain that the % reduction will continue to increase each year, gradually eroding the support that is given to non-protected working age claimants. The table below shows how the % reduction would need to increase to offset a 4% pa increase in Council Tax and the minimum amount that claimants would need to pay towards their Council Tax:

Year	Maximum Support	Weekly amount to pay
2016-17	75%	£3.41
2017-18	65%	£5.00

2018-19	55%	£6.60
2019-20	45%	£8.00
2020-21	35%	£9.80
2021-22	25%	£11.70

On 22 June 2016 the Executive Board approved the development of a revised Council Tax Support Scheme based around the needs assessment within Universal Credit, and replacing the current scheme of protections with a discretionary scheme, and agreed that a consultation should be undertaken on detailed proposals.

A draft proposed scheme for 2017-18 has been developed that would:

- Introduce a new simpler Council Tax Support scheme for Universal Credit claimants based on the claimant's ability to pay Council Tax from their non benefit Income.
- Move existing claimants over to the new scheme when they become eligible for Universal Credit.
- Replace the current scheme of protected groups with a new discretionary scheme for protecting those who lose protection and who are worse off after moving onto the new scheme.
- Align the rules on how changes are dealt with in Council Tax Support with Housing Benefit rules until claimants move over onto the new scheme.

The current scheme will remain in place for all pensioners, and working age claimants until they are able to claim Universal Credit.

Council Tax Support for Jobseekers (including Universal Credit claimants who are not in work) will continue to be conditional on their participation in a Personal Work Support Package that the Council provides after 26 weeks.

5. Fact finding – what do we already know

Consultation

The proposed scheme has been the subject of a public consultation that ran from 26 August 2016 to 21 October 2016. 42,301 working age Council tax Support claimants received information about the proposals and a full paper questionnaire. An online survey was also available for the wider public.

5,201 responses to the survey were received.

- The consultation exercise showed strong support for moving to the proposed scheme when claimants move onto Universal Credit even though it would mean that some people will get less support than they get now and others will get more support
- There is no clear support either for or against limiting the money that is spent on Council Tax Support to avoid taking money away from other services.
- There is more support for replacing protected groups with a discretionary scheme than there is for keeping the existing protected groups, although there is no clear preferred option for when the change should be made.

There were a number of recurring concerns raised. These include:

- Fear about welfare benefit changes generally particularly Universal Credit

- Worry about paying bills and increasing debts due to reduced national benefit levels and increased Council Tax
- Opposition to increasing the amount people have to pay
- Support for ensuring people are better off in work than receiving benefits
- Concern that vulnerable claimants who lose protection will have difficulty claiming discretionary support
- There were also a large number of responses that showed claimants lacked understanding of the changes and that if changes are introduced they must be communicated in simple terms.

The survey included equality monitoring. The findings above summarise all responses however the responses of 1,920 disabled people, 675 carers and 1,191 respondents from a non-white ethnic group have been analysed and also show support for the proposed scheme which is consistent with that of all respondents.

The major precepting authorities (Fire and Rescue Service and West Yorkshire Police) have also been consulted on the proposals and have stated their preference for a scheme that does not have financial implications for their services.

Scrutiny Board Working Group Review

The proposed scheme has been examined in details by a Citizens and Communities Scrutiny Board Working Group and their report will be presented to the Executive Board for consideration when the board make their recommendations in respect of any revisions to the scheme.

How equality, diversity, cohesion and integration has been considered

As a Local Authority we have responsibilities under:

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

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

Legislation, Data and Published Reports

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

- The current Council Tax Support scheme
- Available funding
- Stipulations set out by Government that state support to pensioners must be maintained
- Conditions set out by the Department of Work and Pensions that applies to nationally administered means tested welfare support
- Information available about current claimants i.e the number of claimants, benefits received, profile of claimants and other personal circumstances.
- Department of Work and Pensions equality impact assessments for Universal Credit
- Policy in Practice report on the cumulative impact of Welfare Reform in Leeds

Modelling of Impacts

Detailed modelling has been carried out on current Council Tax Support recipients, comparing the level of support in place now and the level of support that would be awarded under the proposed scheme.

Because there are two separate proposals under consideration, each of the proposals have been considered in isolation and the impacts of each have been presented to the Scrutiny Working Group enquiry and their observations conclusions and recommendations are included in their report.

Under the proposed approach claimants will move onto the Universal Credit based scheme when they move onto Universal Credit. Any claimants that are currently protected from the 25% reduction will also have automatic protection ended at that time.

During the transition period (from 2017 to 2022) a total of 22,000 households will lose their automatic protection from the 25% reduction

- 13,700 are disabled
- 2,300 are carers
- 6,000 are lone parents

The transition to the new scheme will also impact on entitlement. Claimants with income that is not from benefits are most likely to be affected, and those who have other adults living with them for whom a non-dependant deduction is made.

Based on the caseload at the current time, the transition to the new scheme will represent no change for 75% of households.

Around 6,000 claimants (predominantly those with the highest levels of non-benefit income) will get less Council Tax Support and 4,500 claimants (predominantly those with the lowest levels of non-benefit income or those with non dependants) will get more Council Tax Support.

Analysis carried out by Policy in Practice in 2014 on the expected impact of Universal Credit has identified that under Universal Credit:

- 29% of all households will have a higher entitlement
- 46% of all households will have no change
- 25% of all households will be transitionally protected

The analysis also identified that:

- 46% of all disabled claimants will have a higher entitlement
- 40% of all disabled claimants will have no change
- 14% of all disabled claimants will be transitionally protected

The modelling has identified that the impact of the 3 changes can offset against each other to minimise or remove the impact. For example a person may have no change in their income when they move to Universal Credit, but they could lose protection from the 25% reduction, and at the same time their Council tax Support could increase because there is no longer a non dependant deduction made in Council Tax Support.

However the 3 changes when combined could result in in a more significant impact.

To mitigate the risk of severe impacts on claimants a Discretionary Hardship protection

scheme is being developed that will look at the overall impact that moving onto Universal Credit has had on the claimant. A hardship award is likely to be made where:

- A person has lost their protected status in Council Tax Support
- The Council Tax Support award has reduced
- Their total income including benefits, transitional protection and Council Tax Support is less than it was before the change.
- The charge payer is struggling to pay the Council Tax following the transition to Universal Credit.

Are there any gaps in equality and diversity information

Please provide detail:

Information relating to religious belief, sexuality and gender reassignment was included in the monitoring however this is not relevant to eligibility or entitlement to Council Tax Support.

Action required:

None.

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

Yes

No

Please provide detail:

A public consultation was carried out from 26 August 2016 to 21 October 2016

Action required:

None

7. Who may be affected by this activity?

Equality characteristics

Age

Carers

Disability

Gender reassignment

Race

Religion or Belief

Sex (male or female)

Sexual orientation

Other (Jobseekers, low paid workers, part time workers)

Please specify:

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

Stakeholders

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

Potential barriers.

- | | |
|--|--|
| <input type="checkbox"/> Built environment | <input type="checkbox"/> Location of premises and services |
| <input type="checkbox"/> Information and communication | <input type="checkbox"/> Customer care |
| <input checked="" type="checkbox"/> Timing | <input type="checkbox"/> Stereotypes and assumptions |
| <input checked="" type="checkbox"/> Cost | <input type="checkbox"/> Consultation and involvement |
| <input checked="" type="checkbox"/> Financial exclusion | <input type="checkbox"/> Employment and training |
| <input type="checkbox"/> specific barriers to the strategy, policy, services or function | |

8. Positive and negative impact

8a. Positive impact:

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

The new scheme will also have a positive impact on low income working households when they move onto Universal Credit as they will receive more Council tax Support

The new scheme will also have a positive impact on households who have other adults living with them for whom deductions from their Council Tax Support award are made when they move onto Universal Credit as ending Non Dependent deductions will mean that they will receive more Council Tax Support.

Action required:
A clear communication will be issued to all working age Council Tax Support recipients with their 2017-18 Council Tax bill to explain the changes that are made to the scheme.

8b. Negative impact:
Removal of protection from the 25% reduction will have a negative impact on up to 22,000 households as they will have more Council Tax to pay. These households will have a household member who is either a disabled person, a carer or a lone parent or a child under the age of 5.
The new scheme will also have a negative impact on households with higher incomes when they move onto Universal Credit as they will receive less or no Council Tax Support

Action required:
Clear communication will be issued to those affected to provide advance warning of the change and the availability of the discretionary hardship scheme that will be put in place to offer discretionary protection those who lose protection and are financially worse off overall following the transition to Universal Credit.
No specific action to be taken to support those with higher incomes who are negatively affected as their income would suggest that they are better placed to pay the Council Tax However there are provisions within Section 13A(1)(c) of Local Government Finance Act that allow discretion to further reduce the Council Tax charge in cases of severe hardship and a policy will be in place by the time the scheme comes into effect to assist in appropriate cases.

9. Will this activity promote strong and positive relationships between the groups/communities identified?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail: The proposed scheme treats all groups and communities equally and will not have an impact on relationships between communities
Action required: No action required at this stage

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide detail:

Action required:

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

Yes

No

Please provide detail:

The Local Government Finance Act 2012 requires that pensioners are not affected by the reductions. This means that the burden of funding reductions falls disproportionately on working age customers.

Action required:

None

12. Equality, diversity, cohesion and integration action plan
(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
Issue clear communication to all working age claimants to explain the changes to the scheme with 2017-18 Council Tax bills	March 2017	Communication	Jane McManus
Issue timely communication to claimants who lose protection from 25% reduction to promote the availability of the Discretionary Hardship scheme	From April 2017	Communication	Jane McManus
Undertake appropriate monitoring of the Council Tax Support scheme once implemented, analyse available data and take appropriate action.	ongoing	Regular review of available equality data	Jane McManus
Undertake appropriate monitoring of the Discretionary Hardship Scheme once implemented, analyse available data and take appropriate action.	ongoing	Regular review of available equality data	Jane McManus
Ensure that the Local Council Tax Support scheme continues to be administered fairly with due regard to the impact on equality, diversity, cohesion and integration.	ongoing	Regular review of available equality data	Jennifer Ellis
Ensure that the Council Tax Support scheme is advertised widely and is accessible to all who may qualify for assistance. This will include providing information aimed at organisations, agencies and services who provide direct support to individuals.	ongoing	Take-up activity	Jennifer Ellis

13. Governance, ownership and approval		
State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment		
Name	Job Title	Date
Steve Carey	Chief Officer	5 December 2016
Date impact assessment completed		5 December 2016

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

15. Publishing	
Though all key decisions are required to give due regard to equality the council only publishes those related to Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision.	
A copy of this equality impact assessment should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> • Governance Services will publish those relating to Executive Board and Full Council. • The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions. • A copy of all other equality impact assessments that are not to be published should be sent to equalityteam@leeds.gov.uk for record. 	
Complete the appropriate section below with the date the report and attached assessment was sent:	
For Executive Board or Full Council – sent to Governance Services	Date sent: 5 December 2016
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date



Report author: Andy Hodson

Tel: 0113 224 3208

Report of City Solicitor

Report to Full Council

Date: 11th January 2017

Subject: Substitution Arrangements for Council Committees

Are specific electoral wards affected? If yes, 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. The substitution arrangements for Council Committees are set out in the Council Procedure Rules.
2. Following consideration by General Purposes Committee, the General Purposes Committee recommends amendments to those arrangements to provide greater flexibility within the substitution arrangements for Plans Panels to enable full engagement in the work of Council Committees by the minority groups.
3. General Purposes Committee also recommends the provision of substitution arrangements for the Housing Advisory Board.

Recommendations

1. General Purposes Committee recommend that Full Council approve the amendments to the Council Procedure Rules set out at Appendix A to this report.

1. Purpose of this report

- 1.1 This report recommends amendments to the Council Procedure Rules to allow greater flexibility around the appointment of substitutes to Plans Panels.
- 1.2 The report also recommends provision for substitution for the Council's Housing Advisory Board.

2. Background information

- 2.1 The Council appoints a number of committees with delegated authority to fulfil its roles and functions. In appointing these committees Council sets out the relevant Terms of Reference and determines the membership of each committee.
- 2.2 Rule 25 of the Council Procedure Rules sets out which of the rules apply to Council Committees. Rule 26 makes provision in respect of substitution arrangements.
- 2.3 At its meeting on the 5th December 2016, General Purposes Committee considered proposals from the City Solicitor concerning amendments to Rule 26 in relation to Plans Panels and Housing Advisory Board.

3. Main issues

Plans Panels

- 3.1 Existing arrangements set out in the Council Procedure Rules allow for substitution to plans panels by Members appointed to any of the Council's regulatory committees. General Purposes Committee considered feedback from Whips which has highlighted that this arrangement causes difficulty for some groups who have fewer seats on those regulatory committees and therefore have a small pool of members to draw from.
- 3.2 Having considered this matter General Purposes Committee recommends that an extension to the current rules is made to enable, in addition to the current provisions, any Member who has received appropriate training, to also sit as a substitute member.
- 3.3 Attendance as a substitute at Plans Panel will remain contingent upon having received up to date training appropriate to the role. Substitutes will be bound by the Planning Code of Good Practice and other relevant policies and procedures whilst acting as a voting member of the Plans Panel.

Housing Advisory Board

- 3.4 General Purposes Committee also considered the absence of prescribed substitution arrangements for Housing Advisory Board. The current distribution of seats to elected Members on the board is 4 Labour, 1 Conservative and 1 Liberal Democrat, in the event of either the Conservative or Liberal Democrat Member being unable to attend their group is left without representation on the Board.
- 3.5 To address this General Purposes Committee therefore recommends the introduction of substitution arrangements for the Housing Advisory Board, allowing each Whip to nominate one substitute for each Member on the Board.

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 The recommendations in this report follow consideration by the General Purposes Committee and feedback received from Whips.

4.2 Equality and diversity / cohesion and integration

4.2.1 There are no implications for this report.

4.3 Council policies and best council plan

4.3.1 There are no implications for this report.

4.4 Resources and value for money

4.4.1 There are no implications for this report.

4.5 Legal implications, access to information, and call-in

4.5.1 Section 101 Local Government Act 1972 provides for a local authority to arrange for the discharge of its functions by a committee. The authority appoints its committees at its Annual meeting based on political proportionality in accordance with the requirements of Section 15 Local Government and Housing Act 1989.

4.5.2 As a decision in relation to a Council function, this decision will not be eligible for Call In.

4.6 Risk management

4.6.1 This report seeks to address the risk that smaller groups within the Council may lose representation on Council Committees under the operation of existing substitution arrangements where the pool of members on whom they may call is too small, or where no arrangements exist.

5. Recommendations

5.1 General Purposes Committee recommend that Full Council approve the amendments to the Council Procedure Rules set out at Appendix A to this report.

6. Background documents¹

6.1 None

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

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COUNCIL PROCEDURE RULES**1.0 ANNUAL MEETING OF COUNCIL****1.1 Timing and Business**

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (a) elect a person to preside if the Lord Mayor and Deputy Lord Mayor are not present;
- (b) elect the Lord Mayor;
- (c) elect a Deputy Lord Mayor (or Vice Chair of Council);
- (d) pass a vote of thanks to the retiring Lord Mayor;
- (e) approve the minutes of the last meeting;
- (f) receive any declarations of interest from Members;
- (g) receive any announcements from the Lord Mayor and/or Head of Paid Service;
- (h) elect the Leader¹;
- (i) consider any recommendations made by General Purposes Committee;
- (j) establish such committees² as are required by statute and such other committees as it considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3, Section 2A of this Constitution);³
- (k) No appointments under Rule 1 shall be for a period beyond the next Annual Meeting of the Council but they may be altered at any meeting of the Council;
- (l) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3, Section 2C of this Constitution);

¹ Only as required by Article 7. If the Council fails to elect the Leader at the relevant annual meeting, or a vacancy in the office arises, the Leader is to be elected at a subsequent meeting.

² Such committees may be known as boards or panels.

³ References in these Rules to any committee established under Rule 1.1(j) shall be construed as including any other committee established by Full Council during municipal year.

- (m) receive the documents presented by the Leader in accordance with Executive and Decision Making Procedure Rules;
- (n) approve a programme of ordinary meetings of the Council for the year; and
- (o) consider any business set out in the notice convening the meeting.

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council will:

- (a) decide which committees to establish for the municipal year;
- (b) decide the size and terms of reference for those committees;
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) appoint to those committees and outside bodies except where appointments to those bodies has been delegated by the Council; and
- (e) appoint the Chair of those committees.

2.0 ORDINARY MEETINGS

2.1 Council Meetings

The Council may amend the programme of ordinary meetings agreed at the annual meeting.

All ordinary meetings shall be held at the **Civic Hall, Leeds**, at **1.00pm**, unless full Council decides otherwise.

2.2 Order of Business

Except as otherwise provided by Rule 2.3 or by statute, the order of business at every meeting of the Council, (other than the Annual meeting, any Extraordinary Meeting or the Budget Meeting⁴, or a State of the City meeting⁵ where the business to be transacted at the meeting will be specified in the Summons), shall be to:

- (a) choose a person to preside if the Lord Mayor and Vice Chair of Council are absent;

⁴ Business over and above the budget is usually admitted by agreement but there is a presumption that such agreement will not include the attendance of deputations or question time.

⁵ Or such other similarly styled meeting

- (b) approve as a correct record and sign the minutes of the last meeting of the Council except where the meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, in which case the next following meeting of the Council (being a meeting called other than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) (signing of minutes) of that Schedule;
- (c) receive any declarations of interest from Members;
- (d) receive such communications as the Lord Mayor, the Leader, Deputy Leader, or Members of the Executive Board, or the Chief Executive consider to be appropriate;
- (e) receive deputations (if any) in accordance with Rule 10;
- (f) consider any recommendation of the Executive Board, and committees, established under Rule 1.1(j)⁶, and any sub-committees thereof;
- (g) receive such reports as the Chief Executive, Monitoring Officer or Section 151 Officer consider appropriate⁷;
- (h) deal with Executive questions (if any) in accordance with Rule 11;
- (i) receive the minutes of the Health and Wellbeing Board and Executive Board;
- (j) consider White Paper Motions (if any) submitted in accordance with Rule 12.

2.3 Variation of Order of Business

Business falling under items Rule 2.2 (a) or (b) shall not be displaced, but subject thereto the foregoing order of business may be varied by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

3.0 TIME LIMITS FOR BUSINESS

- 3.1 Each deputation shall be for no more than 5 minutes
- 3.2 A period of 30 minutes will be allowed for Executive Questions.
- 3.3 Consideration of all business to dispose of the motion to receive Health and Wellbeing Board and Executive Board minutes shall not continue beyond 4.20 pm.

⁶ Annual reports will be received from the following committees: Scrutiny (jointly); Community Committees (jointly); Plans Panels (jointly); Licensing Committee; Standards Committee.

⁷ In the case of a report relating to devolved matters, consideration of this report will take place after the tea break time; be time limited to 30 minutes; and will enable all groups the to contribute to the debate.

The motion to receive the minutes shall be conducted as follows;

- Consideration of Health and Wellbeing Board will be for a period of twenty minutes at the conclusion of which comments on Executive Board minutes will be heard until 4.10 p.m.
- The Leader of Council will sum up for a period of up to ten minutes from 4.10pm.

3.4 Each White Paper Motion shall be limited to forty five minutes, at the conclusion of which voting shall commence.

4.0 WINDING UP OF BUSINESS

4.1 At the conclusion of the speech being delivered at the expiry of a specified time period, the Lord Mayor shall put to the vote, without further discussion, all that is necessary to dispose of the matter under debate⁸ provided that:

- Executive Questions

Where a question has been commenced orally (but has not been completed within the time allotted for question time) that question is completed including any supplementary to that question and the response thereto.

- Consideration of Minutes

The Leader of Council has had the opportunity to sum up (for a period of not more than 10 minutes).

- White Paper Motions/ Amendments

The Mover of the motion has had the opportunity to sum up (for a period of not more than 4 minutes).

- Reference Back

The relevant Executive Board Member or Chair has had the opportunity to sum up (for a period of not more than 3 minutes) on the reference back.

5.0 EXTRAORDINARY MEETINGS

Those listed below may request the Proper Officer to call Council Meetings in addition to ordinary meetings:

(a) the Council by resolution;

⁸ For clarification, "all that is necessary properly to dispose of the matter under debate" means, as relevant, for the original motion properly to be moved and seconded; for any and all amendment(s) properly to be moved and seconded; and for the mover of the original motion to have an opportunity to exercise their right of reply/right to sum up.

- (b) the Lord Mayor;
- (c) the Chief Executive, the Monitoring Officer and Section 151 Officer; and
- (d) any five Members of the Council if they have signed a requisition presented to the Lord Mayor and s/he has refused to call a meeting or has failed to call a meeting within seven clear days⁹ of the presentation of the requisition.

6.0 NOTICE OF AND SUMMONS TO MEETINGS

- 6.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear days before a meeting, the Chief Executive will send a summons signed by him/her to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.
- 6.2 The notices for all meetings of committees established under Rule 1.1(j) shall be issued from the office of the Chief Executive and no matter shall be considered at such meeting without the prior agreement of the Chief Executive who shall first have been furnished with any written report or with details of any intended verbal report.

7.0 POWERS AND DUTIES OF THE LORD MAYOR

- 7.1 Any power or duty of the Lord Mayor in relation to the conduct of a meeting may be exercised by the Vice Chair, or in the absence of the Vice Chair, the person elected to preside at the meeting.
- 7.2 Any duty of the Chief Executive in relation to the conduct of a meeting may be exercised in the Chief Executive's absence by the City Solicitor.

8.0 QUORUM

- 8.1 The quorum of a meeting will be one quarter¹⁰ of the whole number of Members¹⁰.
- 8.2 If during any meeting of the Council, any Member draws to the attention of the Lord Mayor that there does not appear to be a quorum present, the Lord Mayor shall direct the Chief Executive to call over the names of the Members of the Council. If there is less than a quarter present, the Lord Mayor shall declare the meeting adjourned. The names of the Members present and those absent shall be recorded in the minutes of the Council.

⁹ Not including the date the requisition was received and not including weekends or bank holidays

¹⁰ Where more than one third of the Members are disqualified at the same time, and until the number of Members in office is increased to not less than two thirds of the whole, the quorum shall be determined by reference to the number of Members remaining qualified

- 8.3 The consideration of any business not transacted shall be adjourned to a time fixed by the Lord Mayor at the time the meeting is adjourned or, if the Lord Mayor does not fix a time, to the next ordinary meeting of the Council.

9.0 COMMUNICATIONS

- 9.1 There shall be no discussion on any matter referred to in communications from the Lord Mayor, the Chief Executive or Executive Members as are thought necessary to be read, but any Member shall be at liberty to move a motion, without notice, to refer any of such communications to the appropriate committee and such motion, on being seconded, shall be at once put to the vote.

10.0 DEPUTATIONS

- 10.1 The Council will not receive more than four deputations at any ordinary meeting.¹¹
- 10.2 A request for permission to bring a Deputation must be submitted, to the Head of Governance and Scrutiny Support, at least fourteen clear days in advance of the Council meeting for which permission is sought.
- 10.3 A copy of the proposed deputation speech must accompany the permission request.
- 10.4 Deputations shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- 10.5 Deputation requests which relate solely to the interests of an individual or company, or which present, or may appear to present unsubstantiated allegations or claims in respect of an individual, group of individuals, a company or any other body, or are in any way vexatious or otherwise significantly prejudicial to the interests of the Council or the City of Leeds, will not be permitted.
- 10.6 Requests concerning matters being considered by a Plans Panel, the Licensing Committee (or a sub-committee) will not be received.
- 10.7 The suitability of a Deputation shall be determined by the Chief Executive. Permission to attend Council and present a Deputation shall be issued by the Chief Executive.
- 10.8 Eligible deputations shall be heard in the order in which permission is granted.
- 10.9 A deputation shall consist of at least two and no more than five people. One person from a deputation may address the Council, for no longer than five minutes¹².

¹¹ Except the Annual Meeting, an Extraordinary Meeting, the Budget Meeting and a State of the City (or other similarly styled) meeting where deputations shall not be heard.

¹² Including the reading of any written material

Council Procedure Rules

- 10.10 Where two or more deputations present opposing views on the same matter, the Council will not receive more than one of these related deputations at the same meeting.
- 10.11 The Council shall not normally receive a deputation on a matter that has been the subject of a deputation in the previous six months, except as a result of a refusal at 10.10.
- 10.12 The Council shall not debate any matter raised by a deputation when it is presented.
- 10.13 Any Member of the Council may move a motion without notice, that the deputation be or not be received, or that the subject matter be referred to the appropriate committee¹³. The Lord Mayor will put such a motion on being seconded, to the vote without debate.

11.0 EXECUTIVE QUESTIONS**11.1 Questions on Notice**

- (a) Executive Questions may be put at each ordinary meeting of the Council (except, the Budget Meeting or a State of the City meeting¹⁴).
- (b) During question time, a Member may ask the Leader of the Council, the Deputy Leader, any Executive Member¹⁵ or the Chair of any executive committee¹⁶ through the Lord Mayor, any question on any matter in relation to which the Council has powers or duties, or which affects the City of Leeds¹⁷.
- (c) A question shall not be asked in the absence of the Member in whose name it stands unless they have given authority for it to be asked by some other Member of the Council.

11.2 Notice of Questions

Notice in writing of the question must be given to the Chief Executive before 10.00am on the Monday preceding the Council meeting. Questions from an individual or group will be taken in the order in which notice of the question is received from that individual or group.

¹³ Or to the officer with appropriate delegated authority who shall consider the matter in consultation with the relevant Executive Member.

¹⁴ or other such styled meeting. Questions cannot be put at the Annual Meeting or any Extraordinary Meeting.

¹⁵ In relation to any matter within their portfolio.

¹⁶ In relation to any matter within the committee's terms of reference.

¹⁷ A Member may also ask a Member of the Council appointed by full Council to another body, any question about functions discharged by that other body. Any question about any function discharged by the West Yorkshire Fire and Rescue Authority must be directed to a Member nominated by that Authority..

11.3 Response

- (a) Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.
- (b) A Member to whom a question is addressed¹⁸ shall have discretion to nominate a Member to answer such question where the Member considers that the answer would most appropriately be given by such nominee.

11.4 Form of Response

An answer may take the form of:

- (a) a direct oral answer, or where the desired information is contained in a publication of the Council or of the relevant Joint Authority or Joint Committee, a reference to that publication; or
- (b) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council. Written answers wherever possible should be sent out by the Chief Executive within 10 working days.

11.5 Supplementary Question

The Member who asked a question during question time may ask one supplementary question, arising directly out of the original question.

11.6 Unanswered Questions

Where the answer has not been commenced during question time, it shall be answered by written answer circulated to Members of the Council. If the answer to a question has been commenced orally but has not been completed within question time it may be completed orally including any supplementary to that question and the response thereto.

12.0 MOTIONS ON NOTICE12.1 Notice

Except for motions which can be moved without notice under Rule 13, written notice of every motion signed by the Member or Members of Council giving notice must be delivered at the office of the Chief Executive prior to 10.00am of the day preceding the day for issue of the Summons. The proposer of a Motion shall have the right to correct or withdraw a Motion up to 10.00 am on the day the Summons is to be issued.

¹⁸ Except in relation to functions discharged by the West Yorkshire Fire and Rescue Authority – see footnote 15 above.

12.2 White Paper Motions

The number of White Paper motions admissible for full debate at any given meeting shall be limited to three^{19 20}.

12.3 Scope

- (a) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- (b) All the notices of motion received by the Chief Executive shall be submitted to the Lord Mayor. If the Lord Mayor considers that any such motion relates to matters other than of a local nature or is similar to a matter which in the past six months has been rejected at a meeting of the Council, the Member concerned shall ask leave of the Council to introduce such a motion before proceeding to address Council on it. Once the motion is dealt with, no-one can propose a similar motion for six months.
- (c) There shall be no speech or discussion upon asking for such leave to so introduce a motion. The fact that any such motion requires the leave of the Council shall be indicated in the Council Summons.
- (d) If it appears to the Lord Mayor that any motion requiring notice relates only in part to the matters stated in (b) above, the Lord Mayor may invite the Member of the Council concerned to amend the motion in agreement with the Lord Mayor either by omitting the part relating to such matters or by dividing the motion so that the part relating to such matters is stated in terms of a separate motion, but without addition to the terms of the original motion. In such event the original motion shall appear on the Council Summons with the indication that it requires the leave of the Council, but it shall be competent for the Member concerned to move without leave the part agreed by that Member with the Lord Mayor as not relating to the matters above stated, and after that motion has been disposed of, if the Member so wishes, to move with leave of Council the remaining part of the motion.

12.4 Motion Set Out in Agenda

- (a) The Chief Executive shall set out in the Summons for every meeting of the Council all motions of which notice has been duly given, and notice of all business which in the judgement of the Chief Executive requires to be brought before the Council.

¹⁹One to the Labour Group, one to the Conservative Group, one to be shared on a rota agreed by the other political groups.

²⁰ Where submitted, the first White Paper considered will be that submitted by the Conservative Group

- (b) The business under any notice upon the Council Summons shall not be proceeded with in the absence of the Member or Members of the Council in whose name or names it stands, unless they have given authority in writing for it to be taken up by some other Member or Members of the Council, or it is business which, by law, the Council must transact or business emanating from a committee the notice whereof stands in the name of the Chair of that committee in which latter case the resolution may be moved, without authority in writing, by some other Member of the committee.

13.0 MOTIONS/AMENDMENTS

13.1 Motions and amendments requiring notice

- a) Except as set out in Rule 13.2 below, and as provided in Rule 14.8, no amendment to a motion (including an amendment to refer back any business for further consideration) shall be moved at any meeting of the Council unless notice thereof in writing setting out the amendment and signed by the Member or Members giving it, has been received by the Chief Executive:
- no later than 10.00am on the working day before the commencement of the meeting; or
 - no later than 10.00 am on the third working day after the issue of the Summons if the amendment is to the Budget Motion.

13.2 Motions without notice

The following motions and amendments may be moved without notice:

- (a) appointment of a Chair of the meeting at which the motion is made;
- (b) in relation to the accuracy of a report, minutes or recommendation before Council;
- (c) to change the order of business in the agenda;
- (d) that leave be given to withdraw an item of business including a motion or amendment;
- (e) that the Council proceed to the next business;
- (f) that the question be now put;
- (g) that the debate be adjourned;
- (h) that the meeting be adjourned
- (i) authorising the sealing of documents;
- (j) suspending Council Procedure Rules, in accordance with Rule 22.1;

- (k) motion to exclude the press and public in accordance with the Access to Information Rules;
- (l) that a Member named under Rule 20, be not further heard or leave the meeting;
- (m) giving consent of the Council where its consent is required by this Constitution; and
- (n) that a communication be referred to the appropriate Committee

14.0 RULES OF DEBATE

14.1 Period Permitted for Speeches

Except by the leave of Council (and as follows);

- a. A Member may address Council under the Communications item for up to 3 minutes.
- b. A Member moving a White Paper motion may speak for up to 5 minutes.
- c. A Member seconding a White Paper motion may speak for up to 4 minutes²¹,
- d. A Member may speak for up to 4 minutes when contributing to, or summing up on, White Paper debates.
- e. A Member moving any other motion may speak for up to 4 minutes.
- f. A Member moving any amendment may speak for up to 4 minutes.
- g. An Executive Board Member or other such Member as may be determined appropriate, may speak for up to 6 minutes²² when summing up on comments made on Minutes.
- h. An Executive Board Member responsible for the section of the minutes to which an amendment (reference back) relates shall have 3 minutes to comment as the last speaker in the debate on the amendment (reference back).
- i. The Leader of Council may speak for up to ten minutes when summing up on the Minutes.

²¹ A Member when seconding a White Paper motion, or an amendment to a White Paper Motion, may reserve that speech until a later period of the debate.

²² Where the Executive Board Member is the Leader of Council the time available for summing up on his/her portfolio shall be 5 minutes.

- j. A Member contributing to, or summing up on, any business other than set out above, may speak for up to 3 minutes.
- k. On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first for up to 3 minutes.

14.2 No Speeches Until Motion Seconded

All other motions or amendments shall not be discussed unless it has been proposed and seconded.

14.3 Right to require motion in writing

Unless notice has already been given in accordance with Rules 12.1 or 13 it shall be put into writing and handed to the Lord Mayor before it is further discussed or put to the meeting.

14.4 Content of Speeches

Members shall direct their speech to the question under discussion, a personal explanation or a point of order.

14.5 When a Member May Speak Again

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate except:

- (i) if the motion has been amended since the Member last spoke, to move a further amendment
- (ii) in exercise of a right of reply
- (iii) to raise a point of order in accordance with Rule 14.15
- (iv) to make a personal explanation in accordance with Rule 14.16

For the purpose of this Rule only, comments on the minutes in each portfolio section of the Executive Board and each committee moved under Rule 2.2(i) shall be regarded as being comments upon separate motions and such comments shall be relevant to such section of the minutes as are under debate.

14.6 Amendments to Motions

- (a) An amendment must be relevant to the motion and will be to:-
 - (i) refer a subject of debate to an appropriate body or individual for consideration or reconsideration;
 - (ii) leave out words;

- (iii) leave out words and insert or add others; or
- (iv) insert or add words,

provided that such omission, insertion or addition of words shall not have the effect solely of negating the motion.

- (b) Subject to Rule 14.6(c), only one amendment may be moved and discussed at any time. No further amendment shall be moved until the amendment under discussion has been disposed of.
- (c) Amendments to White Paper motions shall be moved and discussed in the order in which notice thereof has been given and the voting thereon shall be taken after the winding-up speech of the mover of the original motion.

14.7 Amendments (Reference Back) to a Motion to receive the Minutes

- (a) Only one amendment may be moved to any given minute under a motion to receive the minutes. This shall be one to request the decision-maker to reconsider the decision.
- (b) The Executive Member or Chair responsible for the section of the minutes to which the amendment relates shall have 3 minutes to comment as the last speaker in the debate on the amendment in addition to his/her rights under Rule 14.1(g). In the event that the amendment is the sole matter discussed under the given section of the minutes then the six minutes allowed under Rule 14.1(g) shall be applied.
- (c) The vote will be taken on the amendment before proceeding to comments on that section of the minutes.

14.8 Further Amendments

- (a) If any amendment is lost, other amendments may be moved on the original motion provided that, where necessary, due notice has been given in accordance with Rule 13.1.
- (b) If an amendment is carried, the motion as amended takes the place of the original motion upon which any further such amendments may be moved but this does not prevent any further amendments being moved by references to the wording of the original motion.
- (c) If a Member wishes to move a second or further amendment and has not given due notice thereof where required in accordance with Rule 13.1 the Member shall give notice of the proposed amendment during the discussion on the first or other earlier amendment and, subject to the consent of the Lord Mayor (which question shall not be open to discussion), may move this amendment at such time as the Lord Mayor shall decide. Subject to this, all amendments shall be considered in the order in which notice has been given.

14.9 Alteration of Motion

A Member may with the consent of the Council signified without discussion:

- (a) alter a motion of which that Member has given notice; or
- (b) with the further consent of the seconder, alter a motion which that Member has moved

if (in either case) the alteration is one which could be made as an amendment thereto.

14.10 Withdrawal of Motion or Minutes

A motion or amendment shall not be withdrawn except with the consent of the seconder and of the Council. There shall be no discussion upon an application to withdraw a motion or amendment but any Member shall be at liberty to move that the leave applied for be given and the Council without discussion shall vote thereon.

14.11 Right of Reply

- (a) The mover of a motion has a right to reply at the close of debate of the motion immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment but may not otherwise speak on the amendment.
- (c) The mover of the amendment has no right of reply to the debate on such amendment.

14.12 Motions that May Be Moved During Debate

When a motion is under debate no motion shall be moved except the following:-

- (a) to amend the motion;
- (b) to adjourn the meeting;
- (c) to adjourn the debate;
- (d) to proceed to the next business;
- (e) that the question be now put;
- (f) that a Member be not further heard;
- (g) by the Lord Mayor under Rule 20 that a Member leave a meeting;

Council Procedure Rules

- (h) to exclude the press and public in accordance with the Access to Information Procedure Rules; or
- (i) to give consent to the withdrawal of a motion or amendment.

14.13 Closure Motions

- (a) A Member may move, without comment, at the conclusion of a speech of another Member,

- (i) to proceed to the next business;
- (ii) that the question be now put;
- (iii) to adjourn a debate; or
- (iv) to adjourn a meeting

on the seconding of which the Lord Mayor shall proceed as set out in paragraphs (b), (c) and (d) below.

- (b) If a motion to proceed to the next business is seconded, the Lord Mayor will first give the mover of the original motion a right of reply in accordance with time limits for speaking set out in Procedure Rule 14.1. The Lord Mayor will then put to the vote the motion to proceed to the next business.
- (c) If a motion that the question be now put is seconded, the Lord Mayor will first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion a right of reply in accordance with time limits for speaking set out in Procedure Rule 14.1 before putting a motion to the vote.
- (d) If a motion to adjourn the debate or the meeting is seconded, the Lord Mayor shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply on that occasion and no amendment to the motion shall be permitted unless it relates to the time of adjournment.

14.14 Resumption of Adjourned Debate

On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first.

14.15 Points of Order

A Member may raise a point of order at any time and will, with the consent of the Lord Mayor, be entitled to be heard immediately. A point of order may relate only to an alleged breach of these Council Procedure Rules or statutory provision. The Member must specify the Rule or statutory provision and the way in which s/he considers it has been broken. The Lord Mayor's ruling is final.

*Council Procedure Rules*14.16 Personal explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Lord Mayor on the admissibility of a personal explanation will be final.

14.17 Lord Mayor's Ruling Final

The ruling of the Lord Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

14.18 Interpretation of Council Procedure Rules

The ruling of the Lord Mayor as to the construction or application of any of these Rules, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council and is final.

15.0 RESCINDING RESOLUTIONS OF COUNCIL

- 15.1 No resolution of the Council shall be rescinded or varied, except upon motion made on a notice which shall refer to the resolution sought to be rescinded or varied. Provided that this Rule shall not apply to motions moved in pursuance of a recommendation by the Executive Board or a committee established under Rule 1.1(j) or a sub-committee thereof.

16.0 VOTING16.1 Majority

Unless this Constitution or the law provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

16.2 Casting Vote

At any meeting of the Council or a committee established under Rule 1.1(j), or a sub-committee thereof, the Chair shall, in case of an equal division of votes have a second or casting vote.

16.3 Show of Hands

- (a) Unless a recorded vote is demanded under Rules 16.4 and 16.5, the Lord Mayor will take the vote by show of hands or if there is no dissent, by the affirmation of the meeting.
- (b) The result of a vote by show of hands will be announced provisionally by the Lord Mayor who will then allow a further reasonable period for any two Members to requisition a recorded vote. If any such requisition is made, the

show of hands shall be disregarded and the voting will be recorded to show how each Member present voted.

- (c) If no such requisition is made before the Lord Mayor announces the next item of business or the closure of the meeting, as appropriate, the result of the show of hands as announced by the Lord Mayor will there upon become final.

16.4 Recorded Vote

Where a recorded vote is required in accordance with paragraphs (a) or (b) below then the minute of the proceedings shall include a record of the names of persons who cast a vote for the decision or against the decision or who abstained from voting.

A recorded vote is required in the following circumstances:-

- (a) Any vote required to be recorded by law²³, or
 (b) Any vote where, before the vote is taken on any matter before Council, any two Members of the Council demand that the votes are recorded.

16.5 Right to Require Individual Vote to be Recorded

Where immediately after a vote is taken at a meeting if any Member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question, against the question or whether s/he abstained from voting.

16.6 Division Bells

- (a) Where a closing speech has started there will be a single ring of the bell.
 (b) In any situation where it has been agreed that a recorded vote shall be taken, there will be two rings of the bell and at least half a minute will elapse between the end of the final ring and the taking of the vote.

16.7 Voting on Appointments

If there are more than two people nominated for any position to be filled by the Council, and there is not a clear majority in favour of one person, then the name of the person with the least number of votes shall be taken off the list and a new vote shall be taken. The process will continue until there is a majority of votes for one person.

²³ Including but not limited to the requirement to record a vote in relation to a budget decision in accordance with paragraph 11 of Schedule 2, Part 2 of the Local Authorities (Standing Orders) (England) Regulations 2001.

17.0 MINUTES**17.1 Signing the Minutes**

- (a) The Lord Mayor will put the question that the minutes of the previous meeting or meetings of the Council be approved as a correct record.
- (b) No discussion will take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or it is raised then as soon as it has been disposed of, the Lord Mayor will sign the minutes.

17.2 No requirement to sign minutes of previous meeting at Extraordinary Meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting) then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

17.3 Form of Minutes

Minutes will contain all motions and amendments in the exact form and order the Lord Mayor put them.

18.0 RECORD OF ATTENDANCE

- 18.1 The clerk for the meeting will record the attendance of all Members present during the whole or part of a meeting.

19.0 EXCLUSION OF PUBLIC

- 19.1 Subject to any statutory prohibitions and to paragraph 19.2 below, meetings of the Council and committees established under Rule 1.1(j) and any sub-committees thereof, shall be open to the public²⁴. This shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 19.2 The Council and committees established under Rule 1.1(j) and any sub-committees thereof may by resolution exclude the press and public from a meeting (whether during the whole part or part only of the proceedings) in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution.

²⁴ The Recording Protocol: Third Party Recording of Committees, Boards and Panels, set out at Appendix 1 to the Access to Information Procedure Rules applies.

20.0 MEMBERS' CONDUCT**20.1 Standing to Speak**

A Member when speaking at full Council must stand and address the Lord Mayor. If two or more Members rise, the Lord Mayor will call on one to speak and the other or others must sit. While the Member is speaking, the other Members must remain seated unless rising on a point of order or personal explanation. Members shall speak of each other by their titles of "Lord Mayor" or "Councillor" as the case may be.

20.2 Lord Mayor Standing

When the Lord Mayor rises during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

20.3 Member not to be Heard Further

If at a meeting any Member indulges in misconduct by behaving irregularly, improperly, offensively, or by wilfully obstructing the business of the Council, any other Member (including the Lord Mayor) may move "that the Member named be not further heard" and the motion, if seconded will, with the leave of the Lord Mayor, be put and voted on without further discussion.

20.4 Member to Leave the Meeting

If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried, the Lord Mayor shall either move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion) or adjourn the meeting of the Council for such period as the Lord Mayor shall consider expedient.

20.5 General Disturbance

In the event of general disturbance which in the opinion of the Lord Mayor renders the orderly dispatch of business impossible, the Lord Mayor may, without question, adjourn the meeting of the Council for such period as s/he considers expedient.

21.0 DISTURBANCE BY THE PUBLIC

21.1 If a Member of the public interrupts the proceedings at any meeting the Lord Mayor will warn the person concerned. If that person continues the interruption, the Lord Mayor will order their removal from the meeting room.

21.2 In the case of general disturbance in any part of the meeting room open to the public the Lord Mayor may call for that part to be cleared.

22.0 SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**22.1 Suspension**

Any Council Procedure Rule except Rule 16.5 and 17.2 may be suspended by a motion made and seconded and carried by a majority of the Members present at the meeting. A motion to suspend in relation to the proposed introduction of an emergency motion²⁵ should include the wording of the motion proposed to be considered. The motion to suspend should not include the reasons why the suspension is being proposed. Suspension is only for the duration of the meeting.

22.2 Amendment

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

23.0 INTEREST OF MEMBERS AND OFFICERS

23.1 Members must comply with the Members' Code of Conduct.

23.2 Directors shall record in a book kept for the purpose particulars of any notice given by an officer of the Council of a personal interest in a contract and each such book shall be open during office hours to the inspection of any Members of the Council.

24.0 MOTIONS AFFECTING COUNCIL EMPLOYEES

24.1 If any question arises at a meeting of the Council or a committee established under Rule 1.1(j) and any sub-committee thereof, open to the public as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council, committee, or sub-committee, has decided whether or not the power of exclusion of the public under section 100A of the Local Government Act 1972 shall be exercised.

25.0 APPLICATION TO COMMITTEES AND SUB COMMITTEES

25.1 All of the Council Procedure Rules apply to meetings of full Council. None of the Rules apply to meetings of the Executive (see Executive and Decision Making Procedure Rules). Only the following Rules apply to meetings of committees and sub-committees:

6.2, 8, 16.1, 16.2, 16.5, 17, 18, 19, 21, 23 - 28.

25.2 References to "Lord Mayor" shall read "the Chair".

²⁵ And all subsequent amendments.

26.0 SUBSTITUTE MEMBERS26.1 Allocation

- (a) In relation to each Plans Panel, the Council shall appoint **a list of** substitute members, comprising all other members of the other Plans Panels, the Development Plan Panel and the Licensing Committee. **In addition the list may include any Members, nominated by their group Whip, who are not members of these committees, but have received appropriate training.** A nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.
- (b) In relation to the Member Management Committee, an Executive Member, Deputy Executive Member, Whip or Assistant Whip shall be entitled to attend meetings in place of a regular member of the Committee.
- ~~(c)~~ In relation to the Development Plan Panel, the Council shall appoint substitute Members, comprising all Members of the Plans Panels and the Licensing Committee. A nominated Member shall be entitled to attend meetings in place of a regular Member, subject to the substitute Member having received appropriate training.
- ~~(e)~~(d) **In relation to the Housing Advisory Board, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee.**
- ~~(de)~~ In relation to the Corporate Governance and Audit Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. Whips may not nominate any members that would be excluded from full membership under the provisions of Article 9 of the Constitution.
- ~~(ef)~~ In relation to the General Purposes Committee, an Executive Member, Deputy Executive Member, group leader or deputy group leader, group whip or assistant whip, shall be entitled to attend meetings in place of a regular member of the Committee.
- ~~(fg)~~ In relation to Scrutiny Boards, any non-executive member is eligible to attend in the place of an absent scrutiny board member.
- ~~(gh)~~ In relation to Standards and Conduct Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. A nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.
- ~~(hi)~~ In relation to the Health and Wellbeing Board

- the Council shall appoint substitute Members via nominations from group Whips. Each Whip shall nominate one substitute for each Member that sits on the Board; and
- any non-voting representative of each Clinical Commissioning Group and of Healthwatch Leeds appointed by the Health and Wellbeing Board, may substitute for a relevant voting representative.
- the named substitute from the Third Sector can attend and participate in meetings and vote in the absence of the Third Sector member appointed to the Board.

ij) In relation to Community Committees

- Elected members cannot be substituted
- Where a representative from a designated organisation has been co-opted on to the Community Committee, that member can be substituted by another representative from that organisation, subject to the Chair being informed before the meeting of the proposed substitution.

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26.2 Substitution

A substitute member shall be entitled to attend in place of a regular member provided that the Committee Clerk has been notified of this before the meeting begins. Once the meeting has begun, the regular member in respect of whom notification has been received, shall no longer be entitled to attend that meeting as a member of the committee concerned.

26.3 Powers and Duties

A substitute member shall be for all purposes a duly appointed member of the committee to which s/he is appointed as a substitute member for the meeting in question. Substitute members will have all the powers and duties of any regular member of the committee, but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

27.0 SPECIAL MEETINGS OF COMMITTEES

27.1 The Chair of a committee established under Rule 1.1(j), may call a meeting at any time. A special meeting shall also be called on the requisition of any three Members of such committees delivered in writing to the Chief Executive. The Agenda for such a special meeting shall set out the business to be considered thereat and no business other than that set out in the Agenda shall be considered at that meeting.

28.0 QUORUM OF COMMITTEES AND SUB-COMMITTEES

28.1 Four Members (including the Chair) shall form a quorum in committees established under Rule 1.1(j), except as follows:

Council Procedure Rules

- 28.2 The quorum for the Employment Committee shall be two, including one Member of the Executive Board.
- 28.3 The quorum for a meeting of a Community Committee shall be satisfied if at least one third of the Elected Ward Members are present, and at least one Elected Ward Member from each ward within the area is present. In the case of those Committees comprised of only two wards, the quorum shall be satisfied if three Members are present and at least one Elected Ward Member from each ward within the area is present.
- 28.4 The quorum for the Licensing Committee shall be as set out in the Licensing Procedure Rules.
- 28.5 The quorum of any sub-committee shall be determined by the appointing committee.
- 28.6 The quorum of the Health and Wellbeing Board shall be four, including one councillor and a CCG representative.
- 28.7 The quorum of the Housing Advisory Board shall be four, including two Councillors and one tenant/leaseholder voting co-opted member.
- 28.8 Except where authorised by statute, business shall not be transacted at a meeting unless a quorum is present

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Report author: Alan Gay
Tel: 0113 24 74226

Report of Deputy Chief Executive

Report to Council

Date: 11th January 2017

Subject: Calculation of the Council Tax and Business Rates Tax Bases for 2017/18

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

Summary of main issues

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

There is also a requirement for the Council to prepare an estimate of business rates income it will collect in the coming year.

The detailed figures are set out in the main body of the report, but the headline amounts for 2017/18 are as follows:

Leeds Council Tax Base:	221,937.7
Business Rates ¹ :	
Amount to be paid to Central Government:	£180,740,000
Amount to be retained by Leeds under the Rates Retention scheme:	£177,120,000
Amount to be passed to West Yorkshire Fire and Rescue Authority	£ 3,610,000

The Council is required to finalise the council tax bases (for Leeds and the parish/town councils) and the business rates estimates by 31st January 2017.

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

Recommendations

Full Council is requested to:

- a) agree that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Council as its council tax base for the year 2017/18 shall be 221,937.7 for Leeds and for each parish as listed in Section 3.5, below, and detailed in Appendix 1;
- b) note the indicative business rates shares set out in Section 3.8, and delegate authority to the Deputy Chief Executive to make the detailed calculations and to submit the final figures to the Department for Communities and Local Government on or before 31st January 2017.

1 Purpose of this report

The purpose of this report is to:

- a) seek agreement to the 2017/18 council tax bases for Leeds and the parish/town councils set out in the report;
- b) provide indicative business rates shares for 2017/18 and to request Council to give delegated authority to the Deputy Chief Executive to finalise the shares and to submit them in the *National Non-Domestic Rates Return 1 2017-18* on or before 31st January 2017.

2 Background information

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

3 Main issues

Council Tax Support Scheme

- 3.1 The council tax support scheme operates as a discount on the same basis as other discounts currently in place, with protected groups currently receiving a 100% discount. At its December 2016 meeting, Executive Board agreed to recommend to Full Council the replacement of the current Council Tax Support scheme with a scheme aligned with Universal Credit. If Full Council supports the adoption of the proposed scheme at today's meeting, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1 April 2017. Customers will move onto this new scheme when they transfer to Universal Credit, at which time eligible customers will move

off the scheme of automatic protections. Non-protected recipients of council tax benefit will continue to be required to pay 25% of their council tax bills.

- 3.2 The localisation of CTS has the effect of reducing the overall tax base for Leeds. Based on the proposed scheme, as outlined in Section 3.1, the tax base will be reduced by 33,281 Band D equivalent properties for 2017/18.

Calculation of Council Tax Base

- 3.3 Under the Local Government Finance Act 1992 and accompanying regulations, detailed procedures are laid down for calculating the tax base which will be used for calculating council tax. The tax base for the Leeds area is expressed as the number of Band D equivalent properties and will be used both to calculate Leeds City Council's own element of council tax and to notify to the West Yorkshire Police and Crime Commissioner and the West Yorkshire Fire & Rescue Authority for them to calculate their own elements of council tax. The Police and Crime Commissioner and the Fire & Rescue Authority have to be notified of the tax base by 31st January 2017.
- 3.4 In addition to calculating the tax base for the Leeds area as a whole, a separate tax base has to be calculated for each part of the Council's areas to which a "special item" of expenditure relates. In Leeds, it is considered that only parish precepts should be treated as special items for these purposes and a tax base is therefore also calculated for each parish/town council.
- 3.5 Details of the calculations for Leeds as a whole and for each individual parish are given in Appendix 1. In summary, the council tax base for Leeds is calculated at 221,937.7 Band D equivalent properties. This is calculated estimating changes from the Valuation Office Agency's Valuation List that will take place during 2017/18 by reference to the following:
- provision for successful appeals,
 - provision for exempt properties,
 - changes in number of properties (demolitions and new additions),
 - estimated single person and other discounts, and
 - estimated collection rate.

The equivalent amounts for each of the parishes are:

PARISH OF	Taxbase Numbers 2016/17	Taxbase Numbers 2017/18
Aberford and District	769.1	769.1
Allerton Bywater	1,372.6	1,382.9
Alwoodley	3,630.6	3,652.9
Arthington	285.9	285.2
Austhorpe	25.4	25.4
Bardsey cum Rigton	1,118.8	1,126.8
Barwick in Elmet and Scholes	1,961.0	1,983.1
Boston Spa	1,955.6	1,957.8
Bramham cum Oglethorpe	728.5	740.3
Bramhope and Carlton	1,808.9	1,816.1
Clifford	726.3	735.9
Collingham with Linton	1,689.4	1,706.4
Drighlington	1,824.9	1,851.3
East Keswick	584.5	587.5
Gildersome	1,793.8	1,809.1
Great and Little Preston	559.8	580.3
Harewood	1,837.0	1,829.4
Horsforth	7,015.5	7,077.6
Kippax	2,851.2	2,864.3
Ledsham	96.1	94.7
Ledston	156.1	157.2
Micklefield	490.3	499.4
Morley	10,237.3	10,460.1
Otley	4,788.2	4,929.2
Pool in Wharfedale	937.2	944.7
Rawdon	2,668.0	2,677.7
Scarcroft	801.3	814.2
Shadwell	960.8	972.8
Swillington	945.5	949.6
Thornor	747.7	748.2
Thorp Arch	371.7	375.1
Walton	115.7	115.9
Wetherby	4,492.8	4,645.7
Wothersome	9.2	9.7

- 3.6 The council tax requirement for 2017/18, which will be decided by Council in February 2017, will be divided by the calculated council tax base to arrive at the council tax for a Band D property, from which the council taxes for other valuation bands will be calculated.

Business Rates

- 3.7 Under the Business Rates Retention Scheme introduced by the Local Government Finance Act 2012, the Council has to calculate the amounts of business rates it will collect in 2017/18. Under this scheme, the Business Rates collected have to be shared between

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

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

3.8 The headline amounts are currently estimated as follows:

- Total Business Rates collected £361,470,000
- Of which;
- to be paid to Central Government £180,740,000
 - to be retained by Leeds £177,120,000
 - to be passed to West Yorkshire Fire and Rescue Authority £ 3,610,000

3.9 The actual amounts may differ from the above and will be calculated using DCLG's *National Non Domestic Rate Return 1* (NNDR1) which has to be completed and sent back to DCLG by 31st January 2017. The return has only just been received and the updated data required to complete it will not be available until the middle of January.

3.10 The final estimated amount to be retained for Leeds will be used in the development of the 2017/18 budget which is to be considered by Executive Board on 8th February and agreed by Council on 22nd February.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The information contained in this report will inform the development of the 2017/18 budget which will be considered by Executive Board on 8th February, and agreed by Council on 22nd February. The report itself has no specific implications for equality, diversity, cohesion or integration. A screening assessment has been carried out and is appended to this report.

4.3 Council policies and Best Council Plan

4.3.1 As outlined above, this report will inform the development of the budget for 2017/18. The budget process seeks to ensure that financial resources are used to support the Council's policies and priorities.

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

4.5.1 The decisions requested in this report will enable the City Council to fulfil its responsibilities under the Local Government Finance Act 1992 and the Local Government Finance Act 2012 in relation to council tax discounts and exemptions. The decisions relating to council tax bases and business rates estimates will enable the Council to finalise its budget and set a legal council tax for 2017/18.

4.6 Risk Management

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

5 Recommendations

5.1 Members are requested to:

- a) agree that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Council as its council tax base for the year 2017/18 shall be 221,937.7 for Leeds and for each parish as listed in Section 3.5, above, and detailed in Appendix 1;
- b) note the indicative business rates shares set out in Section 3.8, above, and delegate authority to the Deputy Chief Executive to make the detailed calculations and to submit the final figures to the Department for Communities and Local Government on or before 31st January 2017.

6 Background documents²

None.

² The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

Appendix 1

CALCULATION FOR THE WHOLE OF:

LEEDS

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		403	135,995	74,367	66,665	33,269	20,592	9,773	6,762	633	348,459	1
Less Exempt dwellings		0	6,209	5,145	2,130	1,029	398	94	57	12	15,075	1
	= "H" in formula 2	403	129,786	69,222	64,535	32,240	20,194	9,679	6,705	621	333,384	
Total discounts	= "Q" in formula 2	34	17,498	6,807	5,099	2,051	985	441	268	29	33,213	1
Total Premiums	= "E" in formula 2	0	204	71	57	35	17	11	9	6	408	3
Additions less Reductions	= "J" in formula 2	1	391	369	596	341	200	35	27	1	1,961	3
Reduction Scheme	= "Z" in formula 2	120	33,849	7,645	3,555	902	330	108	47	2	46,557	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		139.1	52,688.6	42,940.6	50,252.5	29,661.9	23,338.6	13,254.7	10,709.2	1,193.1		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										224,178.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	3
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											221,937	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											1	1
TAX BASE FOR CALCULATION OF TAX FOR:											221,937.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

ABERFORD and DISTRICT

TAX BASE = A x B
(Formula 1)

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

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

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

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	75	102	110	148	199	92	59	5	791	1
Less Exempt dwellings	0	1	0	0	0	1	0	0	0	2	1
= "H" in formula 2	1	74	102	110	148	198	92	59	5	789	
Total discounts	= "Q" in formula 2	0	12	10	10	10	8	3	2	55	1
Total Premiums	= "E" in formula 2	0	0	0	0	1	0	0	1	1	3
Additions less Reductions	= "J" in formula 2	0	0	1	0	1	1	0	2	5	3
Reduction Scheme	= "Z" in formula 2	0	23	12	2	4	3	1	1	46	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.6	26.0	62.6	87.1	135.8	230.2	127.5	97.1	10.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									776.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										769.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										769.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

ALLERTON BYWATER

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		7	1,048	613	370	104	29	1	2	0	2,174	1
Less Exempt dwellings		0	10	8	2	0	1	0	0	0	21	1
= "H" in formula 2		7	1,038	605	368	104	28	1	2	0	2,153	
Total discounts	= "Q" in formula 2	1	113	46	15	4	0	0	1	0	179	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	16	28	3	0	0	0	0	47	3
Reduction Scheme	= "Z" in formula 2	3	179	25	6	2	2	0	0	0	217	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.9	497.5	427.9	333.0	101.2	31.5	1.4	2.5	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,396.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,382.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,382.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

ALWOODLEY

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	41	177	1,123	1,168	559	282	354	46	3,750	1
Less Exempt dwellings			0	0	5	15	10	7	2	1	0	41	1
	= "H" in formula 2		0	41	172	1,108	1,158	552	280	353	46	3,709	
Total	= "Q" in formula 2		0	7	24	105	73	25	15	12	1	263	1
Total Premiums	= "E" in formula 2		0	0	1	3	1	1	1	0	1	7	3
Additions less Reductions	= "J" in formula 2		0	0	0	2	0	0	2	0	0	4	3
Reduction Scheme	= "Z" in formula 2		0	5	17	61	30	9	4	2	0	128	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	19.1	102.0	840.8	1,056.2	633.3	381.1	565.3	92.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											3,689.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												3,652.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												3,652.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

ARTHINGTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	1	18	26	23	37	21	89	14	229	1
Less Exempt dwellings		0	0	0	0	1	0	0	1	0	2	1
	= "H" in formula 2	0	1	18	26	22	37	21	88	14	227	
Total discounts	= "Q" in formula 2	0	0	2	2	2	1	1	5	0	12	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	4	3	1	0	0	0	0	8	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.6	9.1	18.7	19.5	44.6	28.9	139.2	27.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										288.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											285.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											285.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

AUSTHORPE

TAX BASE = A x B
(Formula 1)

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

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

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

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

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

BARDSEY cum RIGTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	18	56	41	139	219	243	219	13	948	1
Less Exempt dwellings			0	0	1	0	3	1	1	0	0	6	1
	= "H" in formula 2		0	18	55	41	136	218	242	219	13	942	
Total discounts	= "Q" in formula 2		0	3	5	4	10	15	14	6	1	57	1
Total Premiums	= "E" in formula 2		0	0	0	0	0	1	0	0	0	1	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2		0	5	8	2	7	2	3	2	0	29	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	6.7	32.5	30.9	119.0	246.9	325.6	351.6	25.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											1,138.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												1,126.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												1,126.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

BARWICK in ELMET and SCHOLES

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	115	220	818	461	338	200	83	3	2,238	1
Less Exempt dwellings			0	2	5	11	8	2	1	0	0	29	1
	= "H" in formula 2		0	113	215	807	453	336	199	83	3	2,209	
Total discounts	= "Q" in formula 2		0	17	23	62	33	18	10	4	0	167	1
Total Premiums	= "E" in formula 2		0	1	0	0	0	1	0	0	0	2	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	2	4	1	0	1	8	3
Reduction Scheme	= "Z" in formula 2		0	37	24	41	16	4	1	1	0	124	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	39.6	130.5	625.7	405.9	390.5	272.9	130.0	8.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											2,003.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												1,983.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												1,983.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

BOSTON SPA

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		1	93	369	310	339	403	308	209	22	2,054	1
Less Exempt dwellings		0	1	5	11	1	3	3	0	0	24	1
	= "H" in formula 2	1	92	364	299	338	400	305	209	22	2,030	
Total discounts	= "Q" in formula 2	0	16	36	33	39	28	13	7	0	172	1
Total Premiums	= "E" in formula 2	0	0	0	1	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	3	3	0	0	2	2	0	10	3
Reduction Scheme	= "Z" in formula 2	1	40	70	32	9	8	3	0	0	163	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		-0.1	23.8	202.6	211.7	289.9	444.7	420.2	340.8	44.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,977.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,957.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,957.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

BRAMHAM cum OGLETHORPE

TAX BASE = A x B
(Formula 1)

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

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

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

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list		0	115	117	86	80	155	104	88	5	750	1
Less Exempt dwellings		0	0	1	0	1	1	1	0	0	4	1
= "H" in formula 2		0	115	116	86	79	154	103	88	5	746	
Total discounts	= "Q" in formula 2	0	15	10	11	6	7	3	3	0	55	1
Total Premiums	= "E" in formula 2	0	0	0	0	2	1	1	0	1	4	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	8	0	0	8	3
Reduction Scheme	= "Z" in formula 2	0	21	9	6	1	2	1	1	0	41	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	53.0	75.3	61.1	74.5	178.4	154.9	139.6	11.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										747.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											740.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											740.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

BRAMHOPE and CARLTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	65	14	136	297	300	390	338	22	1,562	1
Less Exempt dwellings			0	4	0	0	4	2	1	1	0	12	1
	= "H" in formula 2		0	61	14	136	293	298	389	337	22	1,550	
Total discounts	= "Q" in formula 2		0	8	2	14	29	22	19	13	0	108	1
Total Premiums	= "E" in formula 2		0	0	0	0	0	2	1	0	0	2	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2		0	10	2	11	10	3	3	1	1	41	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	28.7	7.5	98.3	254.3	335.8	530.2	538.2	41.4		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											1,834.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												1,816.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												1,816.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

CLIFFORD

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	56	106	157	140	80	141	86	2	768	1
Less Exempt dwellings			0	0	2	1	0	0	0	0	0	3	1
	= "H" in formula 2		0	56	104	156	140	80	141	86	2	765	
Total discounts	= "Q" in formula 2		0	11	10	17	13	5	6	4	0	64	1
Total Premiums	= "E" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2		0	17	12	8	7	1	1	1	0	47	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	19.0	63.8	116.6	120.5	90.1	193.5	135.8	4.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											743.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												735.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												735.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

COLLINGHAM with LINTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	22	65	108	80	147	296	476	106	1,300	1
Less Exempt dwellings		0	1	1	2	0	0	1	2	1	8	1
	= "H" in formula 2	0	21	64	106	80	147	295	474	105	1,292	
Total discounts	= "Q" in formula 2	0	4	6	12	9	8	16	19	2	75	1
Total Premiums	= "E" in formula 2	0	0	1	0	0	0	1	1	0	2	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	3	1	4	1	0	9	3
Reduction Scheme	= "Z" in formula 2	0	6	9	13	2	4	2	4	0	40	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	7.7	38.5	71.8	72.0	166.1	407.2	754.8	205.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,723.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,706.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,706.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

DRIGHLINGTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		3	621	457	813	280	254	66	15	3	2,512	1
Less Exempt dwellings		0	10	5	8	2	0	0	0	0	26	1
	= "H" in formula 2	3	611	452	805	278	254	66	15	3	2,486	
Total discounts	= "Q" in formula 2	0	78	43	62	15	11	1	1	0	211	1
Total Premiums	= "E" in formula 2	0	2	1	0	2	0	0	0	0	5	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	5	0	0	0	0	5	3
Reduction Scheme	= "Z" in formula 2	1	121	33	34	10	6	1	1	0	207	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.1	275.8	292.6	630.3	259.8	289.8	92.1	22.5	6.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,870.0	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,851.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,851.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

GILDERSOME

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		4	645	717	801	210	221	32	10	1	2,641	1
Less Exempt dwellings		0	13	7	5	1	1	0	0	0	27	1
	= "H" in formula 2	4	632	710	796	209	220	32	10	1	2,614	
Total discounts	= "Q" in formula 2	1	89	67	55	9	9	1	0	1	232	1
Total Premiums	= "E" in formula 2	0	1	1	1	0	0	1	0	0	3	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	1	175	65	42	3	5	2	0	0	293	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.3	246.2	449.5	621.4	197.5	251.5	42.3	16.7	1.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,827.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,809.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,809.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

GREAT and LITTLE PRESTON

TAX BASE = A x B
(Formula 1)

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

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

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

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list		2	274	91	254	84	63	9	6	0	783	1
Less Exempt dwellings		0	2	1	2	1	0	0	0	0	6	1
= "H" in formula 2		2	272	90	252	83	63	9	6	0	777	
Total discounts	= "Q" in formula 2	0	29	6	16	4	3	0	0	0	57	1
Total Premiums	= "E" in formula 2	0	1	0	0	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	3	10	5	15	3	0	0	0	36	3
Reduction Scheme	= "Z" in formula 2	1	58	11	9	3	2	0	0	0	84	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	125.8	64.4	206.0	91.2	75.2	13.0	10.0	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										586.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											580.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											580.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

HAREWOOD

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	8	30	315	337	228	256	330	87	1,591	1
Less Exempt dwellings		0	1	0	1	2	2	3	3	0	12	1
	= "H" in formula 2	0	7	30	314	335	226	253	327	87	1,579	
Total discounts	= "Q" in formula 2	0	1	4	29	28	17	11	12	2	103	1
Total Premiums	= "E" in formula 2	0	0	0	2	3	2	1	1	0	8	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	1	0	1	3
Reduction Scheme	= "Z" in formula 2	0	0	6	20	7	6	5	2	0	46	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	4.0	15.4	237.4	302.9	250.5	343.7	524.6	169.4		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,847.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,829.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,829.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

HORSFORTH

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		1	912	2,579	2,240	1,585	888	464	170	11	8,850	1
Less Exempt dwellings		0	29	86	50	14	6	1	2	4	192	1
	= "H" in formula 2	1	883	2,493	2,190	1,571	882	463	168	7	8,658	
Total discounts	= "Q" in formula 2	0	146	262	178	98	40	14	5	2	745	1
Total Premiums	= "E" in formula 2	0	2	3	2	1	1	1	1	0	8	3
Additions less Reductions	= "J" in formula 2	0	0	0	54	41	58	3	0	0	156	3
Reduction Scheme	= "Z" in formula 2	1	216	274	77	32	8	2	0	0	610	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		-0.1	348.5	1,523.8	1,769.3	1,481.8	1,091.1	650.9	272.8	11.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										7,149.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											7,077.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											7,077.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

EAST KESWICK

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	15	64	34	43	60	82	187	5	490	1
Less Exempt dwellings		0	0	0	0	1	0	0	1	0	2	1
	= "H" in formula 2	0	15	64	34	42	60	82	186	5	488	
Total discounts	= "Q" in formula 2	0	2	7	4	4	5	4	7	0	33	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	1	0	1	3
Reduction Scheme	= "Z" in formula 2	0	4	8	1	1	0	1	1	0	16	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	5.8	38.5	25.6	36.8	67.2	111.6	297.9	10.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										593.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											587.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											587.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

KIPPAX

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		7	1,398	1,105	1,115	486	138	29	4	0	4,282	1
Less Exempt dwellings		0	22	5	9	3	0	0	0	0	39	1
	= "H" in formula 2	7	1,376	1,100	1,106	483	138	29	4	0	4,243	
Total discounts	= "Q" in formula 2	0	160	97	65	23	5	2	1	0	352	1
Total Premiums	= "E" in formula 2	0	1	1	1	1	0	0	0	0	3	3
Additions less Reductions	= "J" in formula 2	0	0	2	0	0	0	0	0	0	2	3
Reduction Scheme	= "Z" in formula 2	2	229	102	50	18	1	1	0	0	403	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		2.8	659.2	702.8	881.5	442.2	161.7	37.6	5.4	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										2,893.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											2,864.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:	KIPPAX										2,864.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

LEDSHAM

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	0	12	3	6	9	11	36	1	78	1
Less Exempt dwellings			0	0	0	0	0	0	0	1	0	1	1
	= "H" in formula 2		0	0	12	3	6	9	11	35	1	77	
Total discounts	= "Q" in formula 2		0	0	3	0	0	1	0	1	0	5	1
Total Premiums	= "E" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2		0	0	3	0	1	0	1	0	0	5	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	0.0	5.1	2.7	4.8	10.4	14.4	56.3	2.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											95.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												94.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												94.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

LEDSTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		1	62	31	5	16	18	22	24	1	180	1
Less Exempt dwellings		0	0	0	0	0	0	2	0	0	2	1
	= "H" in formula 2	1	62	31	5	16	18	20	24	1	178	
Total discounts	= "Q" in formula 2	0	5	2	0	1	1	2	1	0	11	1
Total Premiums	= "E" in formula 2	0	1	0	0	1	0	0	0	1	2	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	11	4	0	0	1	0	0	0	16	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	31.2	19.5	4.4	16.0	19.8	26.4	37.9	3.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										158.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											157.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											157.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

MICKLEFIELD

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		7	579	89	76	62	33	11	6	0	863	1
Less Exempt dwellings		0	2	0	1	0	0	0	0	0	4	1
	= "H" in formula 2	7	577	89	75	62	33	11	6	0	859	
Total discounts	= "Q" in formula 2	2	66	8	5	3	2	0	0	0	85	1
Total Premiums	= "E" in formula 2	0	1	0	0	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	4	0	0	0	0	0	0	4	3
Reduction Scheme	= "Z" in formula 2	4	117	4	1	4	1	1	0	0	132	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	263.0	62.7	61.6	55.5	37.3	14.1	9.6	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										504.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											499.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											499.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

MORLEY

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		21	6,120	3,628	3,617	1,398	919	182	43	2	15,930	1
Less Exempt dwellings		0	62	28	36	8	0	1	2	0	137	1
	= "H" in formula 2	21	6,058	3,600	3,581	1,390	919	181	41	2	15,793	
Total discounts	= "Q" in formula 2	2	824	355	273	65	34	6	2	1	1,562	1
Total Premiums	= "E" in formula 2	0	8	1	1	1	0	1	1	0	12	3
Additions less Reductions	= "J" in formula 2	0	0	0	60	79	15	0	0	0	154	3
Reduction Scheme	= "Z" in formula 2	12	1,237	286	188	39	18	2	0	0	1782	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		3.9	2,670.6	2,301.7	2,827.6	1,365.5	1,078.5	250.2	65.8	2.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										10,565.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											10,460.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											10,460.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

OTLEY

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		4	823	2,158	1,794	1,012	556	185	62	6	6,600	1
Less Exempt dwellings		0	16	23	21	8	1	2	0	0	71	1
	= "H" in formula 2	4	807	2,135	1,773	1,004	555	183	62	6	6,529	
Total discounts	= "Q" in formula 2	1	132	221	159	63	28	8	3	1	615	1
Total Premiums	= "E" in formula 2	0	2	3	3	0	1	0	1	0	9	3
Additions less Reductions	= "J" in formula 2	0	0	0	35	35	35	0	0	0	105	3
Reduction Scheme	= "Z" in formula 2	1	234	260	83	22	2	2	0	0	604	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.4	295.0	1,287.9	1,394.4	954.0	685.6	250.6	99.6	10.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										4,979.0	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											4,929.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:	OTLEY										4,929.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

POOL in WHARFEDALE

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		1	50	151	215	184	127	136	115	6	985	1
Less Exempt dwellings		0	0	1	1	0	2	4	2	0	10	1
	= "H" in formula 2	1	50	150	214	184	125	132	113	6	975	
Total discounts	= "Q" in formula 2	0	8	13	19	14	10	7	3	0	75	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	1	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	14	18	10	2	2	3	0	0	49	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.4	18.4	92.1	164.2	168.3	138.3	177.2	183.8	11.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										954.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											944.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											944.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

RAWDON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	80	411	827	632	444	268	196	30	2,888	1
Less Exempt dwellings		0	2	3	7	6	2	0	3	0	24	1
= "H" in formula 2		0	78	408	820	626	442	268	193	30	2,864	
Total discounts	= "Q" in formula 2	0	12	46	69	41	23	15	5	0	212	1
Total Premiums	= "E" in formula 2	0	0	0	1	1	0	0	1	0	2	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	18	56	34	24	8	2	1	0	143	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	31.9	237.5	637.2	562.1	502.1	362.5	311.9	59.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										2,704.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											2,677.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											2,677.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

SCARCROFT

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	9	33	41	58	52	74	253	72	592	1
Less Exempt dwellings		0	0	0	1	0	0	0	2	0	3	1
	= "H" in formula 2	0	9	33	40	58	52	74	251	72	589	
Total discounts	= "Q" in formula 2	0	2	4	5	4	4	2	7	1	29	1
Total Premiums	= "E" in formula 2	0	0	0	1	1	1	0	0	1	3	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	1	5	1	2	0	9	3
Reduction Scheme	= "Z" in formula 2	0	4	4	3	2	1	2	1	0	17	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	2.2	19.7	28.9	53.8	64.8	102.2	408.3	142.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										822.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											814.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:	SCARCROFT										814.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

SHADWELL

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	12	28	59	133	220	172	187	9	820	1
Less Exempt dwellings		0	1	2	1	1	3	0	0	0	8	1
	= "H" in formula 2	0	11	26	58	132	217	172	187	9	812	
Total discounts	= "Q" in formula 2	0	2	4	7	12	14	7	5	0	51	1
Total Premiums	= "E" in formula 2	0	0	0	1	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	1	1	2	3	3	0	2	0	12	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	5.6	16.0	44.4	116.8	244.1	238.7	299.5	17.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										982.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											972.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0.0	1
TAX BASE FOR CALCULATION OF TAX FOR:											972.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

SWILLINGTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		6	646	328	323	112	64	23	7	1	1,510	1
Less Exempt dwellings		0	3	3	2	0	0	0	0	0	8	1
	= "H" in formula 2	6	643	325	321	112	64	23	7	1	1,502	
Total discounts	= "Q" in formula 2	1	74	28	20	10	3	1	1	0	137	1
Total Premiums	= "E" in formula 2	0	1	1	0	1	0	0	0	0	2	3
Additions less Reductions	= "J" in formula 2	0	0	1	0	1	0	0	0	0	2	3
Reduction Scheme	= "Z" in formula 2	1	139	35	23	4	1	0	0	0	203	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		2.4	286.9	204.9	247.4	100.0	73.0	31.8	10.8	2.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										959.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											949.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											949.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

THORNER

TAX BASE = A x B
(Formula 1)

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

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

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

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list		0	69	90	106	110	156	73	122	20	746	1
Less Exempt dwellings		0	0	2	0	0	0	0	0	0	2	1
= "H" in formula 2		0	69	88	106	110	156	73	122	20	744	
Total discounts	= "Q" in formula 2	0	12	10	10	9	9	4	6	1	61	1
Total Premiums	= "E" in formula 2	0	0	0	0	1	1	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	21	12	9	4	2	0	2	0	50	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	23.9	51.1	77.3	97.5	177.5	99.7	190.8	38.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										755.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											748.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											748.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

THORP ARCH

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	0	33	90	41	86	17	75	9	351	1
Less Exempt dwellings		0	0	0	1	1	0	0	0	0	2	1
	= "H" in formula 2	0	0	33	89	40	86	17	75	9	349	
Total discounts	= "Q" in formula 2	0	0	2	7	5	4	1	3	1	23	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	2	7	2	2	0	0	0	13	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.0	22.6	66.4	33.5	97.7	22.8	119.9	16.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										378.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											375.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											375.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

WALTON

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	1	2	14	11	21	15	32	3	99	1
Less Exempt dwellings		0	0	0	0	0	0	0	0	0	0	1
	= "H" in formula 2	0	1	2	14	11	21	15	32	3	99	
Total discounts	= "Q" in formula 2	0	0	0	2	2	2	1	1	0	8	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	0	2	1	0	0	2	0	5	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.5	1.4	9.1	8.3	23.8	20.6	47.9	5.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										117.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											115.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											115.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

WETHERBY

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			2	259	1,092	942	725	1,152	473	315	22	4,982	1
Less Exempt dwellings			0	4	19	9	7	7	2	3	1	52	1
	= "H" in formula 2		2	255	1,073	933	718	1,145	471	312	21	4,930	
Total discounts	= "Q" in formula 2		0	41	128	88	63	61	27	10	1	418	1
Total Premiums	= "E" in formula 2		0	1	1	1	0	0	0	0	0	2	3
Additions less Reductions	= "J" in formula 2		0	0	96	55	13	18	1	0	0	183	3
Reduction Scheme	= "Z" in formula 2		0	73	175	47	19	9	4	1	0	328	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.1	94.8	674.5	758.3	649.3	1,336.3	636.6	501.7	40.0			
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											4,692.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												4,645.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												4,645.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2017/18

CALCULATION FOR THE PARISH OF:

WOTHERSOME

TAX BASE = A x B
(Formula 1)

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

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

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

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	1	2	4	0	1	0	2	0	10	1
Less Exempt dwellings		0	0	0	0	0	0	0	0	0	0	1
	= "H" in formula 2	0	1	2	4	0	1	0	2	0	10	
Total discounts	= "Q" in formula 2	0	0	0	0	0	0	0	0	0	1	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	1	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	1	0	0	0	0	0	0	1	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.5	0.6	3.3	0.0	1.2	0.0	4.2	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										9.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											9.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											9.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2016
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

Appendix 2



Equality, Diversity, Cohesion and Integration Screening

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Strategy & Resources	Service area: Corporate Financial Management
Lead person: N. Eastwood	Contact number: 0113 247 4242

1. Title: Calculation of the Council Tax and Business Rates Tax Bases for 2017/18
Is this a:
<input checked="" type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Please provide a brief description of what you are screening
The calculation of the Council Tax and Business Rates tax bases for 2017/18.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		✓
Have there been or likely to be any public concerns about the policy or proposal?		✓
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		✓
Could the proposal affect our workforce or employment practices?		✓
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		✓

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

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

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
--	--

Date to complete your impact assessment	
---	--

Lead person for your impact assessment (Include name and job title)	
--	--

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Neil Warren	Head of Corporate Finance	14th December 2016

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed	13 th December 2016
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If relates to a Key Decision - date sent to Corporate Governance	15 th December 2016
---	--------------------------------

Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	
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Report author: Kevin Tomkinson
Tel: 74357

Report of **City Solicitor**

Report to **Council**

Date: **11 January 2017**

Subject: **Appointments**

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

Summary of main issues

- 1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council as is the appointment of Chairs to various Committees / Boards and Panels.

- 2 The relevant Group Whip has requested a membership change as detailed in paragraph 4 of the report on Scrutiny Board (Environment and Housing), General Purposes Committee and Member Management Committee. Council are also asked to approve the appointment of a Chair to Scrutiny Board (Environment and Housing) as set out in Appendix A to this report.

Recommendations

- 1 That Council approve the membership changes referred to in paragraph 4.1 of the report and approve the appointment of the Chair of Scrutiny Board (Environment and Housing) as set out in Appendix A to this report.

2 Purpose of this report

2.1 To make appointments to a Scrutiny Board and appoint a Chair to a Scrutiny Board.

3 Background information

3.1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council as is the appointment of Chairs to various Committees / Boards and Panels.

4 Main issues

4.1 That the following appointment be approved;

- Councillor Lamb to replace Councillor J Procter on Scrutiny Board (Environment and Housing)
- Councillor Amanda Carter to replace Councillor J Procter on General Purposes Committee
- Councillor Buckley to replace Councillor Lamb on Member Management Committee.

4.2 That the appointment of the Chair of Scrutiny Board (Environment and Housing) as set out in Appendix A to this report be approved.

5 Consultation and Engagement

5.1 The relevant Group Whip has been consulted in respect of the appointment.

6 Equality and Diversity / Cohesion and Integration

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

6.2 Council policies and City Priorities

6.2.1 There are no specific implications.

6.3 Resources and value for money

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

6.4 Legal Implications, Access to Information and Call In

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

6.5 Risk Management

6.5.1 No specific implications

7 Recommendations

7.1 That Council approve the membership changes referred to in paragraph 4.1 of the report and approve the appointment of the Chair of Scrutiny Board (Environment and Housing) as set out in Appendix A to this report.

7.2 Background documents¹

7.3 None

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

LEEDS CITY COUNCIL MEETING

11TH JANUARY 2017

CHAIRS OF COMMITTEES / BOARDS / PANELS

Scrutiny Board (Environment and Housing) – A Lamb (to replace J Procter)



Report author: Andrea Holgate

Tel: (Int) 51954

Report of the City Solicitor

Report to Council

Date: 11th January 2017

Subject: The Leeds Award

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

Summary of main issues

1. This report outlines the proposal of the Leeds Award Panel to recommend the nomination for John Wilson to receive the Leeds Award.

Recommendations

1. That Council approve the recommendations of the Leeds Award Panel.

1 Purpose of this report

1.1 For Council to consider the outcome of the Leeds Award Panel who have unanimously agreed to make the recommendation that the following nomination receive the Leeds Award:

1.2 John Wilson – for his hard work and dedication in supporting the Office of the Lord Mayor of Leeds over many years and for assisting in promoting the standing of the City, both nationally and internationally.

2 Background information

2.1 On 17th October 2007, the Executive Board agreed to the creation of the 'Leeds Award'.

2.2 The Leeds Award is a prestigious honour that recognises that there are many people, groups, organisations and teams that bring great credit to the City through their exceptional hard work and dedication. It is viewed as a lasting tribute to those contributions that make a real difference to the City.

2.3 Following the initial processes, Group Leaders appointed representatives to act on their behalf at all future Leeds Award Panel meetings.

3 Corporate Considerations

3.1 Consultation and Engagement

3.1.1 Elected Members

3.2 Equality and Diversity / Cohesion and Integration

3.2.1 No Impact

3.3 Council policies and City Priorities

3.3.1 No Impact

3.4 Resources and value for money

3.4.1 All costs would be contained within existing budgets

3.5 Legal Implications, Access to Information and Call In

3.5.1 No implications

3.6 Risk Management

3.6.1 There are no risk issues

4 Conclusions

4.1 The Leeds Award Panel recommends that John Wilson receive the Leeds Award.

5 Recommendations

5.1 That Council approve the recommendations of the Leeds Award Panel above.

6 Background documents¹

6.1 None.

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

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HEALTH AND WELLBEING BOARD

THURSDAY, 24TH NOVEMBER, 2016

PRESENT: Councillor R Charlwood in the Chair

Councillors S Golton, G Latty and
L Mulherin

Representatives of Clinical Commissioning Groups

Dr Gordon Sinclair	NHS Leeds West CCG
Nigel Gray	NHS Leeds North CCG
Matt Ward	NHS Leeds South and East CCG
Phil Corrigan	NHS Leeds West CCG

Directors of Leeds City Council

Cath Roff – Director of Adult Social Services
Sue Rumbold – Chief Officer, Children’s Services

Representative of NHS (England)

Moira Dumma - NHS England

Third Sector Representative

Kerry Jackson – St Gemma’s Hospice

Representative of Local Health Watch Organisation

Lesley Sterling-Baxter – Healthwatch Leeds

Representatives of NHS providers

Sara Munro - Leeds and York Partnership NHS Foundation Trust
Liz Kay - Leeds Teaching Hospitals NHS Trust
Brian Machin - Leeds Community Healthcare NHS Trust

33 Welcome and introductions

The Chair welcomed all present to this additional formal Board meeting and particularly Sara Munro, Leeds & York Partnership NHS Foundation Trust, to her first meeting as a newly appointed member.

34 Appeals against refusal of inspection of documents

There were no appeals against refusal of inspection of documents.

35 Exempt Information - Possible Exclusion of the Press and Public

The agenda contained no exempt information.

36 Late Items

No formal late items of business were added to the agenda for the meeting.

37 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

38 Apologies for Absence

Apologies for absence were received from Councillor Coupar, Tanya Matilainen, Thea Stein, Jason Broch, Ian Cameron, Andy Harris, Steve Walker and Julian Hartley.

The Board welcomed Brian Machin (Leeds Community Health Care NHS Trust); Liz Kay (Leeds Teaching Hospitals NHS Trust) and Sue Rumbold (LCC Children's Services) as substitute members for this meeting.

39 NHS Leeds Clinical Commissioning Group (CCG) Operational Plans 2017-2019

The Chief Operating Officer, Leeds South & East Clinical Commissioning Group (CCG) submitted a report which provided a high level overview of the NHS Leeds CCGs Operational Plans for 2017-2019.

This additional Board meeting was necessary to consider the available information on the Plans due to NHS England timescales for completion and signing-off the Plans. The Operational Plans were required to be submitted in draft to NHS England by 24th November 2016 with a final version due on 23rd December 2016. The report also provided a summary of the NHS planning guidance and NHS England submission requirements for CCGs alongside the latest information available for the NHS Leeds CCG Operational Plans 2017-19. The report also sought the Boards' view of whether Plans took proper account of the Leeds Health and Well Being Strategy 2016-2021. Members also considered the proposed approach to the engagement of the Health and Wellbeing Board in the future review of the CCG Operational Plans.

Matt Ward, Leeds South & East CCG presented the report, emphasising the high level nature of the report and the key functions of the Operational Plans. He reported that consultation was currently ongoing along with work to complete contracts with providers. In particular, the Board was advised of work to create a "One Plan" approach across the three CCGs.

The report described the links between the Operational Plans and the Leeds Health and Wellbeing Strategy 2016-21 and the West Yorkshire and Harrogate Sustainability and Transformation Plan (STP) and supported the delivery of a sustainable health and social care system. The Operational Plans provided years 1 and 2 of the Leeds Chapter of the West Yorkshire and Harrogate STP.

The Board discussed the overview report and made the following comments:

- Concerns were raised that the report did not make further reference to the Operational Plans' impact on children & young people across more of the priorities of the Leeds Health and Wellbeing Strategy 2016-2021, except what was referred to in relation to 'Priority 1 - A Child Friendly City and the best start in life'. Assurance was sought that the full Operational Plans would reference and emphasise Early Intervention measures
- Concerns were raised around the lack of reference to the demand for services for older people (e.g. end of life outcomes) in the report for

‘Priority 2 - An Age Friendly City where people age well’ of the Leeds Health and Wellbeing Strategy 2016-2021.

- In relation to ‘Priority 3 – Strong, engaged and well-connected communities’ members referenced the opportunity to engage further with elected members through Scrutiny Board or at a local level through LCC Community Committees.
- Concerns were raised around the paper’s lack of direct reference to ‘Priority 4 - Housing and the environment enable all people of Leeds to be healthy’ and lack of detail around ‘Priority 5 - A strong economy with quality, local jobs’ and ‘Priority 6 - Get more people, more physically active, more often ‘ of the Leeds Health and Wellbeing Strategy 2016-2021.
- Concern that the overview referenced the NHS but did not acknowledge the role of the Third Sector and Public Health service providers
- Recalling the workshop prior to the meeting, concern was expressed that the report stated “consultation and engagement is not required” under the paragraph ‘consultation, engagement and hearing citizen voice’

Additionally, reference was made to the findings from a university study of social prescribing. It was agreed that a copy of the report would be shared with Board Members.

It was noted that not all Board Members were content to lend support to the high level report without seeing the detail of the full Operational Plans.

In response, Members received assurance that the high level summary report before the Board presented only a synopsis of the full Plans. The full Plans did reflect the collaborative approach to health, wellbeing and care in Leeds and addressed the comments raised by the Board. The Board also noted the short timeframe for consideration and submission of the full document and the framework the submission had to comply with.

Noting that approval of the Operational Plans was not within the Boards’ remit, Members considered how the view of the HWB could influence the development of the Plans; and not just how the Plans are delivered. Moira Dumma assured the Board that NHS England would note the comments made. She explained that the 23/12/16 deadline related to the contracts for the forthcoming two years and that there was an opportunity for the HWB to influence what was contained within the contracts.

In conclusion, the Chair reiterated that the Plans covered a two year period, and suggested that an annual review could be built in. It was agreed that Board Members would receive a copy of the full Plans for their comment, accompanied by a note addressing the specific concerns raised today, prior to the submission date

RESOLVED

- a) To note the contents of the report and the comments made during discussions

- b) That, having considered the available information, the Board determined that it could not provide an opinion on whether the available information for the NHS Leeds CCG Operational Plans 2017-19 did take proper account of the Leeds Health and Wellbeing Strategy 2016-21. As such it was agreed that Board Members would receive a copy of the full Plans accompanied by a addressing the specific concerns raised today as soon as possible to ensure that members could provide their comments and opinions prior to the submission date.
- c) To note the requirements on NHS Leeds CCGs for the development of the NHS Leeds CCG Operational Plans 2017-19 and their complementary relationship to the Leeds Plan and the West Yorkshire and Harrogate Sustainability and Transformation Plans
- d) To note the timescales for completion of plans and the proposed process for sign-off
- e) To agree the proposed approach to engagement of the Health and Wellbeing Board in the review of NHS Leeds CCG Operational Plans 2017-19

40 Comments and Questions

In response to requests from members of the public who attended the meeting, the Chair agreed to receive questions and comments the public which covered the following issues related to the CCG Operational Plans:

- The perceived status of the Operational Plans as the first step in the process of making cuts through the West Yorkshire STP
- Public consultation
- Impact of cuts on Dementia Care
- Monitoring and evaluation of the Plans

RESOLVED – To note the comments made.

41 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next formal Board meeting as Monday 20th February 2017 at 9.30am. (with a pre-meeting for Board members at 9.00 am)

EXECUTIVE BOARD

WEDNESDAY, 16TH NOVEMBER, 2016

PRESENT: Councillor J Blake in the Chair

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

97 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest made at the meeting.

98 Minutes of the Previous Meeting

RESOLVED - That the minutes of the previous meeting held on 19th October 2016 be approved as a correct record, subject to the resolutions within Minute No. 83 (Outcome of the Call In of the Decision taken at Executive Board on 21st September 2016 in relation to the 'Better Lives Programme: Phase Three: Next Steps and Progress Report) being amended to read as follows:

- (a) That the Scrutiny Board's recommendations, as detailed at 3.2.1 to 3.2.6 of the submitted report, be accepted, noting the additional comments in relation to The Green, as per resolution (b) below;
- (b) That the original decisions taken by the Executive Board on 21st September 2016, be re-affirmed, subject to The Green being retained until there can be a seamless transition to the new facility;
- (c) Whilst the decision is to close The Green as a long term residential care service, it will remain open until there is a transition to a new function/ facility. The Board notes The Green will be retained as a community asset and that discussions will continue with the NHS about future use of the facility. A progress report, including an update on discussions with the NHS, will be brought back to the Executive Board. This update report to also provide information about how the seamless transition would work, with any associated timescales;
- (d) That it be noted and highlighted that the input of the Scrutiny Board is appreciated, and that it also be noted that the Scrutiny Board will be kept informed in order to enable it to monitor the progress made against any decisions taken.

99 Matters Arising from the Minutes

Minute No. 83 (Outcome of the Call In of the Decision taken at Executive Board on 21st September 2016 in relation to the 'Better Lives Programme: Phase Three: Next Steps and Progress Report')

Reassurance was sought that prior to the closure of the current facility at The Green being implemented, a report on such matters would be submitted to

Final Minutes - Approved at the meeting
held on Wednesday, 14th December, 2016

Executive Board. In response, the Board was advised that The Green would remain open until such time as a transition plan was in place, and that such plans would be detailed within the report to be submitted to the February 2017 Board meeting.

Further to this, Councillor A Carter highlighted that although he was in agreement with the amendment to the minutes which had been approved, he reiterated his position, as stated at the 19th October 2016 meeting, to abstain from voting on the Board's decision to reaffirm the resolutions regarding the 'Better Lives Programme' made on 21st September 2016.

HEALTH, WELLBEING AND ADULTS

100 Safeguarding Adults Board: Annual Report 2015/16 and Strategic Plan

Further to Minute No. 91, 18th November 2015, the Director of Adult Social Services submitted a report presenting the 2015/16 Leeds Safeguarding Adults Board Annual Report and Strategic Plan. The documents summarised the Board's achievements during the previous 12 months and set out the ambitions for the forthcoming year.

(The Board jointly considered this submitted report alongside the Leeds Safeguarding Children Board Annual Report, as referenced at Minute No. 101).

The Board welcomed Richard Jones CBE, Independent Chair of the Leeds Safeguarding Adults Board to the meeting, who was in attendance in order to introduce the key points of the annual report and to highlight key priorities. Mark Peel, Independent Chair of the Leeds Safeguarding Children Board, was also in attendance during the consideration of this item and contributed towards the discussion on related matters.

Responding to an enquiry, the Board, together with the Independent Chairs, considered the role of the Safeguarding Boards in Leeds, and discussed the nature of the relationship, together with the connectivity between those Boards and the Local Authority. Members also discussed the role which could be played by Elected Members in this area.

The Board also highlighted the importance of ensuring that the reporting mechanisms for safeguarding concerns were as clear and effective as possible.

In considering the procedures established to support individuals through the transitional period between the safeguarding arrangements in place for young people and the safeguarding arrangements in place for adults, it was undertaken that a briefing paper on such matters would be provided to Board Members for their information.

In conclusion, it was highlighted that the issue of safeguarding remained a top priority for the Council and that a co-ordinated and partnership approach was

taken in order to ensure that the safeguarding arrangements in place were as effective as possible.

RESOLVED –

- (a) That the contents of the submitted covering report, the contents of the Leeds Safeguarding Adults Board 2015/16 Annual Report and also in looking forward, the contents of the Board's Strategic Plan, as appended, be noted;
- (b) That a briefing paper regarding the procedures established to support individuals through the transitional period between the safeguarding arrangements in place for young people and the safeguarding arrangements in place for adults be provided to Board Members.

CHILDREN AND FAMILIES

101 Leeds Safeguarding Children Board Annual Report (2015/16): Evaluating the Effectiveness of Safeguarding Arrangements in Leeds

Further to Minute No. 92, 18th November 2015, the Independent Chair of the Leeds Safeguarding Children Board (LSCB) submitted a report which introduced and presented the key issues from the LSCB Annual Report (2015/16).

(The Board jointly considered this submitted report alongside the Leeds Safeguarding Adults Board Annual Report, as referenced at Minute No. 100).

The Board welcomed Mark Peel, Independent Chair of the Leeds Safeguarding Children Board, who was in attendance at the meeting in order to introduce the key points of the annual report and to highlight key priorities. As part of his introduction to the report, the Independent Chair highlighted and welcomed the commitment which he had experienced to safeguarding issues across the Council.

Richard Jones CBE, Independent Chair of the Leeds Safeguarding Adults Board, was also in attendance during the consideration of this item.

RESOLVED –

- (a) That the contents of the submitted report, together with the LSCB's Annual Report, as appended, be noted, and that the Director of Children's Services be requested to consider any implications for the work of Leeds City Council;
- (b) That a briefing paper regarding the procedures established to support individuals through the transitional period between the safeguarding arrangements in place for young people and the safeguarding arrangements in place for adults be provided to Board Members.

ECONOMY AND CULTURE

102 Growing the Leeds Economy

The Director of City Development submitted a report presenting the approach to be taken in order to review and replace the Leeds Growth Strategy for 2017–2020. The report outlined the main issues and opportunities, whilst also providing a timeframe for delivery. In addition, the report also provided an update on developments in national policy relevant to the Growth Strategy Review.

Members welcomed the proposal to review the current Growth Strategy, with the Board specifically highlighting the need to focus upon areas such as: 'social enterprise', 'health and medical', manufacturing and retail. In addition, emphasis was also placed upon the overriding 'inclusive growth' agenda and the sense of place that was being given to the strategy.

Also, given the Government's recent announcement regarding the HS2 route, Members highlighted the key importance of increased connectivity for Leeds, and emphasised the key role being played by the Leeds City Region in this and other significant areas.

Finally, Members emphasised the need to ensure that the Leeds Growth Strategy was used as a catalyst to maximise opportunities for all, with special reference being made to young people.

RESOLVED –

- (a) That the approach taken regarding the revision of the Leeds Growth Strategy be noted, and the strategy's publication in summer 2017 be supported;
- (b) That the approach towards strengthening the Council's commitment to working with other cities and city regions in order to develop the Northern Powerhouse agenda, moving this beyond transport in order to encompass education and skills, trade and investment, innovation and enterprise, and housing, be supported;
- (c) That the Chief Executive be asked, in consultation with the Leader of the Council, to prepare a submission to the RSA (Royal Society for the encouragement of Arts, Manufactures & Commerce) Inclusive Growth Commission, which sets out the practical steps being taken as a Council under the 'Strong Economy within a Compassionate City' agenda;
- (d) That the Chief Economic Officer, Economy and Regeneration, be requested to work with Leeds City Region LEP and the Core Cities Group, in consultation with the Leader of the Council, in order to influence the development of the National Industrial Strategy.

EMPLOYMENT, SKILLS AND OPPORTUNITY

103 Promoting Apprenticeships

The Director of Children's Services submitted a report which presented the actions being taken to work with young people, businesses, communities and partners in order to ensure that young people in particular continued to benefit from the opportunities offered by apprenticeships, whilst the report also set out how the Council could most effectively align its resources to achieve this goal.

Members welcomed the submitted report, and received a verbal update in response to an enquiry regarding the availability of further data in respect of the actions being taken to promote apprenticeships. In addition, with a view to keeping Members informed on such matters, it was requested that an update report be submitted to the Board providing further details on this issue, and which also presented statistics on performance against relevant targets and also the matter of job retention for those who had undertaken apprenticeships.

RESOLVED –

- (a) That the proposed activities, as set out within the submitted report, be endorsed;
- (b) That an update report be submitted to the Board providing further details on the promotion of apprenticeships, and which also presents statistics on performance against relevant targets and the issue of job retention for those who had undertaken apprenticeships.

RESOURCES AND STRATEGY

104 Financial Health Monitoring 2016/17 - Half Year

The Deputy Chief Executive submitted a report setting out the Council's projected financial health position for 2016/17 at the half-year point of the financial year. The report also reviewed the position of the budget and highlighted any potential key risks and variations after 6 months of the year.

Responding to a Member's enquiry, officers undertook to provide the Member in question with further information on the actions being taken within the area of Civic Enterprise Leeds to replace the loss of 7 school catering contracts, as detailed within the submitted report.

RESOLVED – That the Council's projected financial position for 2016/17 at the half year point of the financial year, as detailed within the submitted report, be noted.

105 Capital Programme Quarter 2 Update 2016-2020

The Deputy Chief Executive submitted a report providing an update on the Council's Capital Programme position as at period 6. Additionally, the report also sought some specific approvals in relation to funding injections.

RESOLVED –

- (a) That the latest position, as at period 6, on the General Fund and Housing Revenue Account (HRA) Capital programmes, be noted;
- (b) That the net increase in the General Fund and HRA Capital Programme 2016-2020 of £68.8m since Quarter 1, be noted, with the majority of these injections, £51.77m, relating to the inclusion of annual programmes in 2019-20, as shown in Appendix B to the submitted report, £45.9m of which is Council borrowing and £5.88m is grant and external contributions;
- (c) That it be noted that the borrowing required to fund the Capital Programme in 2016-17 has reduced by a further £11.8m since the Quarter 1 update. It also be noted that the Capital Programme remains affordable and that further work is underway through regular capital programme reviews to ensure that future debt costs are maintained within the overall Medium Term Financial strategy;
- (d) That the following injections into the Capital Programme, be approved:-
 - £51.77m, to reflect the roll forward of annual programmes into 2019-20, as set out in Appendix B to the submitted report, funded by £45.89m LCC borrowing and £5.88m grant;
 - £9.0m, to reflect the forecasted 1 for 1 right to buy receipts for 2017/18 and 2018/19, which will be utilised within the Council House Growth programme;
 - £232.8k in relation to Capital Receipts, to be utilised by Ward Councillors under the Capital Receipts Incentive Scheme (CRIS), as detailed at Appendix D to the submitted report;
- (e) That it be noted that the above resolutions to inject funding will be implemented by the Chief Officer (Financial Services);
- (f) That the £3.65m injection covered by the “Sustainable Communities Investment Programme Review” report which is found elsewhere on this Executive Board meeting agenda and which is included within the figures detailed within this submitted report, be noted (Minute No. 108 refers).

106 Treasury Management Strategy Update 2016/17

The Deputy Chief Executive submitted a report providing a review and update of the Council’s 2016/17 Treasury Management Strategy.

Responding to a Member’s enquiry, officers undertook to provide the Member in question with further details on how the Council’s debt, asset and liability levels compared to that of other Core Cities.

In addition, responding to a further enquiry, the Board was also provided with further information on the approach being taken by the Council to monitor and minimise the cost of borrowing.

RESOLVED –

- (a) That the update on the Treasury Management borrowing and investment strategy for 2016/17, as detailed within the submitted report, be noted;
- (b) That it be noted that full Council, at its meeting on the 9th November 2016, approved the changes to the borrowing limits for 2016/17, 2017/18 and 2018/19, as detailed in section 3.2 of the submitted report, with the proposed changes to both the Operational Boundary and the Authorised limits also being noted by the Board.

107 Aireborough Leisure Centre Refurbishment

The Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report highlighting the refurbishment works proposed to be undertaken at Aireborough Leisure Centre. The report also sought the necessary authority to spend in order to carry out the proposed works, whilst the report also highlighted a proposal for Guiseley Library to relocate into Aireborough Leisure Centre, enabling the current library building to be sold and thus generating a capital receipt.

The Board welcomed the proposals detailed within the submitted report, with a Member highlighting that such a positive approach could be used as an example in respect of future community hub provision.

RESOLVED –

- (a) That the design proposals for the proposed improvement and refurbishment of Aireborough Leisure Centre, be agreed;
- (b) That the ring fencing of the capital receipt for Guiseley Library, circa £200,000, to fund the relocation of the Library and creation of a Community 'Super' Hub with café facility, be approved;
- (c) That the necessary 'authority to spend' and funding of £1.2M for the proposed improvement and refurbishment of Aireborough Leisure Centre, be approved;
- (d) That it be noted that the Chief Officer for Culture and Sport is responsible for the implementation of such matters.

COMMUNITIES

108 Investing in our Neighbourhoods - a review of the Sustainable Communities Investment Programme and the opportunities for Holbeck

The Director of Environment and Housing and the Director of City Development submitted a joint report which set out the approach that had been taken to promote regeneration in Cross Green and the Nevilles through the Sustainable Communities Investment Programme (SCIP), detailed the

impact of the investment which had been made there and which also highlighted the lessons that could be learned from an intensive and targeted approach towards neighbourhood regeneration activities. In addition, the report also outlined the work undertaken to date in Holbeck and how this could be intensified through similar interventions. Finally, the report requested an injection into the capital programme and sought related approval of expenditure.

Members welcomed the information and the proposals detailed within the submitted report, highlighting the anticipated positive impact that the approach would have in Holbeck, and how, amongst other things, it would help address the issue of fuel poverty in the area and contribute towards the Council's 'Cutting Carbon and Improving Air Quality' Breakthrough Project.

RESOLVED –

- (a) That the outcomes from SCIP, together with the lessons learned and how they could inform future regeneration across the city, be noted;
- (b) That the contribution from the Housing Revenue Account (HRA) Housing Leeds programme 2017/18 of £850.0k, be noted;
- (c) That an injection into the capital programme of £3.65m be authorised, of which £1.5m is secured funding from the Local Growth Fund, £0.2m being Energy Company contributions, £0.45m being private sector owners' contributions, with the balance of £1.5m being from the capital programme;
- (d) That expenditure of £0.85m on the Council housing group repair in Holbeck, which will address poor housing conditions and energy efficiency, be authorised;
- (e) That expenditure of £3.65m on the private sector housing group repair in Holbeck, which will address poor housing conditions and energy efficiency, be authorised;
- (f) That responsibility be delegated to the Chief Housing Officer, Housing Leeds, in order to bring forward the group repair scheme.

ENVIRONMENT AND SUSTAINABILITY

109 Air Quality and Air Quality Update

The Director of Environment and Housing submitted a report which sought approval to the revocation of the Air Quality Management Areas at Ladybeck Close, Hunslet and Queen Street, Morley. In addition, the report also sought approval to the establishment of an Order to designate the Main Street area of Pool-in-Wharfedale and the Chapel Hill area of Morley as new Air Quality Management Areas. In addition, the report also outlined the proposal to undertake a review of air quality monitoring across the city and highlighted the work which had been undertaken this year in respect of air quality.

Members noted the recent national developments which had taken place in respect of air quality, and also noted the intention to submit a further report to Executive Board in 2017.

The Board highlighted the need to work closely with DEFRA on this issue, and also acknowledged the differing methods used by DEFRA and the Council with regard to the monitoring of air quality.

Finally, it was noted that the Scrutiny Board (Environment and Housing) was undertaking an inquiry into this issue.

RESOLVED –

- (a) That the revocation of the Air Quality Management Areas at Ladybeck Close, Hunslet and Queen Street, Morley, be approved;
- (b) That the making of an Order to designate the Main Street area of Pool-in-Wharfedale and the Chapel Hill area of Morley as new Air Quality Management Areas, be approved;
- (c) That it be noted that a review in respect of air quality monitoring across the city is to be undertaken;
- (d) That the work undertaken this year on air quality, together with the timetable to report back to Executive Board in 2017, be noted.

DATE OF PUBLICATION: FRIDAY, 18TH NOVEMBER 2016

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 5.00 P.M., FRIDAY, 25TH NOVEMBER 2016

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EXECUTIVE BOARD

WEDNESDAY, 14TH DECEMBER, 2016

PRESENT: Councillor J Blake in the Chair

Councillors R Charlwood, D Coupar,
S Golton, J Lewis, R Lewis, L Mulherin,
M Rafique and L Yeadon

SUBSTITUTE MEMBER: Councillor B Anderson

APOLOGIES: Councillor A Carter

110 Substitute Member

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, Councillor B Anderson was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

111 Exempt Information - Possible Exclusion of the Press and Public

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

- (a) Appendix 2 to the report entitled, 'Supporting the Delivery of Housing Mix: Outcome of Marketing of Council Owned Sites', referred to in Minute No. 122 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through the inviting of best and final offers for the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of inviting bids and affect the integrity of disposing of property/land by this process.

It is also considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of offers which may prove acceptable to the Council. It

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th February, 2017

is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (b) Appendix 1 to the report entitled, 'Design and Cost Report for the Acquisition of a Property for the Council's Investment Portfolio', referred to in Minute No. 123 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of a particular organisation and of the Council. The property has been offered to the Council to acquire on a one to one basis off the market, rather than being put to the open market. It is considered that the public interest in maintaining the content of the appendix as exempt outweighs the public interest in disclosing the information due to the impact that disclosing the information would have upon the Council and third parties.

112 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest made at the meeting.

113 Minutes

RESOLVED - That the minutes of the previous meeting held on 16th November 2016 be approved as a correct record.

HEALTH, WELLBEING AND ADULTS

114 Time to Shine Project

Further to Minute No. 102, 16th December 2015, the Director of Adult Social Services and the Director of Public Health submitted a joint report providing details on the 'Time to Shine' project and the progress which had been made in tackling social isolation and loneliness in Leeds. The report also described the work which had been undertaken since the previous update report and the impact that it has had so far.

In considering this item, the Board received a presentation entitled, 'Time to Shine: Leeds Community Connect: The Asset Based Community Development (ABCD) Approach' and viewed a short film entitled, 'Loneliness and Me'. As part of this presentation, the Board also received further information from Bill Rollinson, Chair of Leeds Older People's Forum; Sharon Middling, of Community Connect at Rural Action Yorkshire and Jude Woods of Sage at Yorkshire MESMAC on the role that their respective organisations, as delivery partners, were playing in tackling social isolation and loneliness in Leeds as part of the Time to Shine programme.

Responding to a Member's enquiry, the Board received further information on the actions being taken to monitor and evaluate the outcomes from the schemes involved in the programme, and how that data was being utilised for

the purposes of future provision. Officers undertook to provide the Member in question with further information, if required.

Emphasis was also placed on the importance of Community Committees' continued involvement in this field at a local level, whilst also noting some examples of such involvement, as detailed within the submitted report.

Members also discussed the potential for widening the scope of the Asset Based Community Development (ABCD) approach, and considered how such innovative approaches could become more established. Officers also provided further information on the extent to which the funding received for the Time to Shine programme had attracted further investment into this area of work.

In conclusion, the Chair thanked those present, together with all those involved in the programme for the valuable work they undertook. The Chair also highlighted the huge potential of the programme and emphasised how tackling social isolation and loneliness continued to be a key priority for the Council.

RESOLVED –

- (a) That the submitted report, together with the presentations and film, updating the Board on the progress of the project, be noted;
- (b) That the progress made in the development and delivery of the 'Time to Shine' project, be welcomed;
- (c) That the positive impact that the work on tackling loneliness and social isolation will have, together with the contribution it will make towards the breakthrough project 'Making Leeds the Best City to Grow Old In', be recognised;
- (d) That the excellent work of the Leeds Older People's Forum in leading the project be commended;
- (e) That it be noted that the lead officers responsible for ensuring updates are brought are the Consultant in Public Health (Older People) and the Interim Chief Officer Commissioning, Adult Social Care;
- (f) That the added value and impact that this area of work has had in local communities be noted.

EMPLOYMENT, SKILLS AND OPPORTUNITY

115 West Yorkshire Area Based Review of Post 16 Education and Training

The Director of Children's Services submitted a report providing the background to the national framework and process of Area Based Reviews for Post 16 education and training. In addition, the report also presented information on the recommendations arising from the West Yorkshire Area

Based Review, with particular reference to the recommendations that relate to Leeds based providers.

In considering the report, Members noted the limited scope of the review which had taken place, and highlighted the need to continue the collaborative working at a local level in order to further develop a place based approach towards post 16 education and training, with the aim of ensuring that such provision was as effective as possible.

RESOLVED –That the outcome of the West Yorkshire Area Based Review of Post 16 education and training be noted.

RESOURCES AND STRATEGY

116 Financial Health Monitoring 2016/17 - Month 7

The Deputy Chief Executive submitted a report setting out the Council's projected financial health position for 2016/17 as at month 7 of the financial year. The report also reviewed the position of the budget and highlighted any potential risks and variations after 7 months of the year.

RESOLVED –That the Council's projected financial position for 2016/17, at month 7 of the financial year, as detailed within the submitted report, be noted.

117 Safeguarding in Taxi & Private Hire Licensing - 12 month review of progress to December 2016

Further to Minute No. 109, 16th December 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report outlining the progress which had been made in respect of safeguarding policies and improvements in the area of Taxi and Private Hire Licensing, and highlighted how this service was contributing towards public safety generally.

The Board received an update upon the work which continued to be undertaken at a West Yorkshire level in order to improve safeguarding arrangements in the field of taxi and private hire licensing. Also, responding to a Member's specific enquiry, the Board received further information on the actions being taken to work collaboratively with Local Authorities outside of the West Yorkshire boundary on such matters, and the progress which had been made as a result.

Members were provided with assurances around the consistency of approach taken in respect of driver checking processes, whilst the Board was also provided with further information and assurances on the actions which had been taken since the submission of the last update report in order to ensure that improved mechanisms had been put in place around Police disclosure of information.

In conclusion, the Board noted that the issue of safeguarding, together with ensuring the highest standards in terms of licensing remained a key priority of the Council, with emphasis being placed upon the robust and cross-party

approach which was taken by the Licensing Committee in dealing with such matters.

RESOLVED – That the direction which the relevant officers and Members of Licensing Committee have taken, be noted and endorsed, together with the progress which has been made towards beneficial safety improvements for safeguarding in the area of Taxi and Private Hire Licensing.

118 Health, Safety and Wellbeing Performance and Assurance Report

The Deputy Chief Executive submitted a report which provided a review on the Council's performance throughout 2015/16 with regard to health, safety and wellbeing matters. In addition, the report detailed the improvements that had been made during this period and also highlighted priorities, together with any potential future challenges.

Emphasis was placed upon the importance of this area of work, whilst Members noted a number of key priorities for the coming year.

RESOLVED – That the contents of the submitted report be noted, with the recognition that a sensible approach towards the management of health and safety risk will continue to be applied.

119 Vision for Leisure and Wellbeing Centres 2016

The Director of City Development submitted a report outlining the current challenges faced in terms of investment in leisure centres and proposed a revised "Vision for Leisure and Wellbeing Centres" for 2016 onwards, which together with an accompanying set of proposals, aimed to take the service forward by meeting wider Council outcomes, meeting austerity challenges whilst also responding to future demands.

In presenting the report, the Executive Member for Resources and Strategy proposed the establishment of a cross-party working group in order to ensure that moving forward all political groups were involved in the development of the vision.

Members welcomed the proposals detailed, and discussed the nature of the fitness market, and the future role that the Council could play in that market.

In conclusion, the Chair took the opportunity to pay tribute to the City of Leeds Diving Club based at the Council's John Charles Centre for Sport, highlighting the extraordinary sporting success and recognition that the club had brought to the city.

RESOLVED –

- (a) That a long term vision to secure a network of high quality, affordable, accessible and financially sustainable leisure and wellbeing centres (in particular public swimming pools) for the benefit of all the people of Leeds, be endorsed;

- (b) That the principles for determining the location of leisure and wellbeing centres be agreed, as follows:-
 - (a) on a main arterial route;
 - (b) in a town or district centre; and
 - (c) co-located and in partnerships with schools, health services, day centres, libraries or other complementary community facilities;
- (c) That the Director of City Development be requested to bring forward detailed proposals in 2017 for two new Wellbeing Centres to be built: one in Inner East Leeds and one in Rothwell, and that approval be given for the provision of £100k to be made within the Capital Programme in order to support the feasibility studies to this end;
- (d) That approval be given for the hours of operation at Kippax Leisure Centre to be reduced to approximately 58 hours, to commence from April 1st 2017, and that the Director of City Development be requested to bring forward a feasibility report into the re-provision of a swimming pool within the catchment area.
- (e) That the realising of the capital receipt from the sale of the existing Kippax Leisure Centre be approved, and that approval also be given to bringing forward new investment proposals in line with the overall strategy, as set out within the submitted report;
- (f) That the need to support continued prioritised investment in the other existing leisure centres, in order to maximise income and usage, as set out within section 4 of the submitted report, be noted;
- (g) That approval be given to extend the existing capital provision for sport maintenance of £500k per annum for a further 3 years from 2017/18;
- (h) That a cross-party working group be established in order to ensure that moving forward all political groups are involved in the development of the vision.

120 Best Council Plan Refresh for 2017/18 - Initial Proposals

The Deputy Chief Executive submitted a report which set out an approach for the refresh of the Best Council Plan, which was aligned to the Initial Budget Proposals for 2017/18.

Members welcomed the proposed refresh of the Plan, together with the proposal to incorporate into this process any findings from the planned refresh of the Commission on the Future of Local Government.

RESOLVED – That the following be approved:-

- (a) Engagement with Scrutiny Boards on the emerging Best Council Plan, in accordance with the Budget & Policy Framework Procedure Rules;

- (b) That the revision of the longer-term contextual narrative section of the Best Council Plan be brought forward to next year as part of the 2018/19 refresh;
- (c) The approach, as set out in the submitted report, to update the annual section of the Best Council Plan for 2017/18 which balances continuity of the Best City (Strong Economy and Compassionate City) / Best Council (Efficient and Enterprising Organisation) vision and ambitions with further refinement of the Council's priorities;
- (d) That the Deputy Chief Executive will be responsible for developing the Best Council Plan for 2017/18 for its consideration by this Board and Full Council alongside the supporting 2017/18 Budget.

REGENERATION, TRANSPORT AND PLANNING

121 Transport Conversation update and Leeds Public Transport Investment Programme

The Director of City Development submitted a report which set out the strategic case and emerging proposals for the Leeds Public Transport Investment Programme. The report also provided an update on the progress in taking forward the city's longer term transport strategy which would be developed next year, including a clear ambition to consider again the case for mass transit provision in order to meet the future needs of the city. Furthermore, the report also set out the results so far from the 'Transport Conversation' and showed how this process had guided the approach for scheme selection within the Leeds Public Transport Investment Programme.

Given the significant nature of this matter, it was requested that consideration be given to a period of time being designated at full Council in order to provide Political Group Leaders with an opportunity to discuss key issues arising from the Transport Conversation and the Leeds Public Transport Investment Programme. In response, it was undertaken that liaison would take place with Political Group Leaders in order to discuss this matter further.

Responding to a Member's enquiry, the Board discussed the actions and approach to be taken with bus operators in the city with a view to ensuring that improved service provision was achieved in Leeds.

Members discussed how the proposals, amongst other things, aimed to significantly improve air quality and reduce carbon emissions, whilst also reducing congestion.

The Board received further information on the associated wide ranging consultation and communications process which had taken place to date in terms of getting to the current position regarding the Leeds Public Transport Investment Programme, with the restricted timescales associated with this process being noted. Assurances were also provided in respect of the inclusive consultation exercise which would continue as part of the Transport

Conversation, which would play a key role in developing a long term transport strategy for the city, and which would help to maintain and develop strong relationships with partners, which would be key to the successful delivery of the strategy.

RESOLVED –

- (a) That the programme of schemes to be included in the Leeds Public Transport Investment Programme (as detailed within the submitted report), which will utilise the £173.5m of Department for Transport funding and bring in significant complementary private sector investment, be agreed;
- (b) That the submission of an Outline Strategic Case to the Department for Transport for spending the £173.5m allocated to Leeds, be approved;
- (c) That the feedback from the 'Transport Conversation' and how this has shaped the proposed Leeds Public Transport Investment Programme, be noted;
- (d) That approval be given for officers to return to Executive Board in Autumn 2017 with a further update on the 'Transport Conversation' and the draft 20 year Transport Strategy, including commentary on the progress on development of mass rapid transit options;
- (e) That approval be given for £8.8m of Leeds City Council capital monies earmarked for NGT to be included in this programme, excluding an allowance for NGT funding which is committed to the Clay Pit Lane junction scheme;
- (f) That approval be given for the monies identified in resolution (e) (above) be made available immediately in order to commence work on the preliminary designs of some of the schemes identified in resolution (a) (above);
- (g) That approval be given for negotiations to continue with bus operators, developers and partners in order to leverage significant additional financial investments to support the Leeds Public Transport Investment Programme;
- (h) That it be noted that the Chief Officer Highways and Transportation is responsible for the delivery of the programme.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute. Also, in relation to such matters, as Councillor B Anderson was in attendance as a non-voting Member, he drew the Board's attention to the fact that if he were able to, he would abstain from voting on the decisions referred to within this minute)

122 Supporting the delivery of housing mix: Outcome of marketing of Council owned sites

The Director of City Development submitted a report presenting the outcomes from a marketing exercise undertaken in respect of five Council owned sites. The report detailed the range of offers received, invited the Board to consider those offers and made recommendations in respect of progressing the matter.

Members welcomed the proposals detailed within the submitted report, including those to help deliver extra care housing. Also, responding to a Member's comment, it was undertaken that consideration would be given to alternative ways in which brownfield sites could potentially be marketed in the future.

Following consideration of Appendix 2 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the recommended offers, as contained within exempt appendix 2 to the submitted report, be approved;
- (c) That the Director of City Development, in consultation with the Executive Member for Regeneration, Transport and Planning, be requested to progress the scheme proposals and the disposal of the Council sites, as set out within the submitted report;
- (d) That a further report be submitted to the Executive Board outlining the Council's strategy to facilitate and support the delivery of housing with care.

123 Design and Cost Report for Acquisition of a Property for the Council's Investment Portfolio

The Director of City Development and the Deputy Chief Executive submitted a joint report which sought approval for the purchase of an investment property that had been offered to the Council which would generate additional income in order to support the revenue requirements of the Council, as set out in the Initial Budget Strategy.

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

RESOLVED –

- (a) That the acquisition of the property, on the terms outlined within exempt appendix 1 to the submitted report, be approved;

- (b) That the injection into the Capital Programme of the sums detailed within exempt appendix 1 be approved, with the 'authority to spend' such sums also being approved;
- (c) That the Director of City Development, under the scheme of delegation, be authorised to approve any changes to the recommended terms which may be necessary prior to completion, and that the Director of City Development also be authorised to complete the acquisition;
- (d) That the submitted report, together with the resolutions above, be designated as exempt from the Call In process for those reasons as set out in paragraph 4.5.3 of the submitted report (detailed below).

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In by the decision taker if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with resolution (d) above, the resolutions contained within this minute were exempted from the Call In process, given that the terms provisionally agreed for the property (detailed in the exempt appendix to the submitted report) have been concluded on the basis that contracts are exchanged before the end of December 2016. In addition, this particular property was put to the Council very recently. Should the Council seek to delay the consideration of the acquisition to next year it is likely that the seller will offer the property to other parties. Also should the sale not complete within the above timescale, then the Council would be at risk of the sale and the purchase price being re-opened for negotiation in open competition with other parties)

124 Renewing Planning Applications for City Centre Commuter Car Parks

The Director of City Development submitted a report presenting a proposed approach towards dealing with those planning applications which may be expected to be received by the Council in order to extend the temporary planning permissions which had been given in 2012 for 12 cleared sites in the city centre to be used for commuter car parking provision, contrary to planning policy. The report noted that the temporary permissions were due to come to an end in 2017, and as such, the report also sought endorsement of this approach as a material consideration for determining the renewal planning applications.

In noting that the expectation was for these sites to be gradually developed, Members discussed the process by which the overall level of city centre car parking provision would be managed in the longer term.

RESOLVED – That approval be given to the following approach, as set out below, as a material consideration in the determination of any renewal planning applications for the 12 temporary City Centre commuter car parks approved in 2012:-

- i. Subject to the full range of planning considerations appropriate for each site, renewals of consent on the sites previously granted temporary

planning permission will be favourably considered in principle for a further period of up to 5 years from April 2017;

- ii. In each case there will be an expectation that developers will continue to bring forward the sites for development as soon as possible and that as a result car parking will remain a temporary and diminishing use of the site;
- iii. Each consent will include conditions and/or be subject to a S106 agreement to set out a phased programme of reducing long stay commuter spaces as improvements in public transport come forward and in light of landowner's own development plans during the life of the extended permission;
- iv. The Council will reserve the right to take enforcement action if appropriate phasing reductions are not met, and to refuse to grant further renewals in due course if it considers that development is not progressing as expected.

CHILDREN AND FAMILIES

125 Regionalisation of Adoption

The Director of Children's Services submitted a report providing information on the progress made in respect of the regionalisation of adoption services and which sought a formal decision regarding the arrangements for the delegation of the adoption service to a Regional Adoption Agency (RAA).

RESOLVED –

- (a) That the arrangements for the new Regional Adoption Agency, as detailed within the submitted report, be endorsed, and that, contingent upon all the other partner authorities also agreeing these recommendations, the following be agreed:-
 - (i) With effect from 10th January 2017:
 - Formally appoint the West Yorkshire Adoption Joint Committee ('the Joint Committee');
 - Approve and delegate to the Joint Committee the functions, as set out in the Terms of Reference document, as detailed at Appendix 1C to the submitted report;
 - Approve the Constitution and Procedure Rules of the Joint Committee, as detailed at Appendices 1A and 1B to the submitted report;
 - (ii) Formally agree that Leeds City Council hosts the West Yorkshire Adoption Agency that is a shared service and that the name of the Agency is 'One Adoption West Yorkshire';
 - (iii) Authorise the Director of Children's Services to progress this matter with the other local authorities in order to implement the Regional Adoption Agency;

- (b) That the following be noted:-
- (i) That the Leader will appoint the Executive Member for Children and Families as a principal Elected Member to the Joint Committee, and the Deputy Executive Members for Children and Families as substitutes;
 - (ii) The principles of the partnership agreement, as set out in Section 4.5 of the submitted report, together with the process for setting the budget, as set out in section 3.21 of the submitted report. It also be noted that the Director of Children's Services has the authority to approve the Regional Adoption Agency funding formula, terms and signature of the partnership agreement through their existing delegated powers;
 - (iii) That the Joint Committee will be invited to delegate responsibility to the Director of Children's Services for adoption services including:
 - the recruitment and approval of potential adopters;
 - identification of potential matches between children and adopters;
 - provision of adoption panels; and
 - provision of adoption support services to adopters, adoptees, birth families and relevant professionals;
 - (iv) The transfer of staff via TUPE from other Local Authorities into the employment of Leeds City Council to work within the RAA;
 - (v) The creation of an organisational unit within Leeds City Council for the West Yorkshire Adoption Agency. The lead officer for this will be the Director of Children's Services (DCS) and the unit will sit within Children's Services;
- (c) That it be noted that the submitted report discusses further work required regarding non agency adoption and support for special guardians, and therefore, agreement be provided that the DCS can make further arrangements for extending the breadth of the delegation to this aspect of the function following agreement by the management board and the Joint Committee, as the project develops.

126 Outcome of Statutory Notices on proposals to increase primary learning places in Hunslet, Kirkstall and Gipton & Harehills

The Director of Children's Services submitted a report detailing proposals brought forward in order to meet the Local Authority's duty to ensure sufficiency of school places. Specifically, this report was divided into sections in order to describe the outcome of each of the statutory notices published in respect of proposals to expand: Hunslet St Mary's Church of England (Voluntary Aided) Primary School; Beecroft (Community) Primary School and Hovingham (Community) Primary School. The report sought final decisions on each of those proposals.

RESOLVED –

- (a) That the proposal to expand Hunslet St Mary's Church of England (Voluntary Aided) Primary School by increasing its capacity from 210 pupils to 315 pupils, which would increase the admission number from 30 to 45, with effect from September 2017, be approved;
- (b) That the proposal to expand Beecroft (Community) Primary School by increasing its capacity from 210 pupils to 315 pupils, which would increase the admission number from 30 to 45, with effect from September 2017, be approved;
- (c) That the proposal to expand Hovingham (Community) Primary School by increasing its capacity from 420 pupils to 630 pupils, which would increase the admission number from 60 to 90, with effect from September 2017, be approved;
- (d) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

127 Learning Places Programme - Capital Programme Update

Further to Minute No. 9, 22nd June 2016, the Director of Children's Services, the Deputy Chief Executive and the Director of City Development submitted a joint report presenting an update on the three year strategy for the provision of sufficient school places in the city. The report also provided an update on the progress of those projects currently forming part of the Learning Places Programme and the Social, Emotional & Mental Health (SEMH) Programme; and sought approval for further authority to spend, and also to reset the capital risk fund.

In presenting the report, the Executive Member for Children and Families highlighted the overall deficit in funding which existed in this area.

RESOLVED –

- (a) That 'Authority to Spend' on the Learning Places Programme for the ten schemes, as detailed within the submitted report, at a total value of £40.5m, be approved;
- (b) That approval be given for the balance of the programme capital risk fund to be reset from £4.068m to £6.7m, in order to facilitate effective risk management at programme level, whilst approval also be given for the 'Authority to Spend' on the increase of £2.632m;
- (c) That it be noted that Children's Services Projects in 2014 onwards and called off through YORbuild have supported 69 new and existing apprentices and 92 people into employment;
- (d) That the projected funding deficit which currently stands at £84.6m, based on Education Funding Agency rates, be noted, with Members

also noting that this is likely to increase due to a number of factors, as set out within the submitted report;

- (e) That it be noted that in the current reporting period there has been one request to access the programme capital risk fund for Hovingham Primary School, totalling £287,868, which was approved in accordance with the Executive Board governance arrangements;
- (f) That it be noted that any savings made from applications on the programme capital risk fund are returned to the risk fund in order to support continued management of programme risks;
- (g) That it be noted that the Head of Learning Systems is responsible for capacity and sufficiency planning of school places and delivery of the Bulge Cohort programme, and that the Chief Officer, Projects, Programmes & Procurement Unit (PPPU) is responsible for the delivery of permanent Learning Places expansion projects once the viability and scope has been agreed between the Schools and Children's Services.

COMMUNITIES

128 Consultation outcomes on Local Council Tax Support scheme 2017/18

Further to Minute No. 16, 22nd June 2016, the Assistant Chief Executive (Citizens and Communities) submitted a report providing the Board with information to recommend a local Council Tax Support Scheme for adoption by Full Council by 31st January 2017, which looked to reflect both the consultation feedback received together with the budget position facing the Council. In addition, the report also set out a series of scheme options which had been considered as part of the process to develop a recommended scheme.

The Board thanked the Scrutiny Board (Citizens and Communities) for the comprehensive and valued work which it had undertaken as part of the review into the Council Tax Support Scheme.

RESOLVED –

- (a) That in considering the work of the Scrutiny Board (Citizens and Communities):
 - (i) the support of the Scrutiny Board (Citizens and Communities) to the proposed new changes to the Council Tax Support scheme, as presented as part of its review, be acknowledged;
 - (ii) agreement be given to undertake a further review of the new Council Tax Support Scheme during the summer of 2018, when the number of Universal Credit claimants is expected to be more significant in Leeds and the Council will be in a good position to gauge the extent to which the new scheme is achieving its overall aim;

- (iii) agreement be given to explore other potential scheme saving options when undertaking a wider review of the new Council Tax Support scheme during 2018.
- (b) That in considering recommendation 3 of the Scrutiny Board Inquiry Report (as detailed at Appendix D to the submitted report), and in noting the comments of the Assistant Chief Executive (Citizens and Communities) in paragraphs 3.14 to 3.18 of the submitted report, approval be given not to support the removal of protections for all customers on 1 April 2017;
- (c) That in taking into account the consultation process undertaken, including the work of the Scrutiny Board (Citizens and Communities), and in light of the above resolutions, approval be given for the Board to recommend to Full Council the adoption of a new Local Council Tax Support Scheme that:
 - a) Replaces the current Council Tax Support scheme with a Council Tax Support that is aligned with Universal credit, as set out in appendix B to the submitted report;
 - b) Moves customers onto the new scheme when they are due to transfer to Universal Credit and maintains the current scheme in the meantime;
 - c) Replaces the scheme of automatic protections with a discretionary hardship scheme with the exception of customers in receipt of Armed Forces Compensation Payments;
 - d) Moves eligible customers off the scheme of automatic protections when they are due to transfer to Universal Credit;
 - e) Delegates the design and value of the discretionary hardship scheme to the Assistant Chief Executive (Citizens and Communities) with a requirement that the hardship scheme is taken to Scrutiny Board;
 - f) Aligns the treatment of changes in Council Tax Support with the treatment of changes in Housing Benefit; and
 - g) Delegates the development of an operational policy for the treatment of fluctuating income to the Assistant Chief Executive (Citizens and Communities).
- (d) That if Full Council supports the adoption of the proposed scheme, the decision will be implemented by the Assistant Chief Executive (Citizens and Communities) and will take effect from 1st April 2017, with implementation commencing as part of the 2017/18 annual billing process in order for the new scheme to be effective from 1st April 2017.

ENVIRONMENT AND SUSTAINABILITY

129 Cutting Carbon Breakthrough Project Annual Report

Further to Minute No. 109, 16th November 2016, the Director of Environment and Housing submitted a report outlining future carbon reduction priorities, strategy and targets for the period up to 2030. In addition, the report also presented information on the creation of the university-led Leeds Committee on Climate Change (LCCC), outlined the progress which the Council had made in reducing carbon emissions through the schemes in the Cutting Carbon Breakthrough Project and provided some insight into the progress made across the city as a whole. Furthermore, the report presented the updated Affordable Warmth Strategy 2017-30 for the purposes of adoption.

Responding to a Member's enquiry, the Board received further information on the range of actions that the Council was taking as part of the Cutting Carbon Breakthrough Project, with the leading role it played in this field being highlighted.

Members also highlighted the importance of collaborative, cross-party working in this area and emphasised the importance of effective communications processes to accompany the delivery of those initiatives which formed part of this breakthrough project.

RESOLVED –

- (a) That the Board continue to support the delivery of the carbon reduction schemes within Cutting Carbon and Improving Air Quality Breakthrough Project, and that the progress made to date in this area, be noted;
- (b) That approval be given to supplement the city's Climate Change Strategy with an interim target to reduce citywide CO2 emissions by 60% by 2030 from a 2005 baseline;
- (c) That the creation of the university-led Leeds Committee on Climate Change be supported, with the Council working with the LCCC and partners in order to advise on how the city's carbon reduction targets can be achieved;
- (d) That the updated Affordable Warmth Strategy 2017-30, as appended to the submitted report, be adopted;
- (e) That it be noted that all of the resolutions (above) will be delivered from 2017 onwards by the Sustainable Energy & Climate Change team, led by the Executive Programme Manager, within the Projects, Programmes & Procurement Unit.

ECONOMY AND CULTURE

130 Initial Budget Proposals for 2017/18

The Deputy Chief Executive submitted a report which sought the Board's agreement to the Council's initial budget proposals for 2017/18, as detailed within the submitted paper. The report sought approval for those proposals to be submitted to Scrutiny and also used as a basis for wider consultation with stakeholders.

In presenting the submitted report, the Chair highlighted the scale of the financial challenge which the Council continued to face. It was noted that whilst the 2017/18 Local Government Finance Settlement was still to be received, the Board received an update on a Government announcement regarding proposals to enable local authorities to increase the 'Adult Social Care precept' from 2% to 3%, and it was noted that all such matters, when confirmed, would be taken into consideration when developing the final budget proposals, which were scheduled to be submitted to Executive Board and Council in February 2017, following the associated consultation exercise.

RESOLVED – That the initial budget proposals, as set out within the submitted report, be agreed, and that approval be given for the proposals to be submitted to scrutiny and also used as a basis for wider consultation with stakeholders.

(In accordance with the Council's Budget and Policy Framework Procedure Rules, decisions as to the Council's budget are reserved to full Council. As such, the resolution above is not subject to call in, as the budget is a matter that will ultimately be determined by full Council, and the submitted report is in compliance with the relevant Procedure Rules as to the publication of initial budget proposals two months prior to adoption).

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

DATE OF PUBLICATION: FRIDAY, 16TH DECEMBER 2016

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 5.00 P.M. ON FRIDAY, 23RD DECEMBER 2016

Draft minutes to be approved at the meeting to be held on Wednesday, 8th February, 2017

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Report of: Chief Executive

Report to: Full Council

Date: 11th January 2017

Subject: Devolution

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

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 December.

Recommendations

1. 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 December.

2. Background information

- 2.1 Following cross party agreement, this is the ninth 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 an issue of significant importance to the city region; both in terms of using the powers and flexibilities already devolved, and in making progress towards further devolution. The WYCA continue to be in negotiations with Whitehall officials regarding the freedoms and flexibilities of a possible devolution deal that would build on those deals previously concluded, most recently in March 2015.

Main Issues

- 3.1 During the West Yorkshire Combined Authority meeting on the 1st December 2016, the following items were discussed:

3.2 West Yorkshire Plus Transport Fund

Project approvals and the inclusion of York in the West Yorkshire Plus Transport Fund was discussed by the Combined Authority. Proposals for the progression of, and funding for, a number of West Yorkshire Plus Transport Fund and Growth Deal projects was considered for approval by the Combined Authority, following consideration by the Investment Committee. These included:

- West Yorkshire & York Broadband Coverage Phase 3 (stage 1).
- Leeds (Aire Valley) Enterprise Zone Power Solution (stage 1).
- Leeds City College – Quarry Hill (stage 2).
- Urban Traffic Management Control Centre. (Pending approval from the Managing Director).
- Tackling Fuel Poverty Phase 3. (Pending approval from the Managing Director).
- University of Leeds – Nexus (University Innovation and Enterprise Centre). (Pending approval from the Managing Director).
- LCR Flood Alleviation for Growth. (Pending approval from the Managing Director).

- East Leeds Orbital Road. (Pending approval from the Managing Director).

3.3 One Public Estate

WYCA discussed an update on the One Public Estate Programme and the successful outcome of support for Phase 4 capacity funding and subsequent Phase 5 bid for further funding (following the initial success of the Expression of Interest and £50,000 funding).

The programme contains four regional themes and Local Authority leads relating to the Services and Assets Delivery Plan (a consideration for Phase 4 capacity funding), which was approved by the City Region Land and Assets Board. Among them, Leeds and York are leading on the city regional theme of Health and Social care integration.

The meeting recommended that:

- The Combined Authority approves the full WYCA One Public Estate (OPE) Programme, incorporating the £330,000 confirmed for Phase 4 and the £712,500 requested for Phase 5 is based on the Health and Social care integration scheme – the bid for which was led by Leeds City Council.
- Note that further revenue funding may be applied for.
- Ongoing approval for individual allocations to projects within the WYCA OPE programme be delegated to the WYCA Managing Director under his existing delegated authority under the officer delegation scheme.

3.4 Leeds City Region Flood Review

The WYCA considered findings of the Leeds City Region Flood review and sought to endorse recommendations:

- The aim was to implement a more consistent and effective approach to flood risk management and mitigation and respond to future flood events across the LCR.
- The need for additional funding of at least £5m per annum over the next 5 years to enable and bring forward flood mitigation schemes to protect more homes, businesses and communities earlier, was discussed.
- Equally, the Combined Authority expressed its wish to be kept updated on progress by the City Region Flood Resilience Group with implementing the recommendations of this review.

3.5 Creating local jobs through major capital schemes

As one of the major strands of the LEP's "Inclusive Growth" task group, WYCA has been working with the Joseph Rowntree Foundation's "More Jobs, Better Jobs"

project, initiated by Leeds City Council on. In particular one strand of work related to major capital schemes and the additional local benefits they could help produce. At the WYCA meeting those present discussed:

- The Combined Authority was asked to agree that a consistent approach should be taken to embedding employment and skills outcomes in the procurement of major schemes by the West Yorkshire Combined Authority.
- It was argued that the scoring criteria and contract clauses developed for the West Yorkshire Transport Fund should be used for the procurement of all major schemes by the WYCA.
- It was also asked to approve the draft “policy statement” for embedding jobs and skills in the delivery of major capital schemes across Leeds City Region.

3.6 Developing the LCR Strategic Economic Plan: Ensuring Good Growth Benefits All

With Inclusive Growth becoming a nationally recognised agenda, the WYCA discussed how the LCR Strategic Economic Plan objective to ensure good growth, where improvements are felt in the most deprived communities, might be the basis for the region’s response. A seconded resource was proposed to lead on this on behalf of all partner authorities, supported by local engagement in the work.

To commence this work, it was recommended that the Combined Authority:

- Endorse the outline project presented, accountable to the WYCA and LEP Board, including analysis of intelligence, an audit of existing activity and deciding collective priorities.
- Support a Leeds City Region-led national conference in Bradford on inclusive/good growth. This will be linked to the RSA’s (Royal Society for the encouragement of Arts, Manufactures and Commerce) Inclusive Growth Commission and its deep-dive of the issues and successes in Bradford.

3.7 City Region responses to Brexit

The Combined Authority considered an ‘in principle’ position to flex established business support programmes, in the view that they offer an effective means of addressing risks as the UK leaves the European Union and could be affected by potential changes to global trade. In doing so, the Combined Authority considered:

- The joint LEP Board / WYCA plan to respond to vote to leave the EU.
- The related outcomes from the recent Autumn Statement.
- Global trading relationships.

3.8 Post NGT funding - Leeds Transport Strategy

The Combined Authority explored the development of the Strategic Outline Case Submission to the Department of Transport, following the department's decision to allow for the funding element for the Leeds New Generation Transport (NGT) of £173.5m to be made available for "public transport improvements in Leeds" after a decision was taken not to grant powers for the NGT scheme.

Leeds City Council and West Yorkshire Combined Authority officers were working jointly on the development of a new Leeds Transport Strategy and also on a Strategic Outline Case for the devolution of the £173.5m. In line with the Department of Transport's expectations, the Strategic Outline Case should be submitted to the Department for Transport in December 2016. The WYCA meeting discussed delegating consideration of the schemes to be incorporated within the SOC to the WYCA Transport Committee.

3.9 WYCA Medium Term Financial Strategy and Budget 2017/18

The Combined Authority considered a draft business plan and budget for 2017/18. Specifically, the Combined Authority discussed:

- Enterprise Zone receipts.
- Concessionary reimbursement.
- Pressures on local government budgets.
- The West Yorkshire plus Transport Fund.
- Other pressures on expenditure.

3.10 WYCA Corporate Plan

A mid-year update was provided on progress and performance against the WYCA Corporate Plan with the aim of identifying areas where changes or further actions are required in order to improve performance. The following areas were discussed:

- Growing business.
- Skilled people, better jobs, better connected.
- Clean Energy and Environmental Resilience.
- Infrastructure for growth.
- Changes to the One Organisation programme.

3.11 Better homes update

The Combined Authority was updated with regards to the delivery of the Better Homes Yorkshire Programme and projects during the first year. It was asked to support the emerging principles underpinning the proposed city region policy in response to the forthcoming flexible element of Energy Company Obligation (ECO) funding. It was highlighted that Green Deal was scrapped in 2015 and ECO funding has considerably reduced; thus top up funding from other sources has been required since 2015.

Key achievements from the better homes programme included:

- Delivering energy efficiency measures to 1,733 homes, with an investment of £7.7m.
- In total 1,246 homes have received measures through the programme, with Green Deal Communities funding of £4.9m invested.
- A Central Heating Fund programme comprising over £1.76m is currently nearing completion. Central heating systems, and often a gas connection, will have been provided to 445 fuel poor households with no existing central heating system.
- Six local authorities (Bradford, Calderdale, Kirklees, Wakefield, York and Leeds) commissioned the consultant BRE in 2015 to model housing conditions across the whole housing stock of 1.3 million dwellings in the Leeds City Region. This also included undertaking Health Impact Assessments funded by Health officials, identifying the extent and distribution of poor housing and estimating the impact on health. The study is nearing completion and the results show that mitigating the main hazards alone (Category 1 Hazards) in private dwellings could save the NHS over £36 million.
- The Better Homes Programme Board has recommended a city region wide consistent policy approach is developed and adopted by WYCA and all local authorities. This would need to be in place by the end of March when the new proposed ECO approach would begin.

4. Corporate Considerations

4.1 Consultation and Engagement

As this report is providing an update from a WYCA meeting, there hasn't been any specific consultation and engagement.

4.2 Equality and Diversity / Cohesion and Integration

There are no specific implications for this report.

4.3 Council policies and Best Council Plan

The Best Council Plan priorities refer to aspects of the WYCA work and are undertaken in that context.

4.4 Resources and value for money

There are no specific implications for this report.

4.5 Legal Implications, Access to Information and Call In

There are no specific legal implications arising from this report.

4.6 Risk Management

There are no specific implications for this report.

4.7 Recommendations

Members are asked to consider the content of this paper and action that might be needed from Leeds City Council as a result.

4.8 Background documents

None

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COUNCIL MEETING – 11th JANUARY 2017

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	20/12/2016	20/12/2016

Submitted by:	Councillor Caroline Anderson
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Health, Well Being and Adults)
Relevant Director	Director of Adult Social Care

This Council welcomes the ongoing work being carried out by the Neighbourhood Network Strategic Advisory Group into the future re-commissioning of Neighbourhood Networks in the city.

Council fully supports the work done city wide by Neighbourhood Networks and believes that they provide an invaluable service to many residents in many different communities across the city. Neighbourhood Networks not only provide a great service to residents but also provide services efficiently and deliver significant cost savings to the Council.

This Council believes that Neighbourhood Networks have the potential to be a cornerstone of social prescribing as the concept continues to develop in Leeds.

This Council further believes that funding for Neighbourhood Networks should remain unchanged and continue at current levels.

Councillor Caroline Anderson

Deadlines for submission

White Papers	- 10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday before the meeting
Amendments (including references back)	- 10.00 am on the day before the meeting

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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COUNCIL MEETING – 11th JANUARY 2017

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	16/12/16	3/1/17

Submitted by:	Councillor Stewart Golton
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Environment and Sustainability)
Relevant Director	Director of Environment and Housing

This council believes that for residential developments to be sustainable they must have services and infrastructure at the same standard throughout the city.

Council therefore believes that a blanket ban on brown bin collections for residents in new developments along with "hard to reach areas" is unfair, discriminatory and divisive.

Council further notes that only operating the garden waste collection between March and October prevents a substantial volume of waste from being recycled.

Council therefore calls on the executive member for environment and sustainability to reverse the brown bin ban and use part of the £7million waste management saving generated by the East Leeds Incinerator to replace it with a policy that treats residents equitably and extend collections over the whole year.

Deadlines for submission

- *White Papers - 10.00 am on the day before the issue of the Summons ***(whips have agreed an earlier submission date of Tuesday 20th December 2016 due to the Bank Holidays)**
- 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 – 11th JANUARY 2017

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	20/12/16	3/1/17

Submitted by:	Councillor Rebecca Charlwood
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Health, Wellbeing and Adults)
Relevant Director	Director of Adult Social Services

This Council believes every elderly or disabled person should receive care appropriate to their personal needs and be treated with respect, dignity and compassion.

Council is therefore dismayed by Government cuts of £4.6bn to Adult Social Care in the last Parliament, while corporation tax will be cut by £7.5bn over the next five years.

Council finds it unforgivable that the Autumn Statement ignored nationwide calls from local government leaders of all parties, care providers, charities and the NHS to address the social care funding crisis.

Council believes funding for social care should be allocated on need, so is concerned the social care precept announced as part of the Local Government Finance Settlement is little more than a sticking plaster that unfairly puts the burden on local council tax payers and favours affluent areas of the country over more deprived areas.

This Council calls for Government to urgently reconsider its corporation tax cut and instead re-direct sufficient additional funding to Adult Social Care in order to provide the social care people in Leeds need.

Council further calls on Government to initiate cross-party talks to develop an agreed national, long term solution on social care funding.

Deadlines for submission

- *White Papers - 10.00 am on the day before the issue of the Summons ***(whips have agreed an earlier submission date of Tuesday 20th December 2016 due to the Bank Holidays)**
- Questions - 10.00 am on Monday before the meeting
- Amendments - 10.00 am on the day before the meeting
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