



## SCRUTINY BOARD (INFRASTRUCTURE AND INVESTMENT)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Wednesday, 28th February, 2018 at 10.30 am

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

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### MEMBERSHIP

#### Councillors

- N Buckley - Alwoodley;
- C Campbell - Otley and Yeadon;
- N Dawson - Morley South;
- P Gruen - Cross Gates and Whinmoor;
- A Ogilvie - Beeston and Holbeck;
- D Ragan - Burmantofts and Richmond Hill;
- E Taylor - Chapel Allerton;
- C Towler - Hyde Park and Woodhouse;
- P Truswell (Chair) - Middleton Park;
- P Wadsworth - Guiseley and Rawdon;

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

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**Principal Scrutiny Adviser:**  
**Sandra Pentelow**  
**Tel: (0113) 37 88655**

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# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. To consider whether or not to accept the officers recommendation in respect of the above information.</li> <li>3. If so, to formally pass the following resolution:-</li> </ol> <p><b>RESOLVED</b> – 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><b>No exempt items have been identified.</b></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**

To receive any apologies for absence and notification of substitutes.

6

### **MINUTES - 24 JANUARY 2018**

1 - 6

To approve as a correct record the minutes of the meeting held on 24 January 2018.

7

### **INQUIRY INTO ADVANCING BUS SERVICE PROVISION - TRACKING OF SCRUTINY RECOMMENDATIONS/DESIRED OUTCOMES**

7 - 28

To consider the report of the Head of Corporate Governance and Scrutiny Support, Director of City Development and West Yorkshire Combined Authority which provides an overview of the progress made in response to the recommendations of the Scrutiny Board detailed in its inquiry report 'Advancing Bus Service Provision', published on the 17<sup>th</sup> May 2017.

8

### **WORK SCHEDULE**

29 - 54

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

**DATE AND TIME OF NEXT MEETING**

Wednesday 21 March 2018 at **10:00am**

(pre-meeting for all Board Members at **9:30am**)

This meeting is 30 minutes earlier than the usual start time as Executive Board are meeting on the afternoon on the 21 of March.

**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 (INFRASTRUCTURE AND INVESTMENT)

WEDNESDAY, 24TH JANUARY, 2018

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

Councillors N Buckley, C Campbell,  
R Grahame, P Gruen, J Jarosz, A Ogilvie,  
E Taylor and C Towler

### 52 Late Items - City Development- Carillion

Minute 57 refers to this item of business.

The Scrutiny Board agreed to consider this item of business. The information was not available at the time of agenda despatch, but was subsequently made available on the Council's website.

### 53 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

### 54 Apologies for Absence

Apologies for absence were submitted by Councillor N Dawson, Councillor D Ragan and Councillor Paul Wadsworth.

Notification was received that Councillor J Jarosz was to substitute for Councillor N Dawson and Councillor R Grahame was to substitute for Councillor D Ragan.

### 55 Minutes - 20 December 2017

**RESOLVED** – That the minutes of the meeting held on the 20 December 2017 be approved as a correct record.

### 56 Road Casualty Reduction Initiatives

The Director of City Development submitted a report which provided an overview of the progress made on the Leeds Killed and Seriously Injured (KSI) road casualty reduction programmes, with emphasis on reducing casualties for vulnerable road users. The report also provided an update on road safety initiatives delivered since the last this area was last scrutinised in October 2016.

The following information was appended to the report:

- Leeds Safer Roads Action Plan

Draft minutes to be approved at the meeting  
to be held on Wednesday, 28th February, 2018

- Road Safety Engineering Schemes
- Road Safety Education, Training and Publicity, Year Planner 2017

The following representatives were in attendance:

- Inspector Nick Berry – West Yorkshire Police
- Chief Inspector Chris Corkindale – West Yorkshire Police
- Gary Bartlett, Chief Officer, Highways and Transportation
- Andrew Hall, Head of Transportation
- Becky James, Team Leader (Road Safety)

The key areas of discussion were:

- The range of proposals for road safety improvements for 2017 and beyond and the progress made.
- The formation and membership of the West Yorkshire Safer Roads Executive Group.
- The announcement by Chief Inspector Chris Corkindale that a West Yorkshire bespoke road policing strategy is being launched. He added that considerable progress has been made since road safety was last scrutinised, particularly with regard to resources, with a very recent decision taken to separate out specialist roads policing. The Board welcomed this information.
- The review and restructuring of Neighbourhood Policing Teams who will utilise intelligence to bid for operational support for roads policing. Members are still encouraged to report local issues directly to their Neighbourhood Policing Team.
- The importance in planning and engineering in the provision of safer highways.
- The acknowledgement that police resources are being increased, however even taking account of the increase, resources will still be less than in 2010.
- The acknowledgement that 20mph zones are effective in the improvement of road safety, however there is a need for enforcement where this is the only avenue to reduce killed and seriously injured numbers.
- The intended use of more covert enforcement which is addressed in the roads policing strategy.
- The delivery of pro-laser courses
- Clarity was sought regarding 'Copenhagen style' design at junctions
- Clarity was sought regarding addressing anti-social driving behaviour. In response the Board was advised that resources must be prioritised with a focus on the five most risky behaviours. It was reinforced however that anti-social behaviour is not ignored. The city wide injunction following the motor bike incident in Leeds city centre was highlighted as an example.

**RESOLVED** – The Scrutiny Board (Infrastructure and Investment) noted the report and thanked West Yorkshire Police representatives for their contribution.

## **57 Late item of business entitled 'City Development - Carillion'**

The Director of City Development submitted a provided and update of the position between the Council and Carillion Construction Ltd.

The following information was appended to the report:

- East Leeds Orbital Route Contract Award, Report to the Chief Highways Officer, 7<sup>th</sup> November 2017, author Anne Sweeting
- Creditsafe, Carillion Construction Ltd
- Carillion recent awards

The following representatives were in attendance:

- Martin Farrington, Director of City Development
- Oliver Priestley, Highways Project Manager

The key areas of discussion were:

- An update on the current position
- The Board sought clarity on the impact on the procurement strategy and implementation on ELOR caused by the liquidation of Carillion.
- The Board also raised questions regarding procurement processes and rules, and the use of market intelligence to make an assessment of companies that may be of concern. The Board was advised that judgements made during a tendering process were taken in the context of procurement law and against a background where Carillion was considered to have provided the most economically advantageous tender based on a quality/price evaluation. Accordingly, any decision to not award the contract to Carillion could be challenged if the actions were not considered to be fair and proportionate in the context of the mitigation measures put forward.
- The Board was advised that it was the case that considerations did take account of the information available at the time. The pre-qualification process took place at the beginning of 2017 before profit warnings were made later in 2017.
- The board was advised that due to concerns identified, Carillion awards were on the basis of receiving a 10% insolvency bond from a third party financial institution as a mitigation. If that bond was not provided no contract would be entered into.
- Clarity was sought regarding the incurring of costs as a result of re-letting contracts. The Board was advised that the drawing down of the City Connect bond has mitigated cost for that project. With regard to ELOR the programme is still on schedule despite the need to appoint a new contractor for phase 1.

- In the context of how services are commissioned from large companies, and the issues that have arisen due to the collapse of Carillion Construction Ltd, the Board recommended that Scrutiny Board (Strategy and Resources) conduct a review of the robustness of the Council's procurement policies and strategies and identify what lessons can be learned.

**RESOLVED** - The Scrutiny Board (Infrastructure and Investment):

- a) Noted the report
- b) Requested that the Principal Scrutiny Advisor communicates the request for scrutiny to the Chair of the Scrutiny Board (Strategy and Resources) as detailed in the key areas of discussion.

## **58 Powering up the Leeds Economy through Digital Inclusion - Scrutiny Inquiry Recommendation Tracking**

The Head of Governance and Scrutiny Support and Chief Digital and Information Officer submitted a report which set out the progress made in response to the recommendations arising from the scrutiny inquiry 'Powering up the Leeds Economy through Digital inclusion.

The following information was appended to the report:

- Appendix 1- Recommendation tracking flowchart and classifications
- Appendix 2- An update on progress in relation to Powering up the Leeds Economy through Digital Inclusion

The following representatives were in attendance:

- Dylan Roberts, Chief Digital and Information Officer
- Richard Hart, Deputy Head of Service, Digital and Reading
- Jason Tutin, Digital and Learning Development Manager
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The key areas of discussion were:

- Progress made in responding to the recommendations arising from the scrutiny inquiry 'Powering up the Leeds Economy through Digital Inclusion'.
- Clarity sought surrounding plans for tablet lending schemes in relation to geographic location and potential cohort. The Board were advised of the ongoing focus on targeting support to those who are digitally excluded as a priority.
- Confirmation that Elected Members could be influential in supporting programmes in their communities through the investment of funding available to them.
- Concern was expressed regarding the ongoing issues relating to access to broadband and free Wi-Fi.

- The Board expressed that overall it is satisfied with progress made and will schedule a further review in the next municipal year.

The status of recommendations were agreed as follows:

- Recommendation 1 – Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 2 – Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 3 – Stop Monitoring
- Recommendation 4– Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 5 – Achieved
- Recommendation 6– Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 7– Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 8– Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 9– Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 10– Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 11 – Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 12 – Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 13 – Not fully implemented (Progress made acceptable. Continue monitoring).
- Recommendation 14 – Achieved

## **RESOLVED –**

- (a) The Scrutiny Board noted the contents of the report
- (b) The recommendation statuses above were approved.

## **59 Leeds Site Allocations Plan (SAP)**

The Director of City Development submitted a report which provided an overview regarding the preparation of the Site Allocations Plan (SAP) and update since the Scrutiny Board meeting of the 21<sup>st</sup> December 2016. The SAP is now at an advanced stage, having been through four stages of public consultation, with a fifth one on the Revised Submission Draft Plan scheduled

to take place between 15<sup>th</sup> January and 26<sup>th</sup> February 2018. The Development Plan Panel has provided oversight of the plan making process since 2012 and made recommendations at all the plan making stages which have subsequently been endorsed by the City Council's Executive Board and Full Council.

The following representatives were in attendance:

- David Feeney, Head of Strategic Planning
- Tim Hill, Chief Planning Officer
- Lois Pickering, Team Leader Local Plans

The key areas of discussion were:

- Clarity was sought regarding the mechanisms for members of the public to raise concerns. The board were advised that representation can be made through the public consultation process and directly to the Planning Inspector.
- Clarity was sought regarding the removal of green belt sites in the revised SAP due to suggested revised housing numbers referenced in the Governments consultation document. The Board were advised that the Council are reviewing the housing requirement and the Government housing number figure is out for consultation. The housing requirement figure cannot be changed through the SAP however the Core Strategy review is currently being undertaken and is due to be presented to Executive Board in February 2018.
- The Board acknowledged the need to adopt the SAP however the Governments interjection has caused uncertainty which the Board hope will be brought to a conclusion and quickly and as equitably as possible.

**RESOLVED** - The Scrutiny Board (Infrastructure and Investment) considered the information contained within the report and presented at the meeting.

## **60 Work Schedule**

The Head of Governance and Scrutiny Support submitted a report regarding the Board's work schedule for the 2017/18 municipal year.

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

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

Wednesday, 28 February 2018 at 10:30am  
(pre-meeting for all Board Members at 10.00am)

(The meeting concluded at 12.45pm)

**Report of the Head of Corporate Governance and Scrutiny Support, Director of City Development and West Yorkshire Combined Authority**

**Report to Scrutiny Board (Infrastructure and Investment)**

**Date: 28 February 2018**

**Subject: Advancing Bus Service Provision – Tracking of scrutiny recommendations/desired outcomes**

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 sets out the progress made in responding to the recommendations arising from the Scrutiny inquiry into Advancing Bus Service Provision.
2. Scrutiny Boards are encouraged to clearly identify desired outcomes linked to their recommendations to show the added value Scrutiny brings. As such, it is important for the Scrutiny Board to also consider whether its recommendations are still relevant in terms of achieving the associated desired outcomes.
3. The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. The Board will then be able to take further action as appropriate.

**Recommendations**

4. Members are asked to:
  - Agree those recommendations which no longer require monitoring;
  - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

## **1 Purpose of this report**

- 1.1 This report sets out the progress made in responding to the recommendations arising from the Scrutiny inquiry into Advancing Bus Service Provision

## **2 Background information**

- 2.1 An inquiry in to Advancing Bus Service Provision was undertaken by the Scrutiny Board (City Development) between January and October 2016. The scope of the inquiry and its findings where set out in the final report which was published in May 2017. In July 2017, the Scrutiny Board received a formal response to the recommendations arising from this review.
- 2.2 The Leeds Transport Strategy that was endorsed by Executive Board in December 2016 and has alongside the recent approval by the West Yorkshire Combined Authority of new transport and bus strategies provided the context for a balanced approach of meeting future demand for travel. This includes targeted strategic investments in the road and public transport predicated on the continuing improvement and management of the road network, which sit alongside the ambition for public transport and sustainable low emission/low carbon active travel modes playing a greater role in soaking up demand for travel in the future.
- 2.3 Since the completion of the inquiry sessions proposals for a Public Transport Investment Programme in Leeds have been prepared jointly by the City Council and West Yorkshire Combined Authority and were approved by the Government in April 2017 when an allocation of £173.5 million funding was made to the city.
- 2.4 Since the completion of the inquiry, the Bus Services Act received Royal Assent. This legislation confers new powers on WYCA as the statutory transport authority for the region to enter into formal partnerships with bus operators. The Act enables Mayoral authorities to progress franchising provisions. The extension of franchising powers to non-Mayoral authorities is subject to regulations made by the Secretary of State.

## **3 Main issues**

- 3.1 Scrutiny Boards are encouraged to clearly identify desired outcomes linked to their recommendations to show the added value Scrutiny brings. As such, it is important for the Scrutiny Board to also consider whether its recommendations are still relevant in terms of achieving the associated desired outcomes.
- 3.2 The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. The Board will then be able to take further action as appropriate.
- 3.3 This standard set of criteria is presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 3.4 To assist Members with this task, the Principal Scrutiny Adviser, in liaison with the Chair, has given a draft position status for each recommendation. The Board is asked to confirm whether these assessments are appropriate and to change them where they are not. Details of progress against each recommendation are set out within the table at Appendix 2.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Where internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of any such consultation will be referenced against the relevant recommendation within the table at Appendix 2.

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

4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced against the relevant recommendation within the table at Appendix 2.

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

4.3.1 The content of this report supports the Best Council Plan objectives for inclusive growth and the aims for an integrated transport strategy. The work also complements the shared transport priorities set out in the West Yorkshire Transport Strategy and Bus Strategy.

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

4.4.1 Details of any significant resource and financial implications linked to the Scrutiny recommendations will be referenced against the relevant recommendation within the table at Appendix 2.

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

4.5.1 This report does not contain any exempt or confidential information.

### **4.6 Risk Management**

4.6.1 This section is not relevant to this report.

## **5 Conclusions**

5.1 The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. This report sets out the progress made in responding to the recommendations arising from the Scrutiny inquiry into Advancing Bus Service Provision.

## **6 Recommendations**

6.1 Members are asked to:

- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

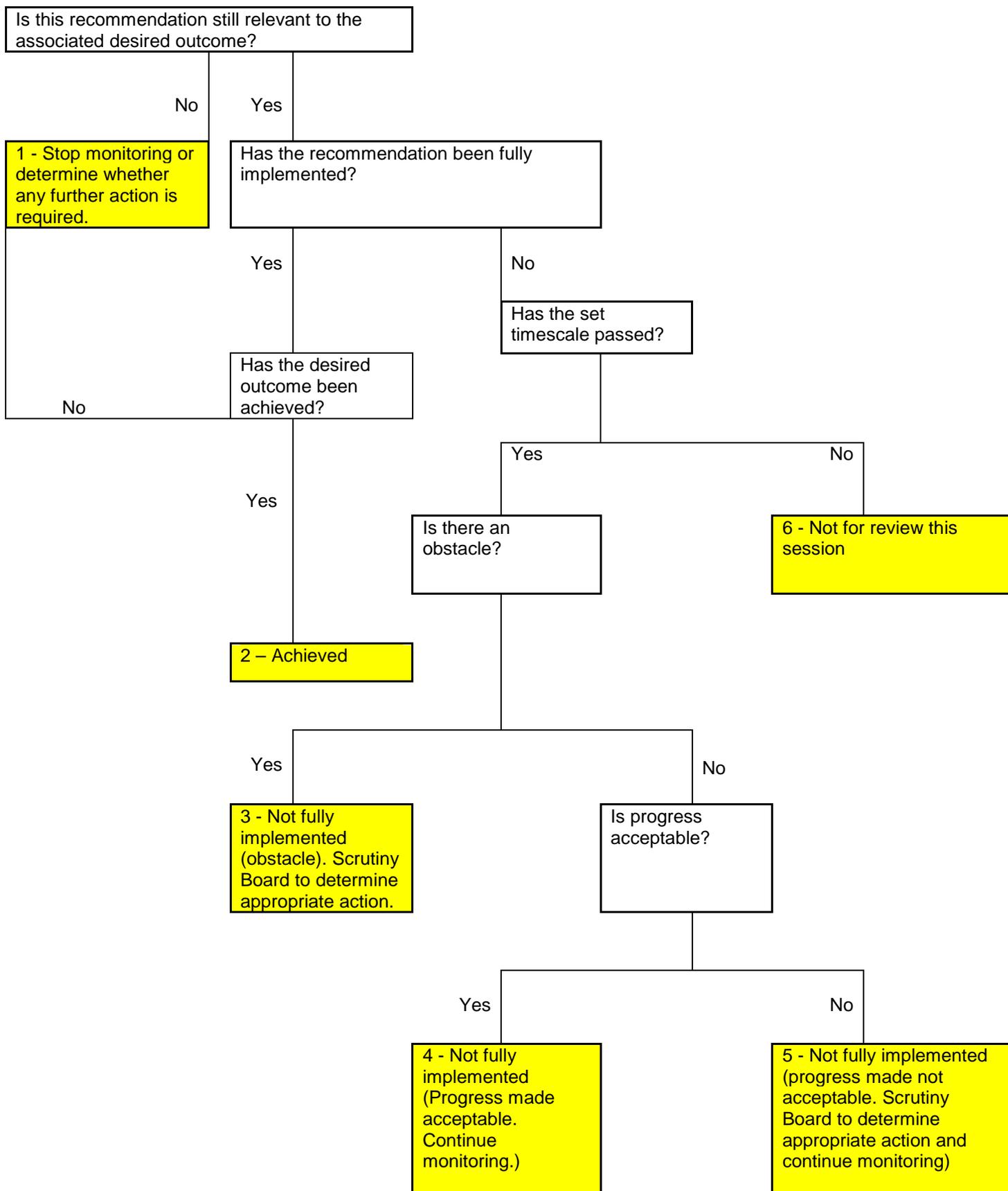
## **7 Background documents<sup>1</sup>**

7.1 None.

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

**Recommendation tracking flowchart and classifications:**  
**Questions to be considered by Scrutiny Boards**



Position Status Categories

- 1 - Stop monitoring or determine whether any further action is required
- 2 - Achieved
- 3 - Not fully implemented (Obstacle)
- 4 - Not fully implemented (Progress made acceptable. Continue monitoring)
- 5 - Not fully implemented (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

**Desired Outcome** – To improve bus services to the public through improved accountability and competition.

**Recommendation 1** – That the Director of Transport Services (WYCA) explores how existing legislation and powers recently provided in the Bus Services Act could be utilised:

- a) To enhance the responsiveness and accountability of bus operators to local communities.
- b) To open up the bus service market to new competitors and to promote competition in Leeds and the West Yorkshire region.

The findings and conclusions are to be reported to the Scrutiny Board (City Development) in the first quarter of 2018.

**Formal response (19 July 2017):**

The Directorate support this recommendation and will work with WYCA to form a detailed understanding on the provisions and opportunities offered by the Bus Services Act and due course the anticipated secondary legislation and regulations yet to be published. It recognised as WYCA have advised that there is a breadth of other pertinent legislation and legal powers including those related to accountability and competition.

**Current Position:**

The Bus Services Act 2017 was enacted in May 2017, it expands the range of powers available to directly elected mayors and local transport authorities (LTAs) in areas in England outside of London to improve local bus services. The Act provides the following options for LTAs to adapt its approach to local circumstances

- Franchising- where the LTA issues contracts with bus operators to provide services in the area. The Act provides mayoral LTAs with “London-style” powers to franchise local bus services, application for franchise powers by non-mayoral authorities will need to be made to the Secretary of State
- Partnership- joint arrangements between LTAs and bus operators. The Act develops the existing Quality Partnerships powers extending their scope to include matters such as fares and frequencies. Two new forms of formal partnership are established “Advanced Quality Partnership Schemes” and “Enhanced Partnerships Schemes”

The Bus Services Act also enables data about routes, fares and times across the country available to be openly available to app developers and further facilitates smart multi modal ticketing schemes. On 27 November, the Secretary of State issued guidance on the use of the powers contained in the Act.

The Combined Authority adopted its Bus Strategy 2040 in August 2017 which sets out a vision for the bus system and a target to grow bus patronage by 25% over the next ten years. In Leeds, The scale of investment in the bus offer through the £173.5m Leeds Public Transport Investment Programme has enabled the Council and Combined Authority to set ambitious targets to double bus patronage within 10 years supported. A programme of public engagement has been instigated on the first rounds of investment plans for this programme in a series events which will run into the summer period on key corridors, city centre gateways and in due course rail station and park and proposals. It is also anticipated that further rounds, yet to be scheduled, will develop further the plans for improving the infrastructure on the wider core bus network across the city. Further details around the Leeds Public Transport Investment Programme are provided in the Appendix to this paper.

Bus 18 is an informal partnership with bus operators seeking to deliver the first stage of the strategy. The success of this initiative will determine the most appropriate use of the powers in the Bus Services Act. The Combined Authority Transport Committee were advised of the guidance at its January 2018 meeting. A detailed assessment of the DfT guidance is underway and a paper will be presented to the Transport Committee later in 2018 setting out the options available to the Authority.

At the meeting Combined Authority and LCC Officers will provide a presentation update around the Bus Services Act, Bus 18 and the most recent Bus Patronage forecasts.

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome – To improve bus services by reacting to direct public feedback.**

**Recommendation 2** – That Director of Transport Services (WYCA) provides a report, in the first quarter of 2018, to the Scrutiny Board (City Development) on how the key areas to address, raised in the AECOM report, will be or have been, resolved through the West Yorkshire Bus Strategy and West Yorkshire Transport Strategy.

**Formal response (19 July 2017):**

The Directorate and WYCA support this recommendation. The AECOM report provides an analysis of the feedback obtained by WYCA during the consultation on its proposed bus strategy in 2016 and the authorities will work together to understand how the key areas of service quality and performance that have been identified can be addressed through joint collaborative working.

**Current Position:**

The AECOM report referred to was commissioned to review the consultation feedback gathered by the Combined Authority to inform the development of the Bus Strategy which was adopted in August 2017. The respondents to the consultation ranked in priority order the following elements of bus services as most important

- Quick, frequent and reliable
- An affordable offer with value for money at its heart
- High quality, consistent information fit for the 21st century
- A safe and pleasant customer experience before, during and after the journey
- An easily understood, integrated and stable network for West Yorkshire, that is

responsive to changing needs

- A modern, clean and accessible fleet that contributes to reducing transport's harmful emissions
- Simple, smart and integrated ticketing
- A clear identity that inspires passenger confidence

The Bus Strategy 2040 sets out the following vision

*To create a modern, integrated and innovative bus system, which puts customers first and contributes to the delivery of the economic, environmental and quality of life ambitions as set out in the Strategic Economic Plan and the West Yorkshire Transport Strategy.*

The Bus Strategy sets out actions in the following areas to address the feedback emerging from the Combined Authority's consultation analysed by AECOM;

- Your customer experience
- Your bus journey
- Paying for travel
- Planning your journey
- The environment
- Accessibility

The Bus 18 initiative was developed with bus operators to deliver immediate 'short term' actions to implement the Strategy and is explained fully in the response to Recommendation 7. These short term actions are aimed at making buses easier to use, enhancing the customer experience and supporting the need to improve emissions from buses. A focus on stimulating the use of the bus by young people has developed as a key element in addressing issues including affordability and customer expectations whilst supporting the viability of the City Region's bus service.

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome** – To support Bus Operators to improve bus punctuality and reliability, and to enable the Scrutiny Board to understand the wider congestion reduction strategy for Leeds.

**Recommendation 3** – That the Director of City Development provides the Scrutiny Board (City Development), with a report at a future meeting which outlines the congestion alleviation plan for Leeds, including identification of areas of the City that requires priority measures, the measures due to be implemented city wide and timescales for implementation.

**Formal response (19 July 2017):**

The Directorate support this recommendation. It is noted that the transport strategies and planning for both Leeds and West Yorkshire will set out the approach to delivering a balanced and long term strategy for the city and city region. In the immediate future work including data collection and analysis that is now being done to shape the detailed plans for the Leeds Public Transport Investment Programme as approved by the Executive Board in June will inform the future reporting to the scrutiny board.

**Current Position:**

A report to scrutiny board in November 2017 titled 'traffic congestion update and investment overview' set out the current position with regard to congestion in the city and the initiatives

being taken forward to address this.

The challenges of congestion have been an ever present for many years and that these can be most effectively dealt with by a broad based and balanced approach delivered by sustained and stable investment strategy. In the confined urban highway network where the environment, heritage and the needs of place and local communities play such a large part improvements are a complex mix of planning, design and long term strategy.

The Leeds Transport Strategy that was endorsed by Executive Board in December 2016 has alongside the recent approval by the West Yorkshire Combined Authority of new transport and bus strategies provided the context for a balanced approach of meeting future demand. This includes targeted strategic investments in the road and public transport predicated on the continuing improvement and management of the road network. Which sit alongside the ambition for public transport and sustainable low emission/low carbon active travel modes playing a greater role in soaking up demand for travel in the future.

**Position Status 2** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome** – To identify what measures have been taken to understand the barriers to bus usage from non-users, and the action that needs to be taken to persuade non-users to change their mode of transport to bus.

**Recommendation 4** – That Director of Transport Services (WYCA) and ABOWY provide the Scrutiny Board (City Development) with an update, in the first quarter of 2018, regarding the research into the barriers to bus travel for non-users, and the action to be taken to make bus travel a viable and more attractive mode of transport for non-users.

**Formal response (19 July 2017):**

The Directorate and WYCA support this recommendation for further collaborative work and reporting aimed at securing a better understanding of the propensity for the choice of bus travel and the measures that could make bus a mode of choice for a wider section of the travelling public. The importance of participation of all bus operators through ABOWY is recognised.

**Current Position:**

The Combined Authority commission an annual tracker survey into satisfaction with various aspects of travel and transport amongst users and non-users. These results are expected in March 2018. At this time, the Transport Focus annual Bus Passenger Survey results will be published. This annual survey includes an extensive local sample enabling year on year analysis at the City Region level. A specific update can be brought to the Scrutiny Board (Infrastructure and Investment) early in the new municipal year.

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome** – To ensure that air quality in the Leeds area is improving.

**Recommendation 5** – That Director of Transport Services (WYCA) and the Director of City Development, working in collaboration with Bus Operators, provide the Scrutiny Board (City Development) with an update at a future meeting on the implementation and impact of air quality improvement measures, outlined in the West Yorkshire Bus Strategy, Leeds Transport Strategy, and Bus 18 Programme objectives. (see recommendations 6,7&8)

**Formal response (19 July 2017):**

The Directorate support this recommendation noting the wider work underway within the city and with WYCA to address the air quality concerns arising from motor traffic, primarily diesel engines and the potential requirement for a Clean Air Zone. The informal Bus 18 partnership between ABOWY and WYCA includes a pledge by the bus industry to take action to address its impact on air quality within the region. Specific targets will be developed and agreed with the city's bus operators within the Leeds Public Transport Investment Programme.

**Current Position:**

The move towards a low emission bus fleet in Leeds is being accelerated through commitments from the major operators to invest in new low emission vehicles (minimum Euro 6) and will be accelerated further through the proposed Clean Air Zone (CAZ). In February 2018, WYCA and LCC were successful in receiving £4.2m from the DEFRA Clean Bus Technology Fund for the retrofitting of emission control technology on 231 buses operating in West Yorkshire (including 75 operating solely within Leeds).

Through a bidding process with operators, the technology will improve bus operator vehicle emission standards to ensure compliance with the proposed CAZ and will target emission reduction in several Air Quality Management Areas of West Yorkshire. There are also a number of initiative to exceed the euro 6 target including new ultra-low emission hybrid buses on the cities park & ride services this month and the introduction of electric buses on the no.5 city service in 2019.

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome** – To ensure that the proposals in the West Yorkshire Bus Strategy are implemented and successful outcomes are achieved in a timely manner.

**Recommendation 6** – With regard to the West Yorkshire Bus Strategy, that Director of Transport Services (WYCA) provides the Scrutiny Board (City Development) with an update, in the first quarter of 2018, which identifies progress in the implementation and delivery of the proposals outlined in the bus strategy.

**Formal response (19 July 2017):**

The Directorate and WYCA support this recommendation.

**Current Position:**

The first steps towards the delivery of the bus strategy are subsumed within the Bus 18 programme. Progress on Bus 18 is reported against recommendation 7 below.

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome** – To ensure that the promises in the Bus 18 Programme are implemented and successful outcomes are achieved in a timely manner.

**Recommendation 7** – With regard to the Bus 18 programme, that Director of Transport Services (WYCA), in collaboration with Bus Operators provides the Scrutiny Board (City Development) with an update in the first quarter of 2018, which identifies progress in the implementation of the pledges outlined in the programme. This report should also outline the impact and outcomes delivered by the Bus 18 programme.

**Formal response (19 July 2017):**

The Directorate support this recommendation noting that close working is taking place with WYCA in terms of the development of the Bus 18 programme and its relationship to the new additional investment being planned through the Leeds Public Transport Investment Programme. It will also be important to learn the lessons for the future from this shorter term programme as these materialise during 2018.

**Current Position:**

The Bus 18 initiative was formally launched in Bradford on 24 March 2017 when the Combined Authority and the bus operators made the following pledges to address issues which are important to passengers:

- **To make buses easy to use we will:**
- We will develop a simpler bus network with fewer changes, more reliable services, smarter information and more ways to pay in advance.
- **To reduce emissions**
- We will introduce more environmentally friendly buses with less emissions to improve air quality.
- **To improve customer satisfaction and passenger experience**
- We will agree a customer promise to increase satisfaction with bus travel and engage with young people to understand what is needed to make buses more useful to them.

The following progress was made in 2017 on the Bus 18 themes :

- **Ticketing-** a Day Saver smart carnet product and the MCard android app are now available
- **Network Stability** – an agreement has been made with bus operators to consult on major bus route changes and to limit changes to six times of the year
- **Young People-** engagement with Youth Parliaments
- **Air Quality** - buses in West Yorkshire now display an Eco Star star rating which identifies their environmental performance. Fleet replacement plans are being agreed with operators
- **Punctuality & Reliability** – a £1m programme of work to address bus “punctuality

hotspots” is now in progress

- **Customer Service** - any customers not happy with their bus journey can claim a free travel voucher from the major bus operators. Customers can call a taxi and claim the cost back from either First, Arriva or Transdev if their last bus doesn't arrive within 20 minutes of the scheduled time.
- **Information** – WYCA and bus operators have collaborated on a new design for bus stop information which is being rolled out from February 2018.

In November 2017 the Combined Authority Transport Committee adopted the following priorities for the Bus 18 initiative

- **Young People** – a strongly promoted, discounted “go anywhere” day ticket
- **Air Quality** – to maximise the funding opportunities provided by central government to facilitate low emission buses
- **Punctuality & Reliability** – a strong focus on punctuality and reliability with clear visibility of performance against targets
- **Customer Confidence** – a campaign to increase public awareness of the recent investment in buses and the steps taken to increase patronage

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome** – To ensure that investment and proposals in the Bus element of the Leeds Transport Strategy are implemented and successful outcomes are achieved in a timely manner.

**Recommendation 8** – With regard to the investment in bus travel defined in the Leeds Transport Strategy, that the Director of City Development and Director of Transport Services (WYCA) provides the Scrutiny Board (City Development) with:

- a) An update at a future meeting which identifies progress in the £180m investment in bus travel in Leeds.
- b) An update at a future meeting which identifies the outcomes that have been delivered through this investment and the impact of that investment.
- c) An overview of the delivery plan for bus priority measures across Leeds and how this complements the delivery of improvement plans specified by Bus Operators/ABOWY.

**Formal response (19 July 2017):**

The Directorate and the Combined Authority support this recommendation noting that the combined figure for funding incorporating Department for Transport funding, Leeds City Council and WYCA contributions is £183 million. Complementary third party investments including from the bus operators, rail industry, planning and development is expected to ultimately achieve a final gross transport investment of circa £275 million from this programme.

**Current Position:**

The public transport investment programme is being developed to compliment the Bus 18 programme, West Yorkshire Bus Strategy and Leeds Transport Strategy. The first completed scheme to aid egress from Leeds bus station on St. Peters Street has been completed.

A first phase of consultation on 4 key radial corridors will be carried out in Feb/March 2018 with implementation planned in phases over 2019-2021.

Preparation of planning applications is underway for Stourton Park & Ride and a further extension of Elland Road.

Development work is ongoing for the city centre gateways within the context of other major city centre proposals, such as Leeds Station and South Bank, to be consulted on in summer 2018

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome** – To ensure that all options defined in the Bus Services Act 2017 to support bus service improvement are fully explored and understood.

**Recommendation 9** – That Director of Transport Services (WYCA) and the Director of City Development fully investigate the elements of the Bus Services Act regarding:

- a) The implementation of partnership arrangements with robust governance and accountability provision.
- b) The requirements for gaining Secretary of State approval for the implementation of bus franchising in Leeds and West Yorkshire.

The analysis, options and methodology for implementation to be reported in the first quarter of 2018 to the Scrutiny Board (City Development).

**Formal response (19 July 2017):**

The Directorate support the principle of this recommendation noting as stated with respect to the Recommendation 1 response that achieving full appreciation may be contingent on the further information that will be required from government to fully understand the options provided by the Bus Services Act. As stated in 3.5 above the requirements for gaining the Secretary of State's approval for the implementation of bus franchising in the region may not be known by the first quarter of 2018.

**Current Position:**

On 27 November 2017, the Secretary of State issued guidance on the use of the powers contained in the Bus Services Act. The Combined Authority Transport Committee were advised of the guidance at its January 2018 meeting. A detailed assessment of the DfT guidance is underway and a paper will be presented to the Transport Committee later in 2018 setting out the options available to the Authority.

The Act provides mayoral LTAs direct access to powers to franchise local bus services. The Combined Authority is not a mayoral authority and would need to make application to the Secretary of State should it seek to progress towards franchising. The details of the process and criteria to be adopted by the Secretary of State are awaited.

In addition, at the meeting Combined Authority and City Council officers will provide a presentation update around the Bus Services Act, Bus 18 and most recent Bus Patronage forecasts.

Responding to the new powers available through the Bus Services Act, the January 2018 meeting of Council resolved its support for the achievement of a “modern, responsive and attractive rail and bus networks demand their operators are properly accountable to the passengers and communities they serve In welcoming the “the commitment from the Secretary of State for Transport calling for councils to consider putting forward proposals for bus franchising arrangements in their areas” Council further requested that “the Chief Executive works with the council’s partners to develop proposals as soon as possible for bus franchising in Leeds to present to the Secretary of State”.

**Position Status 4** *This is to be formally agreed by the Scrutiny Board*

# Transforming our bus network



**We're passionate about getting our transport system right for everyone who lives in, works in or visits Leeds. →**

For more information on all the work Leeds City Council is undertaking as part of the wider Connecting Leeds strategy, please visit [www.leeds.gov.uk/connectingleeds](http://www.leeds.gov.uk/connectingleeds)

**Our vision for Leeds is a world-class city that allows for seamless travel not just within the city but regionally, nationally and internationally.**

A city that is prosperous, healthy and enjoyable for everyone, however they choose to get around.

The unprecedented transport conversation which began in 2016 told us very clearly what people wanted – a range of meaningful improvements delivered as soon as possible to help make our transport network better along with better public transport as an alternative to a reliance on using cars.

More people using public transport would reduce traffic congestion and air pollution, encouraging people to walk, cycle and generally be more active. So we are now working with our partners on how best to deliver what the people of Leeds told us they want.

The next stage of the conversation is about how we can best redesign key transport routes in the city to allow more effective travel and in particular making our bus network as fast, reliable and efficient as possible.

We want to know your thoughts on what we have in mind, so please read the details in this leaflet and then get involved. Join the conversation and help us make the future of transport in Leeds the best it can be.



**Cllr Richard Lewis**  
Executive Member for Regeneration,  
Transport and Planning, Leeds City Council



Join the conversation  
#ConnectingLeeds

# Continuing the Transport Conversation

In 2016 we started a conversation with the people of Leeds about the future of transport in the city. We had more than 8,000 responses, with a clear message that you want to see improvements to public transport.

You told us what your issues are and what you'd like us to change.

Your views helped us shape the vision for the city's transport strategy, which led to the development of the **Connecting Leeds** vision.

Improving our bus network is an important part of that strategy.

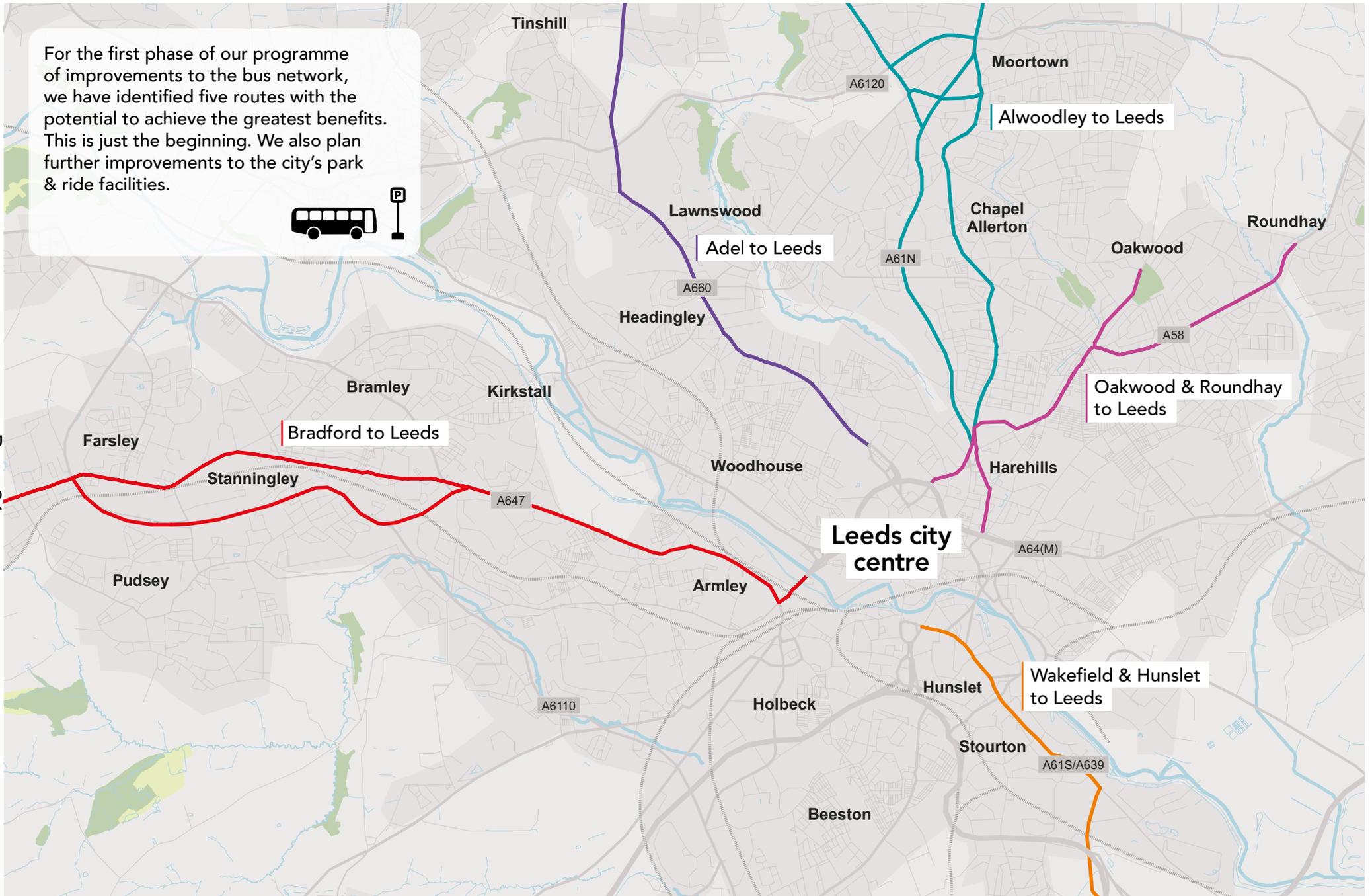
Buses are the most used form of public transport in Leeds.

A third of Leeds households have no car, and 15% of the city's working residents travel to work by bus (compared with less than 5% who use the train). That means buses are a vital link between people and jobs, education, training, shopping and health services.

And if we are to reduce congestion and improve air quality we need to increase the number of people choosing to take the bus.

Creating a high quality bus network that will achieve those aims requires significant investment. If we are successful, more passengers will enable operators to invest more in new and better services, ensuring continual improvements that will benefit everyone.

For the first phase of our programme of improvements to the bus network, we have identified five routes with the potential to achieve the greatest benefits. This is just the beginning. We also plan further improvements to the city's park & ride facilities.



# Improving our bus network will mean we can:



Reduce bus journey times and make the services more reliable



Enable more people to benefit from park & ride facilities



Offer a fleet of new, low emission state-of-the-art buses with WiFi, leather seats and much more



Help people make more productive use of their time



Improve air quality and reduce carbon emissions



Make the roads safer for cyclists and pedestrians

# Improvements to the city centre will result in:



Better bus stops and waiting facilities, with more information about bus services



Improved connections between bus and rail services



More attractive streets to make the city more prosperous



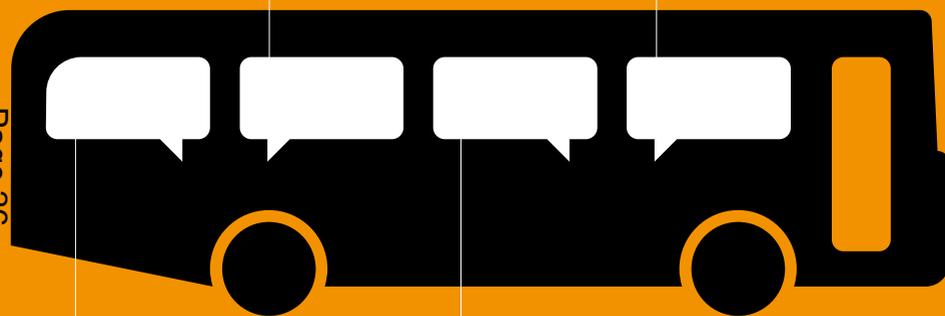
Less congestion, making it easier to get to work, or college

# Get involved in the conversation #ConnectingLeeds

"A bus lane  
would help  
speed up  
journeys"

"It's frustrating when  
buses aren't on time"

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"A park & ride  
would be great"

"Cyclists should  
have their own lane"

In March 2018 we're hosting a series of public events to continue our conversation around Connecting Leeds and to discuss plans for three of the key bus routes we've identified.

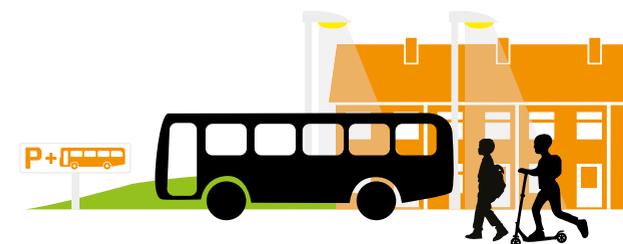
A second phase of events will be held in June 2018 to discuss the Wakefield & Hunslet to Leeds route and the Adel to Leeds via Headingley route, together with the city centre improvements.

We don't just want your feedback on the opportunities we have identified, we also want to hear your thoughts and understand your feelings. What are the key issues to you as a bus user, car user, cyclist, pedestrian, business owner or local resident.

➔ **Details of all the March events** – and how you can give us your opinions – can be found on the back page. We will be releasing details of the June events nearer the time. To find out more about our proposals and have your say, visit [www.leeds.gov.uk/connectingleeds](http://www.leeds.gov.uk/connectingleeds).

If you have any questions, would like to receive more information by post, or would like a large print or braille copy of this leaflet, please contact us.

[connectingleeds@leeds.gov.uk](mailto:connectingleeds@leeds.gov.uk)  
0113 395 6300



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## We want your views

# Come and join us at any of the following 2018 events

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Date	Time	Venue
<b>Alwoodley to Leeds</b> <i>via Moortown, Chapel Allerton and Chapeltown</i>		
Tues 6th Mar	5pm-8pm	West Indian Community Centre
Thurs 8th Mar	5pm-8pm	Moortown Baptist Church
Sat 10th Mar	10am-1pm	Reginald Centre, 263 Chapeltown Road

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<b>Oakwood &amp; Roundhay to Leeds</b> <i>via Harehills, Sheepscar and St James's Hospital</i>		
Mon 12th Mar	5pm-8pm	St Aidan's Church, Roundhay Road
Sat 17th Mar	10am-2pm	Oakwood Church, Springwood Road

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<b>Bradford to Leeds</b> <i>via Stanningley, Bramley and Armley</i>		
Mon 19th Mar	5pm-8pm	Armley Leisure Centre
Wed 21st Mar	5pm-8pm	Bramley Community Centre
Sat 24th Mar	11am-2pm	St James Parish Hall, Galloway Lane (Pudsey)

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Details of our June events on the Wakefield & Hunslet to Leeds route and the Adel to Leeds via Headingley route, together with our events on the city centre, will be released nearer the time.

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**Report of Head of Governance and Scrutiny Support**

**Report to Scrutiny Board (Infrastructure and Investment)**

**Date: 28 February 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 The purpose of this report is to consider the Scrutiny Board’s work schedule for the remainder of the current municipal year.

**2 Main issues**

2.1 At its initial meeting in June 2017, the Scrutiny Board discussed a range of matters for possible inclusion within the overall work schedule for 2017/18. The areas discussed included a range of matters which were then used to help formulate an outline work schedule.

2.2 The latest iteration of the work schedule is attached as Appendix 1 for consideration and agreement of the Scrutiny Board – subject to any identified and agreed amendments.

2.3 Executive Board minutes from the meeting held on 7 February 2018 are also attached as Appendix 2. The Scrutiny Board is asked to consider and note the Executive Board minutes, insofar as they relate to the remit of the Scrutiny Board; and identify any matter where specific scrutiny activity may be warranted, and therefore subsequently incorporated into the work schedule.

Developing the work schedule

2.4 The work schedule should not be considered a fixed and rigid schedule, it should be recognised as something that can be adapted and changed to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.

- 2.5 However, when considering any developments and/or modifications to the work schedule, effort should be undertaken to:
- Avoid unnecessary duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue.
  - Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
  - Avoid pure “information items” except where that information is being received as part of a policy/scrutiny review.
  - Seek advice about available resources and relevant timings, taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place.
  - Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.
- 2.6 In addition, in order to deliver the work schedule, the Board may need to take a flexible approach and undertake activities outside the formal schedule of meetings – such as working groups and site visits, where deemed appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

#### Developments since the previous Scrutiny Board meeting

- 2.7 At the meeting of the 7<sup>th</sup> February 2018 the Executive Board considered the Core Strategy Select Review. At this meeting the Executive Board resolved that ‘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’. The scheduling of this will be approximately June 2018, in the next municipal year.

### **3. Recommendations**

- 3.1 Members are asked to consider the matters outlined in this report and agree (or amend) the overall work schedule (as presented at Appendix 1) as the basis for the Board’s work for the remainder of 2017/18.

### **4. Background papers<sup>1</sup>**

- 4.1 None used

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

## Scrutiny Board (Infrastructure and Investment) Work Schedule for 2017/2018 Municipal Year

December	January	February
<b>Meeting Agenda for 20 December 2017 at 10.30 am.</b>	<b>Meeting Agenda for 24 January at 10.30 am.</b>	<b>Meeting Agenda for 28 February at 10.30 am.</b>
Inquiry Session 5 – Sustainable Development (PSR)  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)	Digital Inclusion – Recommendation Tracking (RT)  KSI – Road Safety Review (PM)  Site Allocation Plan (PDS)	Advancing Bus Service Provision Inquiry – comprehensive progress review (RT)
<b>Working Group Meetings</b>		
	Sustainable Development Inquiry (PSR) 09/01/18 @ 11.00am	
<b>Site Visits</b>		

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### 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 (Infrastructure and Investment) Work Schedule for 2017/2018 Municipal Year

March	April	May
<b>Meeting Agenda for 21 March at 10.30 am</b>	<b>No Scrutiny Board meeting scheduled.</b>	<b>No Scrutiny Board meeting scheduled.</b>
Sustainable Development – Agree Final Inquiry Report (PSR)  Local Flood Risk Management Strategy – Annual Review (PM)  Housing Mix Inquiry – Recommendation Tracking (RT)		
<b>Working Group Meetings</b>		
<b>Site Visits</b>		

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**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, S Golton,  
R Charlwood, D Coupar, R Lewis, J Lewis,  
L Mulherin, M Rafique and L Yeadon

Apologies Councillor

### 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

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

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 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 13<sup>th</sup> December 2017 be approved as a correct record.

**REGENERATION, TRANSPORT AND PLANNING**

**131 Core Strategy Selective Review (Publication Draft)**

Further to Minute No. 147, 8<sup>th</sup> 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, 18<sup>th</sup> 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, 21<sup>st</sup> 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, 21<sup>st</sup> 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, 22<sup>nd</sup> 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.

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

- (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 3<sup>rd</sup> 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, 8<sup>th</sup> 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), 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)

### **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, 21<sup>st</sup> 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 (ofo) 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 (ofo), 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, 9<sup>TH</sup> FEBRUARY 2018

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

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