



SCRUTINY BOARD (ENVIRONMENT, HOUSING AND COMMUNITIES)

Meeting to be held in 6 & 7 - Civic Hall, Leeds on
Monday, 12th March, 2018 at 10.30 am

(A pre-meeting will take place for ALL Members of the Board at 10.00 a.m.)

MEMBERSHIP

Councillors

- B Anderson (Chair) - Adel and Wharfedale;
J Bentley - Weetwood;
A Blackburn - Farnley and Wortley;
K Bruce - Rothwell;
D Collins - Horsforth;
A Gabriel - Beeston and Holbeck;
P Grahame - Cross Gates and Whinmoor;
G Harper - Hyde Park and Woodhouse;
A Khan - Burmantofts and Richmond Hill;
M Lyons - Temple Newsam;
K Ritchie - Bramley and Stanningley;
G Wilkinson - Wetherby;

Please note: Certain or all items on this agenda may be recorded

**Principal Scrutiny Adviser:
Angela Brogden
Tel: (0113) 37 88661**

Produced on Recycled Paper

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 1. To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report. 2. To consider whether or not to accept the officers recommendation in respect of the above information. 3. If so, to formally pass the following resolution:- <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items have been identified.</p>	

3

LATE ITEMS

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notification of substitutes.

6

MINUTES - 19TH FEBRUARY 2018

1 - 4

To approve as a correct record the minutes of the meeting held on 19th February 2018.

7

LOCALITY WORKING - EMERGING ARRANGEMENTS AND EARLY PROGRESS

5 - 12

To receive a report from the Director of Communities and Environment on the early progress and emerging arrangements relating to a new model for locality working following Executive Board approval in November 2017.

8

WORK SCHEDULE

13 - 40

To consider the Scrutiny Board's work schedule for the 2017/18 municipal year.

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 contacts on the front of this agenda.

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.

SCRUTINY BOARD (ENVIRONMENT, HOUSING AND COMMUNITIES)

MONDAY, 19TH FEBRUARY, 2018

PRESENT: Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn,
K Bruce, D Collins, A Gabriel, P Grahame,
R Grahame, A Khan, D Ragan, K Ritchie
and G Wilkinson

70 Late Items

There were no late items.

71 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

72 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors G Harper and M Lyons. Notification had been received that Councillor D Ragan was to substitute for Councillor G Harper and Councillor R Grahame was to substitute for Councillor M Lyons.

73 Minutes - 15th January 2018

RESOLVED – That the minutes of the meeting held on 15th January 2018 be approved as a correct record.

74 Matters arising from the minutes

Minute No. 64 Performance Report

Further to the issues raised last month regarding controlled access to Community Hubs, it was acknowledged that other security solutions have now been introduced within the Compton Centre, which was welcomed by Members.

Further reference was also made to tackling missed bins, with the Board emphasising the need for the service to effectively communicate any key access issues with residents and to also work with Housing Leeds to explore further opportunities for improving collections at high rise properties.

75 Update on Universal Credit

Draft minutes to be approved at the meeting
to be held on Monday, 12th March, 2018

The report of the Director of Communities and Environment presented an update on Universal Credit and the implications for residents in Leeds.

The following were in attendance for this item:

- Councillor Coupar, Executive Member for Communities
- James Rogers, Director of Communities and Environment
- Lee Hemsworth, Chief Officer Customer Access and Welfare
- Dave Roberts, Financial Inclusion Manager
- Diane Gill, Senior Policy and Development Officer, Financial Inclusion Team
- Kevin Bruce, Service Manager, Resources & Housing
- Mandy Sawyer, Head of Neighbourhood Services
- Simon Betts, Relationship Manager, Department for Work & Pensions
- Alison France, Employer and Partnerships Manager, Department for Work & Pensions

The following key issues were raised:

- *Advance payments* – the Board acknowledged the positive changes introduced from 1st January 2018 in relation to Advance Payments. However, it was considered too early to measure the local impact of this particular change in procedure.
- *Full service implications* - the Board noted the extended national timetable in rolling out the full digital service of Universal Credit, which meant that Leeds will now go onto the full digital service on 10th October 2018 and not June 2018 as previously advised.
- *Impact on new claims* – in view of the number of changes announced in the Government's Autumn Budget in November 2017, it was highlighted that DWP are not allowing any new claims to Universal Credit to the current live service. This in effect reverts local authorities back to the process of Housing Benefit administration before the live service was introduced i.e. claims to legacy benefits.
- *Impact on staff resources* – it was noted that whilst there would be a steady reduction in local Universal Claimants until Leeds moves into the full service in October 2018, the service remains adequately resourced to deal with ongoing claims for legacy benefits and also in preparation for moving into the full service for Universal Credit.
- *Rent arrears* – it was noted that whilst evidence suggests that rent arrears are initially increasing for Universal Credit tenants in the first 3-4 month period of claim, the support offered to tenants by Housing Leeds is helping to address this and provide financial stability. More detailed information was sought regarding the position with rent arrears for Universal Credit tenants.
- *Proposed new criteria for Free School Meals* – the Board discussed the proposed new criteria by the Department for Education that would enable a greater number of children to benefit from free school meals compared to the number receiving these meals at present.

- *Migration phase* – it was noted that DWP are still awaiting further clarity nationally regarding this final phase of roll out which will see all remaining legacy benefit claimants migrated onto Universal Credit. This phase is expected to run from July 2019 through to March 2022.

RESOLVED – That the update report be noted.

76 Inquiry into Universal Credit - Tracking of Scrutiny recommendations

The report of the Head of Governance and Scrutiny Support presented a progress update on the implementation of the recommendations arising from the previous scrutiny inquiry into Universal Credit.

However, in view of the length of time that has lapsed since the original inquiry during 2015/16 and the implications of ongoing national developments, as discussed as part of the previous agenda item, the Chair proposed that the Board assigns a progress category status of 1 (stop monitoring) to the remaining recommendations as set out in appendix 2 of the report. In doing so, it was also proposed that a general update be brought back to Scrutiny in Spring 2019 setting out the position in Leeds once full service for Universal Credit has been in place for six months.

RESOLVED –

- (a) That the Board assigns a progress category status of 1 (stop monitoring) to the remaining recommendations set out in appendix 2 of the report.
- (b) That a general update report be brought back to Scrutiny in Spring 2019 setting out the position in Leeds once full service for Universal Credit has been in place for six months.

77 Inquiry into reducing repeat customer contacts - Tracking of Scrutiny recommendations

The report of the Head of Governance and Scrutiny Support presented a progress update on the implementation of the recommendations arising from the previous scrutiny inquiry into reducing repeat customer contacts.

The following were in attendance for this item:

- Councillor Coupar, Executive Member for Communities
- James Rogers, Director of Communities and Environment
- Lee Hemsworth, Chief Officer Customer Access and Welfare
- Wendy Allinson, Head of Customer Access Development & Support Services
- Mandy Sawyer, Head of Neighbourhood Services
- Rob Goor, Responsive Repairs Service Manager
- Andrew Cameron, Head of Council Tax and Benefits

In consideration of the progress made, a position status category was assigned to each recommendation as follows:

Recommendation 1 – (Cat 2) – Achieved
Recommendation 2 – (Cat 4) – Not fully implemented (Progress made acceptable. Continue monitoring)
Recommendation 3 – (Cat 2) – Achieved
Recommendation 4 – (Cat 4) – Not fully implemented (Progress made acceptable. Continue monitoring)
Recommendation 5 – (Cat 4) – Not fully implemented (Progress made acceptable. Continue monitoring)
Recommendation 6 – (Cat 4) – Not fully implemented (Progress made acceptable. Continue monitoring)
Recommendation 7 – (Cat 2) – Achieved
Recommendation 8 – (Cat 2) – Achieved
Recommendation 9 – (Cat 4) – Not fully implemented (Progress made acceptable. Continue monitoring)
Recommendation 10 – (Cat 4) – Not fully implemented (Progress made acceptable. Continue monitoring)

RESOLVED –

- (a) That the report be noted.
- (b) That the above position status categories against each of the recommendations are agreed.

78 Work Schedule

The Head of Governance and Scrutiny Support submitted a report which invited Members to consider the Board's work schedule for the remainder of the 2017/18 municipal year.

The Chair explained that whilst a refuse collection re-routing update is currently reflected in the work schedule for the Board's next and final meeting on Monday 12th March 2018, this remains subject to the ongoing Trade Union engagement process being completed at that stage.

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

79 Date and Time of Next Meeting

Monday, 12th March 2018 at 10.30 am (pre-meeting for all Board Members at 10.00 am)

(The meeting concluded at 11.15 am)



Report Author: Martin Dean; Shaid Mahmood
Tel no: 0113 378 9885

Report of Director of Communities and Environment

Report to Environment, Housing and Communities Scrutiny Board

Date: 12th March 2018

Subject: Locality Working – Emerging arrangements and early progress

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 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

Purpose of the Report

To report on early progress with a new model for locality working following Executive Board approval in November 2017 and seek scrutiny comments on the emerging arrangements and their support for the next steps.

Recommendations

The Scrutiny Board is asked to consider the content of the report and also consider how it wishes to articulate its role in relation to this work in the light of the decision by Executive Board in November 2017 and the contents of this report.

1. Background

- 1.1. At the November 2017 meeting of Executive Board, the Director of Communities and Environment submitted a report which sought approval to introduce a new place-based, integrated approach towards the delivery of service provision, the tackling of poverty and the reduction of inequality in some of the city's poorest neighbourhoods.
- 1.2. In considering the proposals, the Board acknowledged the contribution by scrutiny to the proposals in its working group meeting of October 2017 and the Scrutiny Board's desire to continue its involvement in the development of the approach in the future.
- 1.3. Executive Board resolved –
 - That the deployment of a new place-based approach towards early intervention and prevention in respect of tackling poverty, reducing inequality and addressing vulnerability in Leeds, be approved;
 - That the Director for Communities and Environment be requested to provide Executive Board with an annual progress report on the impact of this initiative as it develops.

2. Main issues

2.1. What are we trying to do and why are we trying to do it?

- 2.1.1. The Council has a long history of locality working and has a focus on tackling poverty and inequality, particularly in our poorest neighbourhoods. Over the last ten years, some neighbourhoods in Leeds have become poorer and outcomes for these neighbourhoods have deteriorated with increasing poverty and inequality prevalent. The most recent indices of multiple deprivation (2015) showed that there are now **sixteen neighbourhoods in Leeds** that are categorised as being in the **most deprived 1% of neighbourhoods** nationally.
- 2.1.2. The new approach therefore seeks to focus the capability and capacity of **the whole council and its partners**, working with residents, to improve outcomes in the city's most challenging neighbourhoods.
- 2.1.3. Following the initial work of scrutiny, Executive Board mandated the development of **a place-based integrated approach to service delivery, working differently** to tackle poverty and reduce inequality in these sixteen neighbourhoods with an initial focus on six priority neighbourhoods. By way of a reminder of our discussions at the scrutiny working group, this new approach to locality working seeks to:
 - prioritise our collective endeavour and resources;

- use our own staff resource, capacity and capability more effectively;
- develop improved working relationships with our partners locally;
- enhance the centrality of community committees to locality working led through elected members;
- ensure we work closely with communities so that we do things with and not to people; and,
- enable culture change in the council and across our local partnerships, so that we can learn and apply improvements across the whole city

2.1.4. If the Council succeeds in its endeavours, the data domains that underpin the IMD data will have improved in absolute and in relative terms and local residents will feel and be able to describe how outcomes for themselves, their families and their neighbourhoods, are improving.

2.2. **Who is accountable and responsible for the delivery of the new approach?**

2.2.1. The aim for the new approach to locality working is that the whole Council will have a focus on priority neighbourhoods and will work together to improve neighbourhoods. It is envisaged this will challenge current approaches and ways of working across the organisation and with partners.

2.2.2. As a consequence, the governance infrastructure for Locality Working seeks to create arrangements through which Executive Members, Community Committee Chairs, Ward Members with priority neighbourhoods in their ward, Directors and Chief Officers can make their full contribution to the delivery of the new approach.

2.2.3. It is proposed that a **Locality Working Strategic (Officer) Delivery Group** - chaired by the Director for Communities and Environment – and consisting of appropriate Chief Officers, is established in shadow format to work through the development phase of the Locality Working programme and explore some of the early issues emerging from the neighbourhood Core Teams (section 2.4.1). Thereby, enabling services to more effectively own considerations of how they can improve their offer to meet the needs of the priority neighbourhoods.

2.2.4. It is anticipated this officer group will support the effective launch of a **Locality Working Neighbourhood Improvement Board** in May/June 2018. The terms of reference for this board and its membership are in development. It is envisaged that the Board will be fluid, with membership tailored to the theme or neighbourhood being explored. It will be chaired by the Executive Member for Communities and Community Committee Chair's with priority neighbourhoods in their community committee areas will represent elected members. Local ward members with priority neighbourhoods in their wards will also form part of the Board's membership and will be actively engaged in deep diving into the challenges and opportunities and in reviewing progress.

- 2.2.5. Full implementation of these governance and accountability arrangements is planned for the new municipal year, 2018/19.
- 2.3. **How will we know the new approach to locality working is starting to improve neighbourhoods?**
- 2.3.1. Work with the Third Sector in 2017 has already established a narrative for a thriving neighbourhood. It is intended to work with the Council's Performance Management Team to develop a set **Indicators for Thriving Neighbourhoods** which can be tailored to specific neighbourhoods in consultation with ward members, services and local residents.
- 2.3.2. **Neighbourhood profiles** are already in place for socio-economic data and the Index of Multiple Deprivation domains. This provides robust data for all the areas, from published sources. However, it does not cover all the issues that may be prevalent in a neighbourhood. Data is owned by service departments. So, we need to change the way the Council and its partners measure performance to capture the **impact of joint interventions** in the specific Lower Super Output Areas (LSOAs) of interest.
- 2.3.3. The plan is for this analytical work to form a major part of the early work plan with Chief Officers in the Locality Working Strategic (Officer) Delivery Group. Each service will be asked, what are your services key performance measures and then each Chief Officer will be asked to identify how they are performing in the priority neighbourhoods and how they compare to the 12 target wards and the city. This approach will help the council to better understand the service priorities, challenges and opportunities in priority neighbourhoods, helping services to **better deliver against their service accountabilities** in these neighbourhoods in a greater level of detail than has been explored previously.
- 2.4. **Where have we got to so far?**
- 2.4.1. **Core Teams** have started work in the 6 priority neighbourhoods where they have begun the process of engaging with local ward members, residents services, and partners. Programme managers and officers from the communities team have been assigned to each neighbourhood. They are responsible for developing the local arrangements with key partners to support the creation of a neighbourhood programme.
- 2.4.2. Early progress is being made in each of the six initial priority neighbourhoods and a flavour of some of the early actions is given below in 2.4.4. The Holdsworths (the pilot area for the approach) and the Receptions (as a consequence of the work of the earlier Local Neighbourhood Approach) have shown good progress in these first few months. Having removed - through Executive Board decision - the boundaries between the wedge areas of WNW, SE, and ENE Leeds for this approach, the learning in these two neighbourhoods has now been used to support the development phase in areas in other parts of the city.

2.4.3. Every Core Team has held discussion events and workshop meetings with local partners to engage them in what the new locality working approach is seeking to achieve and gain a better understanding of the issues and opportunities in each of the neighbourhoods. Core Teams have taken forward agreed local actions, often building on past local work and also identifying emerging areas of focus for partners to explore in more detail. This work will be focused on agreed action plans and future work programmes.

2.4.4. Examples of the work done to date, include -

- Resident and stakeholder engagement in the Receptions - work with residents and landlords locally on some of the issues in the area which are controversial and where strong engagement is needed to make progress.
- Responding to local needs by developing an additional very local community hub in the Receptions, this builds on mobile services and pop-up community hub services piloted in the Holdsforths with local community partners.
- The co-production of hyper-local Public Health interventions in priority neighbourhoods, e.g. tackling wellbeing in Lincoln Green and social isolation in the Nowells.
- Engaging local people, particularly children and families in the Beverley's about the future of Trentham Park. The innovative 'Playbox' approach was deployed in this park which does not attract children and families. It is engaging children in positive play activities and connecting with families about the future of the park.
- Collaborative case management developed between partners working in New Wortley with children and young people who are at risk, or whose behaviour is causing concern.

2.4.5. Work has commenced on planning how services will respond strategically to improve outcomes in the priority neighbourhoods. Examples include -

- **Corporate Commissioning Group** has held a workshop for commissioners which have considered how approaches to commissioning can be sensitive to the needs of the priority neighbourhoods. Actions have been identified, and are being tracked.
- **Strategic Estates Group** has considered the neighbourhood priority approach, and the needs which it shows. It will consider further how its investment decisions will be impacted.
- **Employment and Skills** have undertaken early work to assess the impact of their activities in the priority neighbourhoods, they have shared this with core teams to improve access to the services offered. They have also influenced funded activities such that additional activity is delivered in priority

neighbourhoods.

- **West Yorkshire police** have discussed the new approach and have taken it into account in the development of the new Neighbourhood Policing Model for the city. There is strong commitment to work closely to tackle community safety issues collectively and further development work is underway to integrate the work of West Yorkshire Police, Community Safety and the Communities Team in this respect.
- **Community Safety** have started work to make the Domestic Violence response more effective in the neighbourhoods, including engaging with the right local partners
- **Customer Access and Welfare** have worked with core teams to explore how services can reach residents in the priority neighbourhoods, and how community hubs can be central to the work with communities in the priority neighbourhoods.
- **Housing** have worked alongside core teams, working through what the enhanced offer might be in the neighbourhoods which are predominantly Council Housing. For example, in Boggart Hill, reviewing the issues discussed at the annual tenancy visit.

2.4.6. All these examples reflect the early stages of the work. There are still many challenges and indeed opportunities to work through.

2.4.7. Given the tremendous development of community committees that has taken place since the Area Working Review established them, work is now underway to **simplify and standardize** the core elements of the work to support Community Committees, including reporting, decision making, accountability for expenditure, workshops to engage the community and young people. Enabling community committees to prioritise resources to their most challenging wards and priority neighbourhoods.

2.4.8. Staff from the Communities Team will be re-shaped across the deployment arrangements of universal, targeted and specialist areas approved by Executive Board and provided new role descriptions. The current deployment of staff will persist until the end of this municipal year with a measured transition to the new arrangements in the new municipal year, following discussions with community committee chairs forum.

2.5. **The enabling voice of scrutiny in supporting the successful delivery of the new locality working approach**

2.5.1. Environment, Housing and Communities Scrutiny Board has already influenced the design of this approach during its highly effective working group meeting of October 2017 that informed the Executive Board report of November 2017. This contribution has been recognised and acknowledged by Executive Board in its decision making.

2.5.2. A particularly valuable part of that process was the engagement of the other Scrutiny Boards in the work at the working group discussions. Making the positive impact and improvement in outcomes that the council wishes to see in priority neighbourhoods, requires a process of significant change and a can-do approach from council services and departments. The Environment, Housing and Communities Scrutiny Board is well placed to provide leadership on this agenda in working with other Scrutiny Boards to co-scrutinise the engagement and contribution of all departments and services to the new approach.

3. Conclusions

3.1. This report has highlighted the early progress with a new model for locality working following Executive Board approval in November 2017 and articulated the emerging arrangements for governance, accountability, and local delivery. As a consequence, the Environment, Housing, and Communities Scrutiny Board is well positioned to consider its role in shaping a new approach at an early stage.

4. Recommendations

4.1. Scrutiny Board are asked to consider the content of the report and also consider how it wishes to articulate its role in relation to this work, in the light of the decision by Executive Board in November 2017 and the contents of this report.

5. Background documents¹

5.1. None

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

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Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Environment, Housing and Communities)

Date: 12th March 2018

Subject: Work Schedule

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

1 Purpose of this report

- 1.1 As this is the last scheduled meeting in the current municipal year, the Board's completed work schedule for this year has been attached for information (see appendix 1).
- 1.2 Also attached for Members' information are the minutes of the Executive Board meeting held on 7th February 2018 (see appendix 2).

2. Recommendations

- 2.1 Members are asked to:
 - a) Note the attached work schedule.
 - b) Note the attached minutes of the Executive Board meeting.

3. Background papers¹

- 3.1 None used

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

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Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2017/2018 Municipal Year

June	July	August
Meeting Agenda for 26/06/17 at 1pm.	Meeting Agenda for 24/07/17 at 10.30 am.	No Scrutiny Board meeting scheduled.
Scrutiny Board Terms of Reference and Sources of Work (DB)	Air Quality in Leeds - Consultation Preparations (PDS) Reducing repeat customer contacts through tackling failure demand – formal response (RT) Revised Safer Leeds Plan 2017/18 (PDS) Performance Update (PM)	
Working Group Meetings		
		Inquiry into Leeds' response to Grenfell - scoping meeting (PSR) 16/07/17 @ 3pm Horticultural maintenance in cemeteries - review of existing challenges (PSR) 30/08/17 @ 1pm Roll out of Community Hubs Phase 3 (PDS) 16/08/17 @ 10 am
Site Visits		

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2017/2018 Municipal Year

September	October	November
Meeting Agenda for 11/09/17 at 10.30 am.	Meeting Agenda for 09/10/17 2017 at 10.30 am.	Meeting Agenda for 06/11/17 2017 at 10.30 am.
Inquiry into Leeds' response to Grenfell - agree terms of reference (PSR) Migration in Leeds (RT) Development of Community Hubs (RT) Roll out of Community Hubs – update (PSR) Future Provision of CCTV – update position (PSR)	Review of Horticultural Maintenance in Cemeteries - summary note of Scrutiny WG meeting (PSR) Development of Community Committees (RT)	Update on the delivery of the Multi-Storey Strategy (PSR) Review of the leeds.gov.uk website (PSR)
Working Group Meetings		
	Informing the development of a Selective Licensing approach and maximising the Rouge Landlord Unit (PDS) 23/10/17 @ 10.00 am Locality Working Review - background and current position (PDS) 30/10/17 @ 9.00 am Inquiry into Leeds' response to Grenfell (PSR) Session 1 – 02/10/17 @ 10.45 am Session 2 - 09/10/17 @ 10.30 am	
Site Visits		

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2017/2018 Municipal Year

December	January	February
Meeting Agenda for 04/12/17 2017 at 10.30 am.	Meeting Agenda for 15/01/18 at 10.30 am.	Meeting Agenda for 12/02/18 at 10.30 am.
Inquiry into Leeds' response to Grenfell - agree Scrutiny report (PSR) The future of the waste and recycling strategy for Leeds (PDS)	Review of Housing Advisory Panels – initial proposals (PDS) Performance report (PM) Financial Health Monitoring (PSR) 2018/19 Initial Budget Proposals (PDS) Best Council Plan Refresh for 2018/19-2020/21 – Initial Proposals (PDS)	Universal Credit – General Update (PSR) Universal Credit (RT) Reducing repeat customer contacts through tackling failure demand (RT)
Working Group Meetings		
Air quality solution for Leeds – stage 1 consultation preparations (PDS) 15/12/17 @ 1.30 pm		
Site Visits		

Page 17

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2017/2018 Municipal Year

March	April	May
Meeting Agenda for 12/03/18 at 10.30 am	No Scrutiny Board meeting scheduled.	No Scrutiny Board meeting scheduled.
Development and implementation of the locality working approach (PSR)		
Working Group Meetings		
Site Visits		

Page 18

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

EXECUTIVE BOARD

WEDNESDAY, 7TH FEBRUARY, 2018

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

127 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 from publication on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 3 to the report entitled, 'City Centre Park Delivery', referred to in Minute No. 132 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 any particular person (including the authority holding that information). It is therefore considered that the public interest in maintaining the content of the appendix as exempt from publication outweighs the public interest in disclosing the information;
- (b) Appendix 3 to the report entitled, 'Land at East Leeds Extension and Thorpe Park, Leeds', referred to in Minute No. 133 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 particular people, and of the Council. It is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to potential transactions, and as such it is considered that it is in the public interest to maintain the content of the appendix as exempt from publication;
- (c) Appendix 2 to the report entitled, 'Acquisition of Land for Vehicle Fleet Alternative Fuel Filling Station', referred to in Minute No. 134 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 person, and of the Council. This information is not publicly available from the statutory registers of information kept in

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st March, 2018

respect of certain companies and charities. It is considered that since this information was obtained through one to one discussions for the acquisition of the property/land, then it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (d) Appendix 2 to the report entitled, 'Investment into the New Supply of Affordable and Supported Housing', referred to in Minute No. 140 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. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities and it is therefore considered to be in the public interest for this element of the report to be treated as exempt from publication;
- (e) Appendix 1 to the report entitled, 'Grants to Arts and Cultural Organisations', referred to in Minute No. 145 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 any particular person (including the authority holding that information). Specifically, it lists the unsuccessful applicants to the arts@leeds scheme, many of whom are likely to apply to other sources for funding. It is considered that the public interest in maintaining the content of this appendix as exempt from publication outweighs the public interest in disclosing the information.

128 Late Items

No formal late items of business were added to the agenda, however, prior to the meeting, with the agreement of the Chair, Board Members were in receipt of a supplementary addendum together with associated revised recommendations in respect of agenda item 19(A) (2018/2019 Revenue Budget and Council Tax) arising from the late receipt of information regarding the level of resources available to the Authority. (Minute No. 144 refers).

In addition, again with the agreement of the Chair, Board Members were in receipt of correspondence from the 'Save Moor Allerton Hall Primary School' Group which related to agenda item 13 (Outcome of Consultation to join Moor

Allerton Hall Primary School with Allerton Grange School as a Through-School and to Increase Primary Learning Places). (Minute No. 138 refers).

129 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to the agenda item entitled, 'Grants to Arts and Cultural Organisations', Councillor Yeadon drew the Board's attention to her respective roles as a member of the Yorkshire Dance Board of Management and also as a member of the Leeds Grand Theatre and Opera House Board of Management. (Minute No. 145 refers).

In addition, again, although no Disclosable Pecuniary Interests were declared, in relation to the agenda item entitled, 'Improving Standards in the Private Rented Sector – Consideration for Selective Licensing', Councillors Coupar and Rafique drew the Board's attention to the fact that they had respective interests in properties that they did not live in and were not located within the proposed areas for potential introduction of the scheme. Similarly, Councillor Andrew Carter drew the Board's attention to the fact that his wife (Councillor Amanda Carter) had an interest in property in which they did not reside and which were not located within the proposed areas for potential introduction of the scheme. (Minute No. 141 refers).

130 Minutes

RESOLVED – That the minutes of the previous meeting held on the 13th December 2017 be approved as a correct record.

REGENERATION, TRANSPORT AND PLANNING

131 Core Strategy Selective Review (Publication Draft)

Further to Minute No. 147, 8th February 2017, the Director of City Development submitted a report which sought approval to publish detailed revisions to the policies which were the subject of the Core Strategy Selective Review (CSSR) for the purposes of a six week of consultation exercise.

In presenting the report to the Board it was clarified that Members were being recommended to refer the Publication Draft to Scrutiny Board (Infrastructure and Investment), and not Scrutiny Board (City Development), as detailed within the submitted report.

Responding to a Member's enquiry, the Board noted that in terms of approximate timescales, it was expected that a revised housing requirement figure for Leeds would be adopted into the Core Strategy by Spring 2019.

Also in response to a Member's enquiry, the Board was provided with further information on the actions being taken to maximise the delivery of affordable housing in Leeds, with specific reference to Leeds' performance when compared to the data within a report published by Shelter in November 2017.

In addition, regarding a Member's reference to the potential provision of more accommodation for older people in the city centre, it was noted that the

ambition was to deliver a wider mix of accommodation in the city centre, which included provision for older people.

The Board extended its thanks to Development Plan Panel for the work it had undertaken to help progress the development of the CSSR to its current position.

RESOLVED –

- (a) That the proposed revised Publication Draft policies and supporting paragraphs of the Core Strategy Selective Review, as set out within Appendix 1 and the Sustainability Appraisal as set out in Appendix 3 to the submitted report, be endorsed;
- (b) That a 6 week consultation exercise on the proposed revised Publication Draft policies and supporting paragraphs of the Core Strategy Selective Review, as set out within Appendix 1 and the Sustainability Appraisal as set out in Appendix 3 to the submitted report, be approved;
- (c) That the additional draft supporting documents listed in paragraph 7.0 of the submitted report, including background evidence on the Council's website, be noted;
- (d) That the necessary authority be delegated to the Chief Planning Officer in consultation with the relevant Executive Member to make factual and other minor changes to the proposed consultation material;
- (e) That further to the correction to the report, as referenced above, the Publication Draft Plan be referred to the Scrutiny Board (Infrastructure and Investment) in line with the Budget and Policy Framework Procedure Rules, following the public consultation;
- (f) That it be noted that the responsible officer for the delivery of the resolutions (above) is the Head of Strategic Planning.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton both required it to be recorded that they respectively abstained from voting on the decisions referred to within this minute)

(The matters referred to within this minute, given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions being made in accordance with the Budget and Policy Framework Procedure Rules)

132 City Centre Park Delivery

Further to Minute No. 83, 18th October 2017, the Director of City Development and the Director of Communities and Environment submitted a joint report

seeking approval of the proposed next steps to facilitate the delivery of the long term ambition for a City Centre Park.

Members welcomed the proposals detailed within the submitted report and highlighted how the establishment of the park would look to improve the connectivity with the South Bank area and promote a more family-friendly environment. Members also noted how the progression of this project during the earlier stages of the South Bank's development had enabled local communities residing in and around the area to be involved in the associated engagement process.

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

RESOLVED –

- (a) That agreement be given for the Council to take steps, as set out at section 3.2 of the submitted report, to support the delivery of a City Centre Park in the South Bank;
- (b) That the Heads of Terms as detailed within exempt Appendix 3 to the report be agreed, with it being requested that legal agreements are developed and finalised between the Council and Vastint, using the principles as set out within the Heads of Terms and as at section 3.8 of the submitted report, in order to guide the development of legal agreements;
- (c) That the principles contained within section 3.14 of the submitted report for the redevelopment of Council land at Meadow Lane be agreed, and it be requested that further work takes place in order to develop proposals for new development and green space at this site;
- (d) That the City Centre Park design principles, as contained within appendix 2 to the submitted report be approved as the basis for the development of the detailed design;
- (e) That a report be submitted to a future Executive Board meeting in order to consider the detailed design that is developed and also to receive an update on the progress being made on such matters;
- (f) That the following be noted:-
 - (i) The Director of City Development and the Director of Communities and Environment are responsible for implementing resolutions (a), (b), (d) and (e), in consultation with the Director of Resources and Housing, the Executive Member for 'Regeneration, Transport and Planning', and the Executive Member for 'Environment and Sustainability';
 - (ii) The Director of City Development is responsible for the implementation of resolution (c).

133 Land at East Leeds Extension and Thorpe Park, Leeds

Further to Minute No. 19, 21st June 2017, the Director of City Development submitted a report which sought approval to assemble land in order to facilitate the delivery of the East Leeds Orbital Road (ELOR) in respect of the property interests held by Scarborough Group International (SGI) / Thorpe Park Developments Limited (TPDL). In addition, the report also sought the necessary approvals of the terms, as set out within the exempt Appendix 3.

Responding to a Member's enquiry, assurance was provided that the currently envisaged timescale for completing the ELOR scheme by 2021 remained on track.

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

RESOLVED –

- (a) That the terms, as set out in the exempt Appendix 3 to the submitted report, in respect of the Land Agreement with Scarborough Group International / Thorpe Park Developments Limited, be agreed;
- (b) That agreement be given for the costs associated with the financial settlement are injected into the Council's Capital Programme with funding in part to come from the West Yorkshire Transport Fund Grant; and that following the injection of funds into the Capital Programme by the Executive Board, the necessary 'Authority to Spend' be delegated to the Director of City Development, in consultation with the Chief Officer Financial Services in order to complete the transaction;
- (c) That in the event that there are any variations to the terms as set out within the exempt Appendix 3 to the submitted report, agreement be given for the necessary authority to be delegated to the Director of City Development, in consultation with the Chief Officer Financial Services and the Executive Member for 'Regeneration, Transport and Planning' to approve them;
- (d) That when a proposed agreement with relevant parties had been finalised in respect of the required land assembly proposals, the terms for which were detailed within exempt Appendix 3 to the submitted report, Group Leaders be briefed on the terms of that proposed agreement.

134 Acquisition of Land for Vehicle Fleet Alternative Fuel Filling Station

The Director of City Development and the Director of Resources and Housing submitted a joint report on the proposed acquisition of land to facilitate the delivery of an alternative fuelling station to serve the Council's and the city's vehicle fleets.

Members welcomed the proposals detailed within the submitted report. In noting the strategic location of the site, the Board acknowledged the significant potential that the project had in terms of being an alternative fuel filling station not solely for the Council's fleet, but also for other vehicle fleets.

Members also highlighted how the proposals would positively contribute towards the improvement of the city's air quality.

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 draft Heads of Terms, as set out within the exempt Appendix 2 to the submitted report, be agreed, and that the necessary authority be delegated to the Director of City Development to enable the acquisition of the site to be progressed on these or amended terms, should it be commercially acceptable and to protect the Council's interest, in order to facilitate the delivery of the Compressed Natural Gas (CNG) project;
- (b) That should the CNG project not proceed for any reason, it be noted that the site acquisition will have strategic value in the future reconfiguration and use of Council assets within the area;
- (c) That the necessary authority be delegated to the Director of City Development in consultation with the Director of Resources and Housing to enable the Director to sign off the lease or alternative arrangement negotiated with the selected station provider through the competitive process, in order to ensure that it provides value for money to the Council;
- (d) That the injection of funding into the Capital Programme and the related 'Authority to Spend' as set out in Appendix 2 to the submitted report, be agreed;
- (e) That the necessary authority be delegated to the Director of City Development in consultation with the Director of Resources and Housing in order to enable the Director to inject and approve 'Authority to Spend' for any additional funding required to acquire the site, so long as this can be demonstrated to be commercially acceptable.

HEALTH, WELLBEING AND ADULTS

135 Developing Digital Support and Approaches to Health and Wellbeing

The Director of Adults and Health submitted a report providing an update on the progress being made in maximising the use of digital solutions that promote the health and wellbeing of Leeds citizens. In addition, the report illustrated what had been achieved through innovative partnerships, but also

provided details on some of the challenges being faced in taking this agenda forward.

Members welcomed the content of the submitted report and the further health and wellbeing benefits that could potentially be realised by the continued development of the digital support agenda. However, a Member highlighted the need to ensure that as the agenda developed, users of the new technology, particularly older people, were provided with appropriate guidance to help them make safe choices.

In conclusion, it was requested that a demonstration of the new developments in this area was provided to Board Members for their information.

RESOLVED –

- (a) That the progress being made in embracing digital opportunities in order to improve the health and wellbeing of Leeds citizens, be noted;
- (b) That the areas for future development, as detailed within the submitted report, together with the comments made by the Board on such matters, be noted.

CHILDREN AND FAMILIES

136 Learning Places Programme - Capital Programme Update

Further to Minute No. 8, 21st June 2017, the Director of Resources and Housing, the Director of Children and Families and the Director of City Development submitted a joint report providing an update on the Learning Places Capital Programme and Social, Emotional and Mental Health (SEMH) Programme, presenting the progress made on the projects currently forming part of the Programmes, and seeking relevant approvals to increase the budget for three specific schemes.

Responding to a Member's enquiry, the Board noted the current balance of the programme's Capital Risk Fund, and was advised that the Risk Fund balance was expected to increase as well as decrease during the life of the programme, as schemes were completed.

In addition, it was noted that officers were confident that the further 16 schemes which were programmed to be delivered in 2018 would be delivered in line with scheme estimates, as detailed within the submitted report.

RESOLVED –

- (a) That the following be approved:-
 - (i) an increase in the capital spending approval of **£3.75m** to reset the budget envelopes on completion of robust feasibility studies for the Beecroft, Greenside and Iveson schemes; and
 - (ii) a reduction in the total held in the programme risk fund, seeing **£3.003m** being returned to support the Council's capital programme commitments elsewhere, with the revised Programme Capital Risk Fund total being reset at **£7.540m**.

- (b) That the following be noted:-
- (i) The good progress made on this challenging programme of work, which is currently valued at **£97.899m**;
 - (ii) That the following benefits have been delivered from the Projects commissioned via the programme from 2014 onwards. These have been called off through either the YORbuild arrangements and/or in conjunction with the Leeds Local Education Partnership (LLEP):
The programme has in total supported **76 new and or existing apprentices in their training as well as successfully assisting 116 people into permanent employment**. These figures relate to employees of both main contractors and their supply chains. These schemes have also **recycled or reused a minimum of 95% of the waste generated during the construction process**;
 - (iii) That the projected funding deficit which currently stands at £71.7m is primarily based on Education Funding Agency rates, and that with this in mind, Executive Board support be given to the arrangement of a meeting between the Executive Member for Children's and Families and the Education and Skills Funding Agency (ESFA).

137 Determination of school admissions arrangements 2019/20

The Director of Children and Families submitted a report which sought approval of the Local Authority admissions policy and admissions arrangements for entry to school in 2019. The report described the changes to the policy, described changes to the published admission number for two all-through schools in line with their previously published statutory notices, and invited the Board to note the co-ordination arrangements.

RESOLVED – That the school admission arrangements for 2019 be determined as follows:

- (a) That the Admissions Policy, as detailed within the submitted report, be approved, with the following being noted:-
 - the wording in relation to Children Looked After will be amended to reflect current legislation and practice;
 - PAF (Postcode Address File) will no longer be the main source of data for our measuring system, being replaced by LLPG (Local Land and Property Gazetteer);
 - The policy will include clarity that the Local Authority may withdraw an offer if it is found that a family have used a false address on their application;
- (b) That the changes to the admission number for 2 all-through schools at their secondary phase of admission, be noted;
- (c) That the co-ordinated scheme for admissions arrangements for entry in September 2019 be noted, with it also being noted that there are no

changes to the 2018 arrangements other than the updating of timelines;

- (d) That it be noted that the officer responsible for such matters is the Lead for Admissions and Family Information Service, and that the date for implementation (ie determination of any revised policy) is by no later than 28 February 2018;
- (e) That it be noted that the officer responsible for the publication of the determined arrangements is the Lead for Admissions and Family Information Service, and that the date for implementation (ie publication) is by no later than 15 March 2018.

138 Outcome of consultation to join Moor Allerton Hall Primary School with Allerton Grange School as a Through-School and to increase primary learning places

The Director of Children and Families submitted a report describing the outcome of the consultation undertaken regarding proposals to join together Moor Allerton Hall Primary School with Allerton Grange School as a through-school, and to expand primary school provision within the through-school. In addition, the report sought permission to publish a statutory notice in respect of revised proposals following the large number of responses made during the consultation period.

With the agreement of the Chair, Board Members were in receipt of correspondence from the 'Save Moor Allerton Hall Primary School' Group regarding the proposals detailed within the submitted report. In response, the Chair thanked all relevant parties who had contributed towards the related consultation process to date.

The Executive Member for Children and Families advised the Board that since the publication of the submitted report, further discussions had taken place with relevant parties including Roundhay and Moortown local Ward Councillors and the School Council, Governors and the Senior Leadership Team of Moor Allerton Hall Primary School, and in response to the feedback received, it was proposed that the report's recommendations, as submitted, be withdrawn, with a proposal to commence a further round of consultation in order to gain the views of a wider range of stakeholders on the proposed expansion of Moor Allerton Hall Primary School as a stand-alone three form entry school (rather than a through-school), prior to any final decisions being made.

Members welcomed the revised proposal, as set out by the Executive Member.

RESOLVED - That a further round of consultation be undertaken in order to gain the views of a wider range of stakeholders on the proposed expansion of Moor Allerton Hall Primary School as a stand-alone three form entry school (rather than a through-school), prior to any final decisions being made.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton both required it to be recorded that they respectively abstained from voting on the decisions referred to within this minute)

139 Outcome of the consultation on the Strategic Review of provision for children and young people with Special Education Needs and Disabilities (SEND)

The Director of Children and Families submitted a report which provided an overview of the main findings from the public consultation undertaken on the Strategic Review of Special Education Needs and Disability (SEND) provision available to young people (0-25) in Leeds. In addition, the report set out proposals and specific priorities for the allocation of the Department for Education (DfE) capital grant.

Responding to a Member's enquiry, the Board received further detail on the assessment procedures which were in place to deliver SEND provision to children and young people across the city, with assurances being provided around the robustness of those procedures. However, it was highlighted that additional funding for the High Needs Block of the Designated Schools Grant had recently been announced, which, when received would be used to assist with the delivery of related provision.

RESOLVED –

- (a) That the details of the consultation and the final version of the Strategic Review of provision for children and young people with Special Education Needs and Disabilities, as detailed within Appendix A to the submitted report, be noted;
- (b) That it be noted that the DfE capital grant of £3,237,000 will be utilised over the next three years, following the five priorities as detailed within the submitted report;
- (c) That the proposed allocation of the DfE capital grant of £1,079,000 for the financial year 2018/19, as detailed within Section 4.4 of the submitted report, be approved;
- (d) That it be noted that the overall responsible officer for the implementation of the Strategic Review and the publishing of the plan is the Head of Complex Needs.

COMMUNITIES

140 Investment into New Supply of Affordable and Supported Housing

The Director of Resources and Housing submitted a report regarding proposals for a collaborative approach between the Council, St. George's Crypt and LATCH (Leeds Action to Create Homes) in order to seek loan funding of £3.03m from the Council for the provision and development of a new supply of affordable and supported housing.

Responding to a Member's enquiry, the Board received further information on the Council's delivery programme for the provision of affordable housing via the Housing Revenue Account, and how the Council continued to explore other approaches to contribute towards the future delivery of that provision.

In addition, the Board received further details of the types of accommodation which were being proposed as part of this scheme, and the ways in which they would benefit vulnerable people in Leeds.

In conclusion, on behalf of the Board the Chair extended her thanks to St. George's Crypt and LATCH for the crucial work they continued to undertake in this area.

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 support be given to the proposals as outlined within the submitted report and exempt Appendix 2 for the Council to provide total loan funding of £3.03m split as follows:
 - loan funding of £2.354m to St George's Crypt; and
 - loan funding of £0.676m to LATCH;
- (b) That agreement be given for the Council to enter into legal agreements with St George's Crypt and LATCH for the provision of new supply affordable housing;
- (c) That the approval of the detailed terms and conditions be delegated to the Director of Resources and Housing in conjunction with the Council's Chief Finance Officer and the Council's Chief Legal Officer.

141 Improving standards in the private rented sector - consideration for selective licensing

The Director of Resources and Housing submitted a report regarding the development of business case(s) for the selective licensing initiative, with the report noting that any business case would need to be considered in the future by the Council on its merits based on the criteria as detailed within in Government guidance prior to any designation. The report also noted that the proposed areas for the potential introduction of any scheme were based upon the Council's priority locality agenda in Harehills and Beeston Hill.

A concern was raised that the proposals detailed within the report were not for the establishment of a citywide scheme, however it was noted that although the submitted report had identified Harehills and Beeston Hill as proposed areas for the potential introduction of any scheme, at this stage it was only recommending the development of potential business cases, with the matter intended to be re-submitted to the Board once the final business cases had been drawn up.

RESOLVED –

- (a) That the development of potential business cases under Part 3 of the Housing Act 2004 for selective licensing schemes for Harehills and Beeston Hill for the purposes of future consideration by the Council, be approved;
- (b) That agreement be given for the Executive Board to consider the matter again at a future date once the final business case(s) have been fully developed and agreed, in order to assist with the long term development of such business case(s);
- (c) That it be noted that the business case(s) will be developed in line with the timescales as detailed at section 3.8 of the submitted report and will be the responsibility of the Service Managers in Private Sector Housing, Housing Leeds.

(Under the provisions of Council Procedure Rule 16.5, Councillor S Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute)

142 Community Hubs - Phase 3 (Year 1) Business Case

Further to Minute No. 15, 22nd June 2016, the Director of Communities and Environment submitted a report providing an update on the progress made to date on the Community Hub programme and specifically the delivery of Phase 2. In addition, the report sought approval of proposals regarding the Phase 3 Community Hub programme to form Community Hubs in a number of key local buildings, mainly existing Libraries and One Stop Centres to support the delivery of integrated and accessible services.

In introducing the report, the Executive Member for Communities extended her thanks to the significant role that Scrutiny had played in the development of this project to date.

Responding to a Member's concerns regarding the programme and including a specific design issues in respect of an existing hub, emphasis was placed upon the overarching aim of the programme which was to benefit the community by providing integration across a wide range of services and partners, with it being noted that should there be any design issues in respect of a specific project, then these could be brought to the attention of the Executive Member or relevant officers for consideration.

RESOLVED –

- (a) That the contents of the submitted report, specifically the progress made on delivering the Community Hubs as part of Phase 1 and Phase 2, together with the Mobile Community Hub approach, be noted;
- (b) That the delivery of the Phase 3 Community Hub schemes over the next 3 years, be supported;

- (c) That an injection into the capital programme of £3.03m for Phase 3 - Year 1 (2018/19) schemes of the Community Hub programme be authorised, with it being noted that updated business cases for individual Hub schemes will require 'authority to spend' in line with the current capital approvals process;
- (d) That it be noted that further Phase 3 business cases will be submitted to request further injections of funding, with Phase 3 Projects included in Year 2 (2019/20) and 3 (2020/21);
- (e) That it be noted that the two proposed Community Hub schemes in Crossgates and Burmantofts, which are being developed jointly with the NHS, will be subject to a separate report;
- (f) That approval be given for the properties released as part of the Phase 3 (Year 1 2018/19) programme, to be declared as surplus to Council requirements and passed to the Capital receipts programme.

ENVIRONMENT AND SUSTAINABILITY

143 Potential Heritage Lottery Fund Bid for Temple Newsam Estate

The Director of Communities and Environment submitted a report outlining the prospect of a Heritage Lottery Fund (HLF) led bid to restore key features at Temple Newsam Estate, which was aimed at enabling visitors to better engage with how the site had developed over many hundreds of years, as well as securing the heritage features for future generations.

Members welcome the proposals detailed within the submitted report.

RESOLVED –

- (a) That the following be approved:-
 - (i) The submission of a bid to the Heritage Lottery Fund (HLF) 'Heritage Grants' programme;
 - (ii) The injection of £100k into Capital Scheme No. 32890, together with associated 'authority to spend' in order to support the bid submission;
- (b) That it be noted that the Chief Officer (Parks and Countryside) is responsible for the implementation of such matters, with the initial deadline of August 2018 to consider round 1 submissions also being noted;
- (c) That agreement be given to a future report being brought to Executive Board outlining detailed arrangements and match funding proposals, should the bid be successful.

ECONOMY AND CULTURE

144 Revenue Budget Proposals and Capital Programme for 2018/19

Further to Minute No.124, 13th December 2017, the Chief Officer, Financial Services submitted a report regarding the proposals for the City Council's Revenue Budget for 2018/2019 and the Leeds element of the Council Tax to be levied in 2018/2019.

With the agreement of the Chair, Board Members were in receipt of a supplementary addendum together with associated revised recommendations arising from the late receipt of information regarding the level of resources available to the Authority.

The updated information highlighted that the level of additional resource available to the City Council in respect of the 2018/19 revenue budget was £2,825k, and due to the short notice at which this information had become available, it was proposed for the purposes of recognising this additional resource in the 2018/19 budget, that £756k of it should be placed within the Council's General Reserve (which would increase the overall budgeted contribution to £1,756k in 2018/19) and £2,069k should be placed within an earmarked reserve for Adult Social Care, with proposals to use the additional resource being developed as appropriate.

Responding to a Member's enquiry, the Board received further detail on the total sum of Business Rates Retention monies that the Council would receive in 2018/19.

(A) 2018/2019 Revenue Budget and Council Tax

RESOLVED –

- (a) That Executive Board recommends to Council the adoption of the following, subject to the inclusion of the proposed changes to the submitted 2018/19 Revenue Budget as set out within the addendum:-
- i) That the revenue budget for 2018/19 totalling £510.9m be approved. This means that the Leeds element of the Council Tax for 2018/19 will increase by 2.99% plus the Adult Social Care precept of 2%. This excludes the Police and Fire precepts which will be incorporated into the report to be submitted to Council on the 21st February 2018. The proposed changes to the submitted 2018/19 Revenue Budget, as set out within the addendum will also be incorporated into the report to be submitted to Council;
 - ii) That approval be given for grants totalling £70k to be allocated to parishes;
 - iii) That approval be given to the strategy at Appendix 9 of the submitted report in respect of the flexible use of capital receipts;

- iv) That, in respect of the Housing Revenue Account Council be recommended to approve the budget with:-
- A reduction of 1% in dwelling rents in non-Private Finance Initiative areas.
 - An increase of 3% in dwelling rents in PFI areas.
 - A 3.9% increase in district heating charges.
 - That service charges for multi-story flats are increased by £2 per week.
 - That service charges for low/medium rise properties are increased by 3.9%.
 - That the charge for tenants who benefit from the sheltered support service currently paying £4 a week be increased to £6 per week.
 - That any overall increase to tenants in respect of rents, service and sheltered support charges will be no more than £5 per week.
- (b) That officers be authorised to begin consultations without delay on the proposals to increase existing fees and charges;
- (c) That agreement be given to the proposals for the local Business Rates discount scheme for 2018/19, namely:-
- i) to limit the increase faced by small and medium businesses with a rateable value between £20,000 and £100,000 to 11% above the gross rates that would have been payable in 2017/18.
 - ii) to freeze the increase faced by businesses who solely provide childcare to the gross level of rates payable in 2017/18, where this increase is as a result of the revaluation.
- (d) That agreement be given for any savings in the budget for 'looked after children' should be transferred to an earmarked reserve so that it can be used to deal with any future variations in demand;
- (e) That Executive Board's thanks be extended to Scrutiny Boards for their comments and observations in consideration of the Council's initial budget proposals.

(B) Capital Programme Update 2018 – 2021

The Chief Officer Financial Services submitted a report setting out the proposed Capital Programme for the period 2018-2021.

RESOLVED –

- (a) That Executive Board recommends to Council:-
- (i) the approval of the Capital Programme for 2018-21 totalling £1,472.3m, including the revised projected position for 2017/18, as presented in **Appendix F** to the submitted report;
 - (ii) the approval of the revised MRP policy for 2018/19 as set out in **Appendix D** to the submitted report.

- (b) That Executive Board approval be given to the list of land and property sites shown in **Appendix B** to the submitted report, to be disposed of in order to generate capital receipts for use in accordance with the MRP policy;
- (c) That Executive Board approval be given to the following injections into the capital programme:-
- £136.6m, of annual programmes as set out in Appendix A(iii) to the submitted report, to be funded by £41.7m LCC borrowing, £73.1m of HRA specific resources and £21.8m of general fund specific resources;
 - £104.6m, of pressures as set out in Appendix A(iii) to the submitted report, to be funded by £80.4m of net borrowing and £24.2m of general fund specific resources.

(With it being noted that the above decisions to inject funding of £241.2m will be implemented by the Chief Officer (Financial Services)).

(C) Treasury Management Strategy 2018/2019

The Chief Officer Financial Services submitted a report setting out the Treasury Management Strategy for 2018/2019 and the revised affordable borrowing limits under the prudential framework. The report also provided a review of strategy and operations in 2017/18.

Responding to a Member's comments, the Board received further information on the Council's approach towards the cost of borrowing and how the overall approach taken aimed to maintain the correct balance between long and short term loans in order ensure that such costs remained affordable. Assurance was also provided on how such matters continued to be monitored and how the costs associated with the Council's borrowing were factored into the budget and the longer term financial strategy.

RESOLVED –

- (a) That the Treasury Strategy for 2018/19, as set out in Section 3.3 of the submitted report be approved, and that the review of the 2017/18 strategy and operations, as set out in Sections 3.1 and 3.2 of the submitted report, be noted;
- (b) That it be noted that the revised CIPFA Codes and Practice and DCLG guidance will be adopted and reported to full Council when fully issued, and that it also be noted that the Council has implemented the European Union Market in Financial Instruments Directive (MiFIDII) legislation, with effect from 3rd January 2018;
- (c) That full Council be recommended to set the borrowing limits for 2017/18, 2018/19, 2019/20 and 2020/21 as detailed in Section 3.4 of the submitted report, with Council being recommended to note the changes to both the Operational Boundary and the Authorised limits;

- (d) That full Council be recommended to set the treasury management indicators for 2017/18, 2018/19, 2019/20 and 2020/21, as detailed in Section 3.5 of the submitted report;
- (e) That full Council be recommended to set the investment limits for 2017/18, 2018/19, 2019/20 and 2020/21 as detailed in Section 3.6 of the submitted report;
- (f) That full Council be recommended to adopt the revised Treasury Management Policy Statement.

(The matters referred to in Minute Nos. 144(A)(a)(i)-(iv)(Revenue Budget and Council Tax); 144(B)(a)(i)-(ii)(Capital Programme) and 144(C)(c)-(f)(Treasury Management Strategy), given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton both required it to be recorded that they respectively abstained from voting on the decisions referred to within this minute)

145 Grants to Arts and Cultural Organisations

The Director of City Development submitted a report which sought approval of the allocation of the 4 year arts@leeds grants for the period 2018 - 2022.

Responding to a Member's enquiry, the Board received an update regarding the current position in respect of the discussions currently taking place with Leeds Community Arts Network (LCAN) and the organisation's use of facilities within the Carriageworks.

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 level of support for individual organisations over the 4-year arts@leeds programme, as listed at section 3.4 of the submitted report, be approved;
- (b) That it be noted that the Chief Officer, Culture and Sport is responsible for the implementation of resolution (a) above.

EMPLOYMENT, SKILLS AND OPPORTUNITY

146 Establishment of a Skills Academy - the Centre of Excellence for Retail and Hospitality

Further to Minute No. 159, 8th February 2017, the Director of City Development submitted a report which presented the operational plan for a skills academy, the Centre for Retail and Hospitality Excellence (CORHE),

Draft minutes to be approved at the meeting to be held on Wednesday, 21st March, 2018

which was an employer-led initiative sponsored by the Council, LeedsBID and a consortia of providers which aimed to deliver a range of bespoke services to attract, retain and develop employees and foster and develop skills training that kept pace with innovations in these sectors and looked to maximise their relevance for Leeds businesses.

Responding to a Member's enquiry, the Board received further information on the balance of representation on the board of management from both large and smaller independent businesses in the target sectors, which was aimed at ensuring that provision met a wide range of needs and that all would have the opportunity to access the services offered.

RESOLVED –

- (a) That the partnership proposals to establish the employer-led skills academy, the Centre for Retail and Hospitality Excellence, be endorsed;
- (b) That expenditure of £195,000 to support the establishment and operation of the skills academy, be authorised;
- (c) That it be noted that the Chief Officer, Employment and Skills will be responsible for the implementation of the resolutions above.

RESOURCES AND STRATEGY

147 Best Council Plan: 2018/19 to 2020/21

Further to Minute No. 109, 13th December 2017, the Director of Resources and Housing submitted a report which presented the Best Council Plan 2018/19 to 2020/21 for the purposes of consideration, and which sought approval that it be recommended for adoption by Council on 21 February 2018.

Members welcomed the proposal that 'Child Friendly City' remained as a 'Best City Priority' in the 2018/19 – 2020/21 Plan.

RESOLVED –

- (a) That full Council be recommended to adopt the Best Council Plan 2018/19 to 2020/21, as detailed at Annexe 1 to the submitted report;
- (b) That the Board's thanks be extended to Scrutiny Boards and others for their comments throughout the consultation process which have informed the proposed Best Council Plan 2018/19 to 2020/21;
- (c) That it be noted that further development and graphic design work will take place prior to the publication of the updated Best Council Plan in March 2018.

(The matters referred to within this minute, given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

Draft minutes to be approved at the meeting to be held on Wednesday, 21st March, 2018

148 Financial Health Monitoring 2017/18 - Month 9

The Chief Officer, Financial Services submitted a report which set out the Council's projected financial health position for 2017/18, as at month 9 of the financial year.

Emphasis was placed upon the extent of the impact that variations in the total rateable value of business properties in Leeds could have upon the Council, when considering the potential levels of income that the Council received from Business Rates. It was highlighted that this needed to be an area which continued to be monitored.

RESOLVED – That the projected financial health position of the Authority, as at month 9 of the financial year, be noted.

149 'Cycling Starts Here' Strategy: Progress and Key Initiatives

Further to Minute No. 16, 21st June 2017, the Director of City Development submitted a report which provided an update on key developments and progress made on the Leeds 'Cycling Starts Here' Strategy. The report also identified and sought endorsement to make further progress in two key areas: (i) a new partnership agreement with British Cycling; and (ii) progressing the current opportunity to establish a public bike share scheme in the city.

Members welcomed the proposals detailed within the submitted report and highlighted how this was further evidence of the cycling legacy being built in Leeds following the 2014 Tour de France Grand Depart.

Regarding the proposed establishment of a bike share scheme, it was noted that the Council was not procuring the bike share scheme and it was also recommended that should such a scheme be implemented by Ofo, then any issues arising be monitored, with lessons being learned from other areas where such schemes were operational.

Also, responding to an enquiry, the Board received an update on the current position regarding the development of a new partnership between the Council and British Cycling, with Members being encouraged to provide any suggestions they had in terms of potential community activity that the partnership with British Cycling could be involved in.

RESOLVED –

- (a) That the progress made in respect of delivering the Leeds 'Cycling Starts Here' Strategy be noted, and that:-
 - (i) the offer of a new formal partnership between British Cycling (BC) and Leeds City Council be welcomed; and that the heads of terms, as expressed in Table 1 of the submitted report, be agreed;
 - (ii) the Chief Officer Culture and Sport be authorised to oversee the final negotiations with British Cycling, based on the terms agreed (above), and upon their satisfactory conclusion consent be provided to enter into the final Agreement;

- (b) That in relation to the proposed bike share scheme for Leeds:-
 - (i) The Board's endorsement be given to the establishment of a bike share scheme in Leeds and the proposal to work towards reaching an early agreement with an operator for a scheme to commence in Leeds;
 - (ii) That agreement be given for officers to initiate further discussions with the preferred operator (of) with a view to them becoming the city's bike share partner, starting on a trial basis for 12 months from spring 2018;
 - (iii) That authority be provided to the Chief Officer, Highways and Transportation, to oversee the establishment, monitoring and review of a partnership arrangement, and to enter into agreements for a bike share scheme with the operator (of), in accordance with the principles as set out in section 3.15 of the submitted report.

150 Leeds Health and Care Partnership - City Digital Governance - Memorandum of Agreement and Public Co-operation Agreement

The Director of Resources and Housing submitted a report which sought support to commit the Council to a Memorandum of Agreement with Health partners in order to make strategic digital and information decisions supporting the delivery of integrated health and care through city partnership governance. The report also sought support for the decision to enter into a public co-operation agreement, effective from 1st April 2018 with the Health partners in the city for the delivery of shared digital and information services (where appropriate).

RESOLVED –

- (a) That it be noted that the Director of Resources and Housing will commit the Council to a 'Memorandum of Agreement' in order to make strategic digital and information decisions supporting the delivery of integrated health and care through city partnership governance, with it also being noted that the Council's Officer Delegation Scheme will be updated to reflect this agreement;
- (b) That it be noted that the Director of Resources and Housing will enter into a public co-operation agreement effective from 1st April 2018 with the Health partners in the city for the delivery of shared digital and information services (where appropriate), in order to best support the delivery of integrated health and care, and/or where this is economically advantageous and it is in the interests of the Leeds pound;
- (c) That it be noted that the Director of Resources and Housing and the Chief Digital and Information Officer will take any decision to enter into any shared service schedules under the Council's existing Officer Delegation Scheme.

DATE OF PUBLICATION: FRIDAY, 9TH FEBRUARY 2018

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 16TH FEBRUARY 2018