

SCRUTINY BOARD (ENVIRONMENT, HOUSING AND COMMUNITIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 26th July, 2018 at 10.00 am

(A pre-meeting will take place for ALL Members of the Board at 9:45 a.m.)

MEMBERSHIP

Councillors

J Akhtar	-	Little London and Woodhouse;
B Anderson (Chair)	-	Adel and Wharfedale;
J Bentley	-	Weetwood;
H Bithell	-	Kirkstall;
A Blackburn	-	Farnley and Wortley;
D Collins	-	Horsforth;
A Gabriel	-	Beeston and Holbeck;
P Grahame	-	Cross Gates and Whinmoor;
P Gruen	-	Cross Gates and Whinmoor;
M Harland	-	Kippax and Methley;
A Khan	-	Burmantofts and Richmond Hill;
S McCormack	-	Garforth and Swillington;
P Truswell	-	Middleton Park;
G Wilkinson	-	Wetherby;

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

Principal Scrutiny Adviser:
Sandra Pentelow
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A G E N D A

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

3

LATE ITEMS

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

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

4

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

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

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notification of substitutes.

6

MINUTES - 28 JUNE 2018

1 - 6

To approve as a correct record the minutes of the meeting held on 28 June 2018.

7

TENANT SCRUTINY BOARD INQUIRY INTO THE ANTI-SOCIAL BEHAVIOUR SERVICE - FINAL REPORT AND RESPONSE TO RECOMMENDATIONS

7 - 38

To consider the report of the Head of Governance and Scrutiny Support and the appended Tenant Scrutiny Board inquiry report into the Anti-Social Behaviour Service.

8

DRAFT SAFER LEEDS COMMUNITY SAFETY STRATEGY (2018-2021)

39 - 68

To consider the report of the Director of Environment and Communities which outlines the draft Safer Leeds 'Community Safety Strategy' (2018-21) for consideration by the Scrutiny Board

9		<p>IMPROVING AIR QUALITY IN LEEDS</p> <p>To consider the report of the Head of Governance and Scrutiny Support and the appended Executive Board report of the Director of Resources and Housing, Director of City Development, Director of Communities and Environment and Director of Public Health dated 27 June 2018.</p>	69 - 112
10		<p>KERBSIDE COLLECTIONS OF DOMESTIC WASTE</p> <p>To consider the report of the Head of Governance and Scrutiny Support, and the report of the Chief Officer Environmental Services which provides information relating to kerbside collections of domestic waste and provides guidance regarding the scope of work for further review or inquiry.</p>	113 - 124
11		<p>WORK SCHEDULE</p> <p>To consider the Scrutiny Board's work schedule for the 2018/19 municipal year.</p>	125 - 152
12		<p>DATE AND TIME OF NEXT MEETING</p> <p>Wednesday 3 October 2018 at 10:30am (pre meeting for all Board Members at 10:00am)</p>	

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.

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SCRUTINY BOARD (ENVIRONMENT, HOUSING AND COMMUNITIES)

THURSDAY, 28TH JUNE, 2018

PRESENT: Councillor B Anderson in the Chair

Councillors J Akhtar, J Bentley,
A Blackburn, D Collins, A Gabriel,
P Grahame, R Grahame, P Gruen, A Khan,
J Lennox, S McCormack, R. Stephenson
and P Truswell

- 1 Appeals Against Refusal of Inspection of Documents**
There were no appeals against the refusal of inspection of documents.
- 2 Exempt Information - Possible Exclusion of the Press and Public**
The agenda contained no exempt information.
- 3 Late Items**
No formal late items of business were added to the agenda. However the Board was in receipt of a letter from Councillor K Ritchie, Chair of the Corporate Governance and Audit Committee, seeking to refer the use of powers by the Authority under the Regulation of Investigatory Powers Act 2000 in respect of work undertaken by Environmental Action as a matter for the Board to consider for scrutiny (Minute 10 refers).
- 4 Declaration of Disclosable Pecuniary Interests**
No declarations of disclosable pecuniary interests were made.
- 5 Apologies for Absence and Notification of Substitutes**
Apologies for absence were received from Councillors Knight, Ragan and Wilkinson. Councillors Lennox, R Grahame and Stephenson attended the meeting as their substitutes.
- 6 Minutes - 12 March 2018**
RESOLVED – That the minutes of the meeting held 12th March 2018 be agreed as a correct record.
- 7 Scrutiny Board Terms of Reference**
The report of the Head of Governance and Scrutiny Support presented the terms of reference for the Environment, Housing and Communities Scrutiny Board for Members' information.
RESOLVED – To note the contents of the report and Terms of Reference.
- 8 Crime and Disorder Scrutiny**
The report of the Head of Governance and Scrutiny Support informed the Board of its role as the Council's Crime and Disorder Committee and included

the Protocol between Scrutiny and the Community Safety Partnership in Leeds.

The report also included the 'Principles for Engagement' document developed by the West Yorkshire Police and Crime Panel in liaison with the five local Crime and Disorder Scrutiny Committees.

During discussions, the Board noted two key issues – an overall strategy to tackle drug abuse on the city's estates and traffic policing resources – as matters to consider for further scrutiny.

RESOLVED –

- (a) To note the joint protocol between Scrutiny and the local Community Safety Partnership
- (b) To note the Principles for Engagement document in relation to West Yorkshire Police and Crime Panel and the Local Crime and Disorder Scrutiny Committees

9 Co-opted Members

The report of the Head of Governance and Scrutiny Support sought the Board's formal consideration for the appointment of co-opted members.

The Board was informed that they could appoint the following:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of the Council; and/or
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

RESOLVED – The Board agreed to consider the appointment of co-opted members on an ad-hoc basis for any inquiries where it was deemed appropriate.

10 Sources of Work for the Scrutiny Board

The report of the Head of Governance and Scrutiny Support provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

The following documents were appended to the report:

- Vision for Scrutiny at Leeds
- Best Council Plan 2018/19 – 2020/21
- Draft Inclusive Growth Strategy
- Request for scrutiny signed by Councillors M Dobson, P Wadsworth and M Robinson regarding Refuse Collection
- Request for scrutiny from the Chair of the Corporate Governance and Audit Committee in respect of the Authority's use of powers under the Regulation of Investigatory Powers Act 2000 for Environmental Protection.

The following were in attendance for this item and were invited to share their views around potential areas of work for the Scrutiny Board this year:

- Councillor Mohammed Rafique, Executive Member for Environment and Active Lifestyles
- Councillor Debra Coupar, Executive Member for Communities
- Neil Evans, Director of Resources and Housing
- Jill Wildman, Chief Officer, Housing Management
- Nehim Mehmood-Khan – Head of responsive Repairs, Voids & Property Management
- Lee Hemsworth, Chief Officer, Customer Access & Welfare
- Shaid Mahmood, Chief Officer, Communities
- Helen Freeman, Chief Officer, Environmental Action
- John Woolmer, Deputy Chief Officer, Waste Management
- Supt. Sam Millar, Safer Leeds Partnership
- John Mulcahy, Head of Elections, Licensing & Registration
- Neil Charlesworth, Principal Asset Management Officer

In summary the following key areas were identified for the Boards consideration:

- Addressing poor quality housing in the Private Rented Sector in Leeds and Selective Licensing.
- Delivery of Council House Growth
- Priority Neighbourhoods
- Update on migration and in particular citizens' rights in the future
- Early assessment of the work of the Street Intervention Team
- Anti-Social Behaviour, including an update from the Tenant Scrutiny Board into their recent Anti-Social Behaviour inquiry. Anti-Social behaviour due to Drug and Alcohol abuse.
- Road safety and the impact of the centralised WYP road traffic function
- Scrutiny of the refreshed Safer Leeds Strategy
- Scrutiny of the waste management to support the emerging strategy (including the environmental enforcement policies)
- A review of service from housing repairs providers
- Air Quality and the Clean Air Zone
- The Councils response to benefit system changes and the implementation of Universal Credit
- Food Poverty and the provision of free food across Leeds
- The provision of information and specialist advice across the city
- An update on the Managed Zone in early 2019

In addition to identifying matters for scrutiny, it was agreed that information on the following matters would be sent directly to Members of the Board:

- Temporary accommodation – the location and number of units in the city and management details
- Miscellaneous properties and proposals for their maintenance, to identify the number and location in the city and provide management details

Finally, in response to a Councillor Call-For-Action request from Councillor R Grahame for support to ensure responsible authorities and partners tackle rising crime and disorder and anti-social behaviour issues in the East End Park area of the city; it was noted that the Executive Member, Communities, would facilitate discussions between local ward Councillors and all relevant agencies.

RESOLVED – That the report and discussions be noted and used to help inform the Board’s work schedule for the forthcoming municipal year.

11 Performance Report

The joint report of the Directors of Resources & Housing and Communities & Environment provided Members with a summary of performance against the strategic priorities for the Council and city and other performance areas relevant to the work of the Board.

The following were in attendance for this item to respond to questions from the Scrutiny Board:

- Councillor Mohammed Rafique, Executive Member for Environment and Active Lifestyles
- Councillor Debra Coupar, Executive Member for Communities
- Jill Wildman, Chief Officer, Housing Management
- Nehim Mehmood-Khan – Head of responsive Repairs, Voids & Property Management
- Lee Hemsworth, Chief Officer, Customer Access & Welfare
- Shaid Mahmood, Chief Officer, Communities
- Helen Freeman, Chief Officer, Environmental Action
- John Woolmer, Deputy Chief Officer, Waste Management
- Supt. Sam Millar, Safer Leeds Partnership
- John Mulcahy, Head of Elections, Licensing & Registration
- Neil Charlesworth, Principal Asset Management Officer

The following was discussed:

- The intention for an update on Welfare Rights to be presented to the Board early 2019 dependant on roll out.
- Community Safety performance and the potential for more detailed information in the next performance report.

RESOLVED -

- a) To note the most recent performance information contained within the report and Appendices 1 – 3 and the issues which have been highlighted.
- b) To note that Appendix 1 contained a new dashboard format for Housing indicators which was still in development.

12 Financial Health

The report of the Head of Governance and Scrutiny Support provided information with regard to the financial health for areas aligned with the Boards terms of reference. The report included the Financial Performance – Outturn Financial year ended 31st March 2018 and the Financial Monitoring Report 2018/19 Month 2 (May 2018) reports which had been considered by Executive Board on 27th June 2018.

The Board noted the information related to budget provision and actual spend, and that Appendix 1 was amended to reflect information relevant to this Scrutiny Board only.

The following representatives from financial management attended the meeting to present the budget reports and address any queries from the Board:

- Michael Everitt, Head of Finance
- Bhupinder Chana, Head of Finance, Technical.

The Board noted comments made regarding staffing savings made within the Communities and Environment Directorate during 2017/18 and a concern was raised regarding the impact of this in the Community Safety service area.

RESOLVED - To note the financial report for 2018/19 and the outturn summary for the financial year 2017/18.

13 Work Schedule

The report of the Head of Governance and Scrutiny Support presented the draft work schedule for the forthcoming municipal year. This included the traditional items of Scrutiny work which involves performance monitoring, recommendation tracking and Budget and Policy Framework Plans.

RESOLVED –

- a) To note and approve the work items already identified within the work schedule
- b) Having reflected on the information presented at the meeting where the Board identified potential areas for Scrutiny for the forthcoming municipal year, it was noted that the Principal Scrutiny Adviser would work with the Chair to incorporate those areas of work into the Board's work schedule for the forthcoming year.

14 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Thursday 26th July 2018 at 10.30 am (with a pre-meeting for all Board members at 10.00 am)

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Report of Head of Governance and Scrutiny Support

Report to: Scrutiny Board (Environment, Housing and Communities)

Date: 26 July 2018

Subject: Tenant Scrutiny Board Inquiry into the Anti Social Behaviour Service – Final Report and Response to Recommendations

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

Purpose of this report

1. In April 2018 Tenant Scrutiny Board concluded their inquiry into the Anti-Social Behaviour Service. Terms of reference for this inquiry were agreed on 11th October 2017 and the inquiry was conducted over six formal evidence gathering sessions which took place between October 2017 and March 2018.
2. A copy of the inquiry report setting out its conclusions and recommendations is attached as appendix 1 for information. The Chair of the Tenant Scrutiny Board is invited to formally present this report during today's meeting.
3. The Scrutiny Board (Environment, Housing and Communities) is also provided with the formal response to the inquiry (appendix 2) and the minutes of the meeting of the Tenant Scrutiny Board 22 June 2018 (appendix 3), at which the response was considered.

Recommendations

4. Members are asked to acknowledge the findings and recommendations arising from the Tenant Scrutiny Board Inquiry into the Anti-Social Behaviour Service, and the response to the recommendations made.

Background documents¹

5. None used.

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

**Anti-Social Behaviour Service
Tenant Scrutiny Board Inquiry
April 2018**



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Desired Outcomes and Recommendations

Desired Outcome – Improve customer satisfaction

Recommendation 1 – That the Anti-Social Behaviour team carry out an initiative such as a 'Noise Action Week' to provide a wide range of information about noise, around prevention in the first place and how to deal with this if it does occur.

Desired Outcome – Increased service improvements, efficiencies and opportunities for savings

Recommendation 2 – That the Board support the implementation of a new computer system for Anti-Social Behaviour cases and that the Board are kept informed of the implementation of this.

Desired Outcome – A consistent approach to the link up of CCTV cameras

Recommendation 3 – The Council look at their current plans and consider in certain circumstances to use rooftop signals to provide centrally linked up CCTV quicker – but with a longer term objective of moving over to fibre.

Desired Outcome – Customers are clear as to what CCTV pictures can and cannot be used for

Recommendation 4 – That the Council make available a clear code of practice around the sharing of CCTV camera pictures to members of the public.

Desired Outcome – Staff are equipped with the most up to date knowledge to support their role

Recommendation 5 – That the Council agree, as a matter of priority, their approach to carrying out future training with staff, especially in regard to the new IT system which will be implemented in the future.

Desired Outcome – Reassure customers of the service the Council provides

Recommendation 6 – That the Council consider providing information that reporting Hate Crime does not affect an asylum case which may be ongoing.

Desired Outcome – Reassure customers of the service the Council provides

Recommendation 7 – That the Council consider providing information that reporting Domestic Violence can be done with confidence.



Desired Outcomes and Recommendations

Desired Outcome – Confidence that all is being done on long term ASB cases

Recommendation 8 – That the Council consider introducing a form of audit of ASB cases which have been ongoing for a period of time.

Desired Outcome – Improve customer satisfaction

Recommendation 9 – That the Council consider looking at the survey being used and identify if dissatisfaction is more predominant in Housing Officer cases or Anti-Social Behaviour Team cases.

Desired Outcome – Customers are aware of all the different types of services available to resolve their complaint

Recommendation 10 – That the Council provide more information around the Mediation Service, and more importantly the benefits to this in potentially resolving complaints between parties.



Introduction and Scope

Introduction

1. This is our fourth Inquiry report since the amalgamation of the scrutiny panels previously established under the three ALMOs.
2. Our first Inquiry report looked at Annual Home Visits. The second report focused on Environment of Estates. The third was around the responsive repairs service in East Leeds, provided by Leeds Building Services. This report focuses on the Anti-Social Behaviour Service.
3. This inquiry has been a complex one, especially in comparison to the previous inquiries the Board has carried out. The number of agencies and parties, alongside the large variety of case types which the team have to deal with means this area of work is not easy to recommend improvements to.
4. Co-ordination of services and agencies
5. Developing and delivering standards
6. Performance measuring
7. Customer satisfaction
5. The Inquiry was conducted over six formal evidence gathering sessions which took place between October 2017 and March 2018.
6. The Board also conducted a survey with involved residents and tenant groups.
7. The Board would like to thank all those involved in this Inquiry. A full list of those who participated is detailed at the end of this report.

Scope of the Inquiry

4. The Board chose this topic as there was compelling performance evidence and feedback from key stakeholders that indicated there was a need to improve performance and service for tenants.
5. The Terms of Reference for this Inquiry were agreed on 11th October 2017 when it was concluded that the purpose of the Inquiry would be to make an assessment of and, where appropriate, make recommendations on the following areas:
 - Current policies and processes
 - Consultation with tenants (questionnaire)



Conclusions and Recommendations

Noise Nuisance

1. The Board noted from their evidence gathering throughout the inquiry, that the largest type of Anti-Social Behaviour cases are around noise and that this complaint makes up around 50% of the workload.
2. The Board appreciate that there are a number of factors which can cause this complaint, from lifestyle, flooring and property construction type.
3. Evidence suggested that some noise, especially in blocks of flats was caused due to children running around above and that this is becoming more prevalent, given the shortage of stock the Council has not got the ability to rehouse families in other types of property.
4. It should be noted that the Board support the Council's initiative to have some blocks in the City identified as 'Family Friendly'.
5. The Council have a difficult task in dealing with noise, but the Board felt that there was more emphasis on dealing with the problem once it had happened, rather than trying to prevent it occurring in the first place.
6. The Board were also informed that there is often a number of weeks wait before noise equipment can be installed, and the Board were told this can't always be used in some cases because it would not be possible to identify the source of the noise.
7. The Board therefore recommends that the Council look towards carrying out a 'Noise Action Week' which could

highlight what things can cause noise, in an educational format. The Board believe it would be appropriate to involve partners in this week, such as local housing offices.

8. This measure could potentially cause an increase in number of noise complaints as any such initiative would, but it may have longer term benefits of informing tenants of the ways their lifestyle may be having an impact on their neighbours which they were otherwise unaware of. It is important that the name of the week is considered, and has a positive stance, because the image which needs to be portrayed is that the Council want to deal with noise nuisance when it does happen but and also prevent it.

Recommendation 1 – That the Anti-Social Behaviour team carry out an initiative such as a 'Noise Action Awareness Week' to provide a wide range of information about noise, around prevention in the first place and how to deal with this if it does occur.

IT Systems

9. It has been a theme during all the Boards investigations that the IT systems which are used are not always positively received by those using them.
10. However, the Board were informed during their evidence gathering about the introduction of a new Housing Management system, which as part of it contains a module for Anti-Social Behaviour case monitoring.
11. This will replace the current system being used, which was reported by officers as



Conclusions and Recommendations

being 'clunky' and not user friendly. An example of this being that template letters which are in the system cannot be easily changed to be more bespoke to a particular case. This has an impact on the time taken to carry out general administration of a case.

12. The Board were also advised that the current systems do not easily identify whether a property is Council or privately owned.
13. The Board are supportive of any measure which will make Officers work easier and more efficient, and appreciate there will always be issues faced when introducing a new IT system into an organisation.

Recommendation 2 – That the Board support the implementation of a new computer system for Anti-Social Behaviour cases. The Board request future updates around the benefits of integration of this system to other Council systems and that the system is providing benefits to ASB Case Officers and the Board are kept informed of the implementation of this.

CCTV

14. The Board support the view that CCTV should be an effective tool for supporting with Anti-Social Behaviour case evidence.
15. However, the Board were informed that there currently isn't a consistent approach to CCTV across the City, and this has been due to how systems have been installed in the past.

16. Because of this, the Board were informed that there is a programme ongoing to make this consistent across the City and that all areas are linked centrally.
17. It was explained that there are two possible approaches to ensuring this; through fibre or rooftop signals.
18. The Board were told that fibre is a more expensive approach when compared to rooftop signals. However, rooftop signals would be a quicker way of providing the ability to link up cameras centrally.
19. The Board appreciates in the longer term, fibre is the future and by ignoring this option could leave the Council technologically disadvantaged in the future.
20. However, the Board recommend the Council look at their current plans and consider if it would be appropriate in some instances to use rooftop signals to provide centrally linked up CCTV quicker – but with a longer term objective of moving over to fibre.
21. The Board also felt that tenants should be informed when works are to be carried out as currently there is no indication that this is provided.

Recommendation 3 – The Council look at their current plans and consider in certain circumstances to use rooftop signals to provide centrally linked up CCTV quicker – but with a longer term objective of moving over to fibre. Provide clarification to tenants on works to install CCTV via a works programme



Conclusions and Recommendations

22. The Board were told of a project to identify where the Council and Police have CCTV cameras. This is so that in future, both parties do not install cameras in the same place, as it was told that the camera pictures can be shared with both parties in appropriate circumstances. The Board appreciate that in some cases, Police operational cameras would remain secret and that duplication could be an unavoidable occurrence.

23. The Board also queried the ways that CCTV pictures could be viewed by members of the public. The Board were informed that there are limitations as to who can view it and under what circumstances. The Board felt that this should be made clear to residents, who may rely on this information in the case of incidents occurring to themselves or their property.

Recommendation 4 – That the Council make available a clear code of practice around the sharing of CCTV camera pictures to members of the public.

Staff Training

24. The Board appreciates the work which has gone on whilst the inquiry has been ongoing around training Officers around Anti-Social Behaviour, especially for new starters in the Department.

25. The Board however are concerned as to how this training is carried out in future, especially in regard to new policies and procedures and for existing staff. The Board were informed of the complexities

of taking out a large number of Officers from their roles to provide training to.

26. The Council need to agree, as a matter of priority, their approach to carrying out future training with staff. The Board feel that training allows Officers to carry out their roles effectively and efficiently.

Recommendation 5 – That the Council agree, as a matter of priority, their approach to carrying out future training with staff, especially in regard to the new IT system which will be implemented in the future.

Hate Crime

27. The Board acknowledge the good work being carried out on Hate Crime by the Council.

28. However, the Board are of the belief that Hate Crime is still being under-reported. Concerning information was received which explained sometimes asylum seekers who could be more at risk of a Hate Crime, think that if they were to report this to authorities it may jeopardise their asylum case.

29. Given the above, the Board were assured this wasn't the case by Officers, however the Board feel that if this is the perception, then there is a need to provide confidence to people that this isn't the so and the Council should consider better information, perhaps through leaflets on this.



Conclusions and Recommendations

Recommendation 6 – That the Council consider providing additional literature that reporting Hate Crime does not affect an asylum case which may be ongoing to help build confidence to report hate crime.

Domestic Violence

30. As with Hate Crime, the Board felt that there could be concerns around confidence of reporting domestic violence to authorities.
31. The Board note that in some cases domestic violence may be reported via the Police, but the Council should advertise that people are able to report Domestic Violence to the Council in confidence.

Recommendation 7 – That the Council consider providing information that reporting Domestic Violence can be done with confidence.

Response Time to Cases

32. The Board were provided with evidence in a number of ways around concerns around the time taken to respond to Anti-Social Behaviour cases. Evidence received from Officers and also via the involved tenant survey showed this was a concern.
33. Tenants expressed concerns that response times in some cases were poor. However when the Board

presented this concern to Officers, it was explained that there are service standards which act as the timescales in which cases should give updates to tenants. The Officers when explaining this said that the service standards should be seen as a minimum, and that in some cases more frequent contact would be better.

34. The Board understand that some ASB cases would be quicker to resolve than others, and that tenants may have a mind-set where they think something should be resolved quickly, when in practice this isn't possible.
35. Following on from this, Officers expressed concerns around where other agencies may need to be involved with a case that they often have such a backlog that they do not get dealt with quickly which makes a case go on longer, with a knock on effect of causing dissatisfaction.
36. In providing advice the Board felt that Officers should, even though it may be a difficult conversation, be honest about timescales and what can be done on a case at the outset, which may help with setting expectations.
37. Evidence was received by the Board that what are deemed 'low level' cases, which are usually related to the tenancy, are dealt with by local Housing Officers. More serious or complex cases would be dealt with by the Anti-Social Behaviour Team.
38. The Board received evidence of cases which are deemed low level and continue for a long period of time without resolution.



Conclusions and Recommendations

39. The Board were informed that Housing Officers can liaise with the Anti-Social Behaviour Team, for advice and if they could help with resolving the case, but the Board felt that because these cases were ongoing for such a long time that something wasn't working right.

40. It seems logical therefore, that there is some mechanism introduced, in the form of an audit of these type of cases to ensure all which can be done has so and also there is added weight that something needs to be escalated.

Recommendation 8 – That the Council consider introducing a form of audit of ASB cases which have been ongoing for a period of time.

41. The survey conducted by the Board also provided evidence on dissatisfaction with the Anti-Social Behaviour Service.

42. The Board have looked at this information and have questioned which element, is it the Housing Officer cases or the Anti-Social Behaviour cases, or both causing the dissatisfaction. And if dissatisfaction is being caused because the Housing Officer is carrying this work out, is it because they have other duties which take up their time, and so cannot commit more time to cases?

43. The Board feel that this is an area of work which should be looked at, perhaps through the current survey which is carried out at the end of the case, which highlights who was responsible for satisfaction or dissatisfaction.

44. The Board in providing the recommendation below do not wish to cause a 'them and us' attitude between the two teams who deal with cases, and that this information should be used to drive service improvements and thus provide a better service to customers.

Recommendation 9 – That the Council consider looking at the survey being used and identify if dissatisfaction is more predominant in Housing Officer or Anti-Social Behaviour Team cases.

Mediation

45. Finally, in closing this report the Board met with the Mediation Service, which is provided internally within Leeds City Council.

46. The Board were informed of what the service provides and in what types of cases this is used.

47. However, the Board were surprised to learn that the mediation service isn't taken up by complainants very much.

48. The Board appreciate some of the reasons that this might not be the case, most importantly that both parties have to agree to such an approach, a case going on for so long that mediation is no longer viable, or in some cases it wouldn't be appropriate, but there were other cases the Board found surprising that this isn't taken up by complainants.

49. The Board feel that there may be some work which the service can do which could encourage better take up of mediation, for example providing more information on the mediation service,



Conclusions and Recommendations

how it works and how it could provide a quicker resolution to cases.

Recommendation 10 – That the Council provide more information around the Mediation Service, and more importantly the benefits to this in potentially resolving complaints between parties.



Evidence and Witnesses

Monitoring arrangements

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

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

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

Reports and Publications Submitted

- Terms of Reference for the Board's inquiry into East Leeds Repairs
- Questionnaire on Anti-Social Behaviour Service and responses

Witnesses Heard

- | | |
|----------------------|--------------------------------|
| • Harvinder Saimbhi | Head of Operational Delivery |
| • Jeff Clarke | Area Manager |
| • Sharon Guy | Area Manager |
| • Lee Ward | Neighbourhood Services Officer |
| • Neil Bowden | ASB Team Manager |
| • Jamie Martin | Housing Manager |
| • Claire Smith | Housing Manager |
| • Bryan Wagner-Adair | Senior Housing Advisor |
| • Zahid Butt | Service Development Manager |
| • Michelle Pollard | Police Link Officer |
| • Leon Burton-Davies | Housing Officer |
| • Michael Vilia | Housing Officer |
| • Maria Wheeler | ASB Officer |
| • Melissa Pye | ASB Officer |

Dates of Scrutiny

Tenant Scrutiny Board meetings were held on:

11 th October 2017	17 th January 2018
15 th November 2017	14 th February 2018
13 th December 2017	14 th March 2018

**Tenant Scrutiny Board
Anti-Social Behaviour Service April 2018
Report author: Lee Ward**

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Desired Outcomes and Recommendations

Desired Outcome – Improve customer satisfaction

Recommendation 1 – That the Anti-Social Behaviour team carry out an initiative such as a ‘Noise Action Week’ to provide a wide range of information about noise, around prevention in the first place and how to deal with this if it does occur.

Response – Recommendation Accepted

In the last 12 months the LASBT West Team in conjunction with the ASB Response Team, have been conducting pop-up events at a number of locations in the predominantly student-dense areas of LS4, LS5 and LS6, so to a degree we have already been meeting some of the Board’s recommendations, however it would be appropriate to roll this out to other areas in Leeds so that tenants more widely can benefit.

For background, to highlight previous work, one of the ASB Response Team’s CCTV Vehicles is utilised as a visual reference and the team have a marquee and pop-up banners. On average we will hand out a minimum of 1000 leaflets. Initially the team started by taking up prime positions on campuses and more recently have included areas with a large footfall of students and the general public for example local shops in the area. Whilst this is targeted activity centred around student populations, this will have an impact on wider communities and council tenants living in them.

The service would like to develop an action week in line with the Board’s recommendation which is likely to include,

- Using social media to provide advice and display the results of noise nuisance action i.e. seizures, court prosecutions etc and to also highlight (subject to Council approval) new elements of the tenancy agreement that are being introduced around everyday, practical issues that can impact on noise, i.e. dog barking and laminate flooring.
- A redesign of the student noise leaflet/pamphlet in order to create a version that is aimed at Leeds City Council tenants. The leaflet/pamphlet would provide advice and guidance to tenants, around household noise, what is deemed a noise nuisance, ways to avoid complaints and how to be a mindful neighbour. The leaflet could help dispel the myths and rumours, for example noise nuisance being allowed until 11pm (it can occur at any time).
- An internal communication reminding staff about day to day noise management practices, hints and tips, key contacts e.g. new tenancy visits and annual home visits where we can raise noise risks and myth busting.
- Research with Housing Leeds to identify ‘hot spot’ areas, and where appropriate instigate any local action, e.g. a local leaflet drop in an enhanced block which by virtue of its type attract higher levels of noise complaints.



Desired Outcomes and Recommendations

The service anticipates undertaking the above during a week in October 2018 subject to other service demands or campaigns. In addition, the service would wish to revisit some of the key messages to tenants and staff coinciding with the National Noise Action Week in May 2019 and where the wider implications are highlighted of noise to the health and well-being of communities and to individuals <http://www.noiseactionweek.org.uk/>

Housing Leeds and LASBT will work together to track the volumes of cases relating to noise for the duration of the implementation period of this response – i.e. until at least May 2019, to be able to report back to the Board whether there has been a reduction in noise related cases reported. The service awaits with interest to see what the effect of raising awareness about noise will have, and if this results in fewer or more noise related cases.

Desired Outcome – Increased service improvements, efficiencies and opportunities for savings

Recommendation 2 – That the Board support the implementation of a new computer system for Anti-Social Behaviour cases and that the Board are kept informed of the implementation of this.

Response – Recommendation Accepted

Housing Leeds new computer system will replace multiple legacy systems. The Housing IT Solution project has prioritised Lettings and Allocations (go-live proposed in August 2018), Capital and Planned Programme Contracts (go-live proposed late 2018), Rent and Arrears and Repairs (go-live yet to be determined).

Therefore whilst Anti-Social Behaviour cases can be put on the new system, development work is currently programmed toward the later end of the project plan. The whole project aims to deliver all modules during 2019. There is a business engagement plan to ensure that there is the appropriate input from relevant staff users and partners. The Tenant Scrutiny Board will be included in such communication and kept informed of progress.



Desired Outcomes and Recommendations

Desired Outcome – A consistent approach to the link up of CCTV cameras

Recommendation 3 – The Council look at their current plans and consider in certain circumstances to use rooftop signals to provide centrally linked up CCTV quicker – but with a longer term objective of moving over to fibre.

Response – Recommendation Partially Accepted

The Council are adopting a mixed approach to the use of fibre CCTV connections and digital infrastructure to provide CCTV coverage. Some multi-storey blocks are to have a permanent fibre solution installed or existing fibre connections upgraded which will permanently link blocks into the LeedsWatch camera infrastructure. This infrastructure provides the Council with high quality images, monitored centrally. The investment in fibre connectivity to blocks also enables the service to use rooftop signals to link a local network of CCTV cameras. This is a more cost-effective solution for the service and is one that can respond to any local priorities as and when they emerge.

Desired Outcome – Customers are clear as to what CCTV pictures can and cannot be used for

Recommendation 4 – That the Council make available a clear code of practice around the sharing of CCTV camera pictures to members of the public.

Response – Recommendation Not Accepted

Whilst we are understanding of the common public perception that they have the right to access CCTV images, this is subject to various laws. Where residents want access to CCTV images because of an incident, this can be obtained by the Police when investigating incidents, or insurance companies and solicitors can request footage when they are investigating a claim or other incident where the allegation needs to be verified or evidenced.

The Council's Code of Practice for CCTV gives clear instruction to staff on the circumstances around which footage can be shared and with whom. This is in compliance with GDPR and Human Rights Act.

We have provided examples of how footage can be obtained on the Council website <https://www.leeds.gov.uk/saferleeds/Leedswatch-security-service> and also the reasons why this cannot be obtained by individuals. Please see text below from the website:-

I've been involved in an incident, can I request CCTV footage?

PLEASE NOTE that members of the public are **NOT** permitted to request or view CCTV footage. If you have been involved in an incident, the following action is advised:



Desired Outcomes and Recommendations

• *Car collision / incidents (without Police involvement / crime number) You should contact your insurance company / solicitor to request the footage (which will be chargeable) and these should be sent to cctvenquiries@leeds.gov.uk by your insurance company / solicitor*

• *Car collisions / incidents (with a Police crime number) You should report an incident / crime to the Police who have an internal procedure for requesting CCTV footage. Callers should NOT contact Leeds City Council direct as they will be advised to re-contact the Police.*

• *Parking tickets / fixed penalty notices / lost property If you are disputing the issuing of any tickets / notices you need to address this direct with the issuer. CCTV footage cannot be used to sort out parking disputes or matters such as lost property.*

Can I make a Freedom Of Information (FOI) request for footage?

Members of the public can request footage of themselves ONLY and must state clearly the time when the incident occurred. FOI requests should be sent to the FOI team for assessment, in the first instance. Requests should be sent to E&N.data.enquiries@leeds.gov.uk

Desired Outcome – Staff are equipped with the most up to date knowledge to support their role

Recommendation 5 – That the Council agree, as a matter of priority, their approach to carrying out future training with staff, especially in regard to the new IT system which will be implemented in the future.

Response – Recommendation Accepted

Refresher training has been delivered to 189 members of staff during summer 2017. These included all Housing Managers, Team Leaders and Housing Officers working in Housing Management.

A new starter ASB Training Pack and portfolio of training material was introduced in January 2018 and is available to all staff on Housing Leeds SharePoint site. Team Leaders can also utilise this resource to address locally identified training needs.

ASB Induction Training was delivered to 65 new starters in November 2017, and a further 30 new starters in June 2018.

Ongoing refresher training to all staff is delivered every 6 to 12 months dependent upon turnover and identified training requirements. ASB training needs will also be identified with individual members of staff on a rolling basis during one to ones, mid-year reviews and year end appraisals.

Changes to policy and procedure are communicated to staff through Wednesday afternoon staff training sessions, via our internal staff newsletters and through the attendance of



Desired Outcomes and Recommendations

colleagues from Legal Services and other teams updating managers in regular leadership team meetings within Housing Management and LASBT.

With the introduction of new electronic ASB management and monitoring systems all staff will receive training tailored to the needs and demands of the new systems prior to implementation.

Desired Outcome – Reassure customers of the service the Council provides

Recommendation 6 – That the Council consider providing information that reporting Hate Crime does not affect an asylum case which may be ongoing.

Response – Recommendation Rejected

In terms of supporting Asylum Seekers there are a number of areas we are working on and partners which we work closely with:

- Pro-active work in communities with a high concentration of Asylum Seeker properties to encourage them to report incidents of hate crime without them feeling that it will impact on their asylum status.
- Safer Leeds continues to inform G4S on their decision making in terms of the purchase of new properties to house Asylum Seekers i.e. provide information on crime and incidents of hate crime therefore allowing them to select housing appropriately.
- We aim to develop and deliver a bespoke hate crime training session with a focus on Asylum Seekers to Leeds by working closely with G4S Asylum Seeker case workers and with input from Migration Services.
- Support a review of the G4S Asylum Seeker welcome pack.

Whilst the service understands the intent behind this recommendation it is unable to accept the recommendation as the Council does not make the final decision on asylum applications, but, as described above, is committed to working with partners to help ensure all forms of Hate Crime are reported and sensitively managed.



Desired Outcomes and Recommendations

Desired Outcome – Reassure customers of the service the Council provides

Recommendation 7 – That the Council consider providing information that reporting Domestic Violence can be done with confidence.

Response – Recommendation Accepted

Domestic Violence posters are displayed in office public areas / Community HUBs which will help provide confidence to visitors of these offices.

In relation to giving confidence that the Council can deal with Domestic Violence confidently, Housing Leeds are:

- Working with Safer Leeds Domestic Violence team to attain the Domestic Violence Quality Mark in housing management.
- A Domestic Violence Champion support network has also been established and is meeting bi monthly.
- All staff are undergoing the Domestic Violence training module run by Safer Leeds and supported by staff in housing management who have undergone training the trainer.
- Promoting the Leeds Domestic Violence Service telephone helpline (0113 246 0401)
- Working with The Front Door Safeguarding Hub which involves over 15 agencies coming together on a daily basis to share information, co-ordinate and plan responses in high risk cases of domestic violence.
- A Domestic Violence toolkit and Policy for staff has been created.

Whilst there is no routine questioning by Housing staff, they have undergone 'awareness' training to recognise signs of Domestic Violence and what are the appropriate actions to take. This is done through completion of DASH (Domestic Abuse, Stalking and 'honour'-based violence) forms and MARAC (Multi-Agency Risk Assessment Conference) referrals where appropriate.



Desired Outcomes and Recommendations

Desired Outcome – Confidence that all is being done on long term ASB cases

Recommendation 8 – That the Council consider introducing a form of audit of ASB cases which have been ongoing for a period of time.

Response – Recommendation Accepted

Monthly Team Leader Case Reviews and Housing Manager Quality Assurance checks have now been introduced and lessons learned from these are built into training requirements.

It should be noted that the Leeds Anti-Social Behaviour Team look at anything over three months to check that everything that can be done has been done on the case.

Lessons learned from customer feedback surveys and complaints are also built into training programmes.

Desired Outcome – Improve customer satisfaction

Recommendation 9 – That the Council consider looking at the survey being used and identify if dissatisfaction is more predominant in Housing Officer cases or Anti-Social Behaviour Team cases.

Response – Recommendation Not Accepted

Whilst we understand the reasoning behind the Board's recommendation, Housing Leeds and Leeds Anti-Social Behaviour team adopt a 'One Council approach', where there is no wrong door to accessing services, with teams communicating well with each other and information shared. The survey is aimed at understanding the whole customer experience regardless of the extent of local Housing Office or LASBT involvement and lessons will be learnt and shared equally for the whole services and tenants benefit.

It should be noted the new Housing Management system will be more integrated in future and has the benefit of providing ASB case management which will provide prompts on the process at specific points to also improve the customer experience of reporting and being kept informed of their cases progress.



Desired Outcomes and Recommendations

Desired Outcome – Customers are aware of all the different types of services available to resolve their complaint

Recommendation 10 – That the Council provide more information around the Mediation Service, and more importantly the benefits to this in potentially resolving complaints between parties.

Response - Recommendation Partially Accepted

The service has undertaken further analysis of our mediation activity. Approximately one in three mediation cases have a successful outcome. This is for a number of reasons including one or more parties not wishing to engage, or where an agreement cannot be reached.

The service wishes to look into more detail the reasons for non-engagement with mediation before any consideration is given to promoting this service more widely with tenants. The service also needs to consider its capacity and appetite to undertake more mediation activity if success rates remain at the current level.

As a principle, all officers engaged with managing ASB activity are encouraged and supported with training, such as with restorative skills, to be able to seek early and local resolution, using their local knowledge, in dialogue with tenants without the need for formal mediation work that may occur later in the life of the case.

The service also wish to monitor the impact of a new clause within the tenancy agreement (subject to final Council approval) that states tenants “may be expected to engage with mediation” and therefore setting clearer expectations, especially for lower level ASB that we may not be able to resolve an ASB case without both parties engagement in the process.

The change in tenancy also represents an opportunity for Housing Officers to resolve issues at an earlier stage, however, the service may wish to consider further mediation and conflict resolution training for staff to support this. This may prevent the increase in formal mediation cases but increase engagement much earlier which longer term is like to achieve better outcomes.

TENANT SCRUTINY BOARD

FRIDAY, 22ND JUNE, 2018

PRESENT: John Gittos in the Chair

Sallie Bannatyne, Michael Healey, Maddie Hunter, Rita Ighade, Peter Middleton and Jackie Worthington

1 Exempt Information - Possible Exclusion of the Press and Public

None.

2 Late Items

The Chair asked about estate walkabouts, noting that at the informal meeting in April, it had been raised by some members that walkabouts were not being carried out. David Longthorpe was asked what happens in a situation where no Councillor or tenants attend, and what checks are in place that a walkabout has actually been carried out. DL explained that a walkabout should still take place and the relevant feedback forms completed, which should then be sent out to local Councillors and also tenants who might normally come along. DL will carry out checks and report back findings on this to the Board.

RESOLVED – DL to report back on findings on estate walkabouts to the Board.

3 Apologies for Absence

Roderic Morgan.

4 Minutes - 18th April 2018

The Chair welcomed Peter Middleton back to the Board after a period of absence.

It was confirmed that Olga Gailite had now resigned from the Board. The Chair, on behalf of the Board, passed on thanks for the work done in the previous three inquiries.

The Chair welcomed Colin Halliwell who attended the meeting with a view of becoming a Board Member.

It was noted no meeting has been held of the Environment, Housing and Communities Board since the last meeting of the Tenant Scrutiny Board.

RESOLVED – That the minutes of the meeting held on 18 April 2018 be approved as a correct record.

5 East Leeds Repairs Inquiry Recommendation 8

The Chair introduced this item and confirmed that since the last meeting of the Board, a request had been sent to Leeds Building Services for guidance in regard to a recommendation made by Tenant Scrutiny Board in last years report. The response to recommendation 8 was that it wouldn't always be possible for a named officer from Leeds Building Services to be available in the Contact Centre as planned, perhaps due to sickness or leave, as there wouldn't be anyone there to respond to queries. It was therefore suggested the Repeat Call Team at Leeds Building Services are the named officers for the Contact Centre in case of query to ensure a response is provided quickly and effectively. It was noted that the Repeat Call Team are based in Seacroft rather than at the Contact Centre.

RESOLVED – That recommendation 8 of the East Leeds Repairs Inquiry be marked as completed.

6 Lifts in Cottingley Towers

The Chair introduced this item which had been raised as a late item at the last Board meeting. The feedback received was that the wheel which takes the lift up or down had excessively worn which is an unusual occurrence for this part to go wrong and as such a new part had to be made. The part then took seven weeks to be delivered with a further week before being fitted. The Board noted there had been an acceptance that there was poor communication from Housing Leeds to tenants about this work, especially given the size of this block of flats and the excessive use the lift that was working was under. It was also noted that during this period contractors were fitting sprinklers in the block adding to that stress.

A Board Member asked would the same manufacturer be used across the City, and could this be an issue for all lifts?

RESOLVED – Housing Leeds to be asked if this issue could be a problem in other blocks where the lifts are replaced in the city.

7 Anti Social Behaviour Recommendations Response

The Chair introduced this item and thanked the two Officers in attendance, Harvinder Saimbhi and David Longthorpe for their responses.

The Officers proceeded through each of the recommendations, whether accepted or rejected and gave their comments around this decision.

Recommendation 1 – That the Anti-Social Behaviour team carry out an initiative such as a 'Noise Action Week' to provide a wide range of

information about noise, around prevention in the first place and how to deal with this if it does occur.

HS noted that this recommendation was accepted.

HS noted that there are concerns around noise and the service wishes to carry out an action week, taking advantage of social media, referencing tenancy action and also the sanctions for causing a noise nuisance. HS noted that we will change the student version of the noise awareness leaflet so that it is suitable for more general tenant usage. It was explained that we would track the progress of this work to measure its impact.

A discussion was held around laminate flooring and that this is now specified in the tenancy agreement review which will hopefully help reduce the instances of this occurring. It was noted that Housing Leeds could explain the different types of laminate flooring which is less noisy than others. It was noted that tenants themselves should have responsibility as well for preventing noise in the first place. DL noted that noise is difficult to eliminate completely.

A member asked if fire doors are checked as they can be very noisy and can be heard in individual flats. DL noted that there are daily checks being carried out by various officers who should be picking this up as an issue.

RESOLVED – The Board resolved that recommendation 1 is not fully implemented, progress made acceptable. Continue monitoring.

Recommendation 2 – That the Board support the implementation of a new computer system for Anti-Social Behaviour cases and that the Board are kept informed of the implementation of this.

DL noted this recommendation was accepted. It was noted the new system would be made up of various modules within Housing Management. It was noted that since the recommendation responses had been made, the date for the lettings module has been delayed and so the whole programme is pushed back a few months. However the principle is agreed and the intention is for the new system to manage cases whereas the current system only records. However this wouldn't be until later next year.

It was noted by a member that during evidence gathering, officers had reported that the letters produced by the current system cannot be easily amended to reflect the current case. However DL noted they can but it isn't straightforward and so the new system would look to address this.

A member asked if the new system would be one which could be used when officers are visiting tenants out on the estate via a tablet device. DL explained that this was the case and as it was just one system we would be using things would be linked up which they are not currently in some instances.

RESOLVED – The Board resolved that recommendation 2 is not fully implemented, progress made acceptable. Continue monitoring.

Recommendation 3 – The Council look at their current plans and consider in certain circumstances to use rooftop signals to provide centrally linked up CCTV quicker – but with a longer term objective of moving over to fibre.

HS noted that this recommendation was partially accepted.

It was noted a modernisation programme is ongoing – with some blocks having a permanent fibre solution. It was explained this is a long and complex process and as learning will occur throughout the programme, the plan may be changed in order to reflect this.

A question was asked around camera funding. HS explained that there are often different sources of funding depending on the situation.

A member asked if the cameras with poorer picture quality would be replaced first or if it would be by the most problematic areas. HS noted analogue cameras would be moved over to digital and new cameras installed where there is a need and a case for installation can be made based on the prevalence of crime and disorder.

A question was asked if all the cameras would be linked up. HS explained that Council cameras would be linked up to LeedsWatch, but they wouldn't be linked up automatically to the Police, however if requested the data could be passed to the Police if appropriate.

RESOLVED – The Board resolved that recommendation 3 is not fully implemented, progress made acceptable. Continue monitoring.

Recommendation 4 – That the Council make available a clear code of practice around the sharing of CCTV camera pictures to members of the public.

HS noted that this recommendation was not accepted as there are already clear guidelines of how this can be obtained via the LeedsWatch website. DL added that there is a misconception as to who can access the cameras, not least that Housing Officers can view footage. However this isn't the case and Housing Officers have to go through the established protocols for viewing images and sometimes their requests are refused.

A question was asked if the Police can come into the Housing Office and request images, but it was explained that LeedsWatch as the data controller would need to receive a request from them. DL noted that a small number of cameras are recorded locally and the Housing Office do have access to these but any requests for the images would still need to be made formally, however longer term upgrades to cameras would mean these will be linked up to LeedsWatch and fall under the existing protocols.

RESOLVED – The Board resolved that recommendation 4 is achieved.

Recommendation 5 – That the Council agree, as a matter of priority, their approach to carrying out future training with staff, especially in regard to the new IT system which will be implemented in the future.

DL noted that this recommendation was accepted.

DL explained the current training which had been carried out with new starters recently. Refresher training is carried out at all times, through the internal staff newsletter and also at Wednesday afternoon training. The project plan of the new IT system for Housing Management also has training for staff built into this so officers can use the system from day one. HS noted that LASBT Officers work in the Housing Office to help with joint working.

A member asked, given a lot of the recommendations are marked as ongoing, if the inquiry has had any impact on the service? HS noted that from LASBT that they have welcomed these ideas and made procedures more robust based on the inquiry as it has been carried out.

RESOLVED – The Board resolved that recommendation 5 is achieved.

Recommendation 6 – That the Council consider providing information that reporting Hate Crime does not affect an asylum case which may be ongoing.

HS noted that whilst she understood the reasoning behind this recommendation, it was noted this recommendation is rejected, as the Council are not responsible for the decision on an asylum case.

HS outlined some of the work which is currently being carried out such as door knocking and using translators to explain that they shouldn't have to tolerate hate crime, also how the Council give background when G4S are buying properties to ensure they are located in as safe an area as possible. A question was asked around why using a third party for this – HS explained that this is a national contract from the Home Office and asylum seekers must be housed in a G4S property until their status is confirmed, at which point they can move out of G4S properties.

A member asked if anyone on an estate would know that they are asylum seekers, and it was noted that this isn't the case. It was also clarified that none of the G4S properties are Council housing stock.

RESOLVED – The Board noted that recommendation 6 has been rejected.

Recommendation 7 – That the Council consider providing information that reporting Domestic Violence can be done with confidence.

DL noted this recommendation was accepted, commenting this is a Council priority and a team within Safer Leeds are working to promote this and how it can be reported in confidence.

Housing Leeds have various posters in HUBs, Housing Offices and is also applying and working with Safer Leeds to obtain the Quality Mark for Domestic Violence to ensure staff are aware of the signs that domestic violence might be occurring and understand why victims might choose not to disclose. DL noted that there are also domestic violence champions who come together for joint learning and ensure teams are updated. It is important that we don't just wait for tenants to come tell us and that we take a pro-active approach.

RESOLVED – The Board resolved that recommendation 7 is achieved.

Recommendation 8 – That the Council consider introducing a form of audit of ASB cases which have been ongoing for a period of time.

DL noted this recommendation was accepted, and has been picked up during the course of this inquiry and has been introduced accordingly.

RESOLVED – The Board resolved that recommendation 8 is achieved.

Recommendation 9 – That the Council consider looking at the survey being used and identify if dissatisfaction is more predominant in Housing Officer cases or Anti-Social Behaviour Team cases.

HS explained this recommendation has been rejected. Leeds Anti-Social Behaviour Team already survey tenants on this, surveys being undertaken at four weeks and then at case closure. LASBT then look to take any improvements from this feedback.

DL explained that there hasn't been a satisfaction process for this within Housing Leeds as any cases which are not resolved are passed onto the Anti-Social Behaviour Team and then that questionnaire on satisfaction would be acted on.

A member noted that they were surprised this wasn't agreed given this wasn't around apportioning blame across each service, however it was noted that there is dissatisfaction and carrying out this survey would help identify this. It may also identify if the workload of the Housing Officer was having an impact and a separate survey might be the only way to find out if this is the case.

HS noted that the new system may give us some learning and that there is a good working relationship between the services, so that officers can be confident that cases can be passed to LASBT when the Housing Office have completed their work and that any joint learning is picked up for the benefit of all parties concerned.

RESOLVED – The Board noted disappointment with the response on recommendation 9 and that it is not fully implemented, progress made not acceptable. Continue monitoring.

Recommendation 10 – That the Council provide more information around the Mediation Service, and more importantly the benefits to this in potentially resolving complaints between parties.

DL explained this recommendation is partially accepted, however we have to accept that not everyone wants to engage with mediation, and although it has been included in the tenancy agreement, that enforcing someone to go down mediation is still difficult, although officers always try to encourage people to take this up.

RESOLVED – The Board resolved that recommendation 10 is not fully implemented, progress made acceptable. Continue monitoring.

The Chair thanked both HS and DL and those Officers who came before the Board over the past year. He also thanked the Board for their work and explained that this report will go to VITAL and also Environment, Housing and Communities Scrutiny Board.

8 Action Plan for Tenant Scrutiny Board

This item was deferred due to time constraints to the next meeting of the Board.

9 Date and Time of Next Meeting

Wednesday 20th July 2018 at 1:15pm
(Pre meeting for all Board members at 1:00pm)

THE MEETING CLOSED AT 3:00 PM

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Report of the Director of Environment and Communities

Report to Scrutiny Board (Environment, Housing and Communities)

Date: 26th July 2018

Subject: Draft Safer Leeds Community Safety Strategy (2018-2021)

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

Summary of main issues

1. As the city's Community Safety Partnership, the Safer Leeds Executive (SLE) has a statutory requirement to prepare and implement a local Crime and Disorder Reduction Strategy, referred to locally as the Safer Leeds 'Community Safety Strategy' (appendix 1).
2. There is a requirement, in accordance with the Constitution of Leeds City Council, for key strategies identified in the Council's Budget and Policy Framework to be made available for Scrutiny, before they are agreed by full Council. The Safer Leeds Strategy is one such strategy identified in the Budget and Policy Framework.
3. The SLE considered the draft Community Safety Strategy 2018-21 at its meeting on the 6th June and will look to finalise a draft on the 19th July, subject to any further consultation and feedback, and will be open to consultation with members of the Scrutiny Board for a period of 6 weeks.
4. Of note, following the introduction of Police and Crime Commissioners in November 2012, local Crime and Disorder Reduction Strategies are required to have regard to the objectives set out in the Police and Crime Plan for the wider police area. The first West Yorkshire Police and Crime Plan 2013-2018 was published in March 2013, and was

5. subsequently updated in 2014 and currently the Police and Crime Plan for 2016-21 is in operation.
6. Safer Leeds has an overarching outcome that the Partnership seeks to achieve this being: People in Leeds are safe and feel safe in their homes, in the streets and the places they go. For the new community safety strategy (2018-21) the SLE have agreed the following shared priorities that the partnership will concentrate on over the term of the strategy:

The Partnership's shared priorities over the term of the strategy will be:

- ❖ Keeping people safe from harm (victim)
- ❖ Preventing and reducing offending (offender)
- ❖ Creating safer, stronger communities (location)

Recommendations

The Scrutiny Board is asked to:

- I. Consider the draft Safer Leeds 'Community Safety Strategy' for 2018-21 as part of the consultation phase and provide advice as deemed necessary.
- II. To note the funding allocations from West Yorkshire Police and Crime Commissioner, as outlined in the report, for 2018/19.

1. Purpose of this report

- 1.1 There is a requirement, in accordance with the Constitution of Leeds City Council, for key strategies identified in the Council's Budget and Policy Framework to be made available for Scrutiny, before they are agreed by full Council. The Safer Leeds Strategy is one such strategy identified in the Budget and Policy Framework.
- 1.2 This report outlines the draft Safer Leeds 'Community Safety Strategy' (2018-21) for consideration by the Scrutiny Board. (See Appendix I).
- 1.3 The draft Safer Leeds 'Community Safety Strategy', sets out the high level ambitions and intentions of the partnership over the next 3 years: The overarching outcome that the Partnership seeks to achieve is:
 - People in Leeds are safe and feel safe in their homes, in the streets and the places they go.

The **Partnership's Shared Priorities** over the term of the strategy will be:

- ❖ Keeping people safe from harm (victim)
- ❖ Preventing and reducing offending (offender)
- ❖ Creating safer, stronger communities (location)

With a focus on:

- Anti-social behaviours and criminal exploitation
- Crime and disorder related to drugs, alcohol and mental health
- Hate crime and community tensions
- Safeguarding including domestic violence and abuse, forced marriage and honour based abuse and modern slavery
- Serious and organised crime

- 1.4 In addition, Safer Leeds will work with and support other partnership boards and delivery groups on the following issues:
 - Community cohesion
 - Other relevant Safeguarding issues pertinent to crime and disorder
 - Pupil/ Student Safety
 - Safer Travel/ Road Safety
- 1.5 The partnership's shared priorities of '**victim, offender and location**' denotes both a universal and targeted approach to addressing community safety issues, regardless of the issue, with a recognition that to achieve the desired outcomes the emphasis has to be on '**People and Place**'.
- 1.6 The SLE discussed the draft plan at their meeting on the 6th June which has been developed in conjunction with representatives of all the 'Responsible Authorities' and 'Cooperating Bodies' as well as members of the Adults and Children's Safeguarding Boards and the Health and Wellbeing Board, who sit on the Safer Leeds Executive.

2. Background information

- 2.1 The Police Reform and Social Responsibility Act 2011 replaced Police Authorities with Police and Crime Commissioners (PCCs), and introduced Police and Crime Panels (PCPs) to scrutinise the decisions and actions of the PCCs and assist them in carrying out their functions.
- 2.2 In November 2016, Mark Burns-Williamson was re-elected as the West Yorkshire Police and Crime Commissioner and will hold office to May 2021. He published his five year Police and Crime Plan in March 2016.
- 2.3 Community Safety Partnerships have a statutory requirement to prepare and implement a local Crime and Disorder Reduction Strategy every 3 years. In doing so, these local strategies are expected to have regard to the objectives set out in the Commissioner's Police and Crime Plan.
- 2.4 Safer Leeds is a long standing partnership body with statutory representation from Leeds City Council; West Yorkshire Police; West Yorkshire Fire and Rescue Service; National Probation Trust and Leeds Clinical Commissioning Group. The partnership is augmented by representatives Voluntary & Community Sector, West Yorkshire Community Rehabilitation Company; HM Prison Service, Leeds Children's Trust Board; Leeds Health and Wellbeing Board, Leeds Safeguarding Adults Board and Leeds Safeguarding Children Board.
- 2.5 The SLE has a statutory requirement to:
 - Establish information sharing arrangements
 - Produce an annual Joint Strategic Assessment
 - Prepare and implement a Plan
 - Produce a strategy to reduce reoffending
 - Be responsible for establishing Domestic Homicide Reviews and applying learning
 - Be responsible for establishing anti-social behaviour reviews and applying learning
 - Regular engagement and consultation with the community
- 2.6 Over recent years, the partnership has focused much of its efforts on reducing domestic burglary, which was significantly higher in Leeds than in other comparable cities and has significant public concern. The partnership has successfully delivered against this ambitions to date. Although burglary remains an issue the volume and prevalence of domestic burglary has been significantly reduced, from a peak of over 16,000 to around 5,000 a year.
- 2.7 In the last 4 years the partnership has also focussed its attention on Domestic Violence and Abuse, linked in with the Councils breakthrough project. Of note, innovation programmes include the Front Door Safeguarding Hub, notifications to schools, roll out Routine Enquiries (at GP practices) and the extension and increased take-up of the organisational and service Quality Mark have been progressed, developed and sustained.
- 2.8 Over the past 2 years there has been an increased 'shift' towards the Safeguarding agenda, with a particular emphasis on reducing repeat domestic violence/abuse incidents for victims, protecting vulnerable children and adults from exploitation and improving support and access to service for victims as well as interventions for offenders to support a change a behaviour. There is a recognition that more needs

to be done in localities of concern and within communities of interest on these agendas.

- 2.9 After sustained periods of crime reductions both nationally and locally, crime levels have started to increase. In Leeds, we have seen total recorded crime rise in the last three years. In 2017, there were 95,011 crimes, an increase of 11.7% on the previous year. The reasons for these increases are not straight forward. There have been changes in how crimes are recorded but also real positive changes in the way victims are supported, encouraged to report crimes as well as improvements in recording practice. At the same time the nature and type of crime has also changed; cyber related crime has become more prevalent and there are a multitude of platforms that are now used to facilitate, exploit and groom vulnerable people.

3. Safer Leeds Review ~ Main issues

- 3.1 During January and March 2018, a review of Safer Leeds Executive was conducted with the intention of putting in place refreshed arrangements that:
- Detail the membership, function and roles of the Board
 - Formalise the governance and accountability framework of the Board
 - Enable the Board to delivery on its business requirements and
 - Manage the delivery of the new Safer Leeds Strategy (2018/21)
- 3.2 In March 2018, SLE considered the findings of the review, sanctioned the change proposals and recommendations and is now working on progressing on its implementation. During the consultation phase it was clear that stakeholders acknowledge the mature partnership that already exists and how they could take SLE onto its next phase of development. Throughout the consultation there was a real sense of commitment to work together to address community safety issues. There was a clear enthusiasm and passion to continually improve both policy and practice in order to achieve better outcomes for individuals, families and communities. Of significance to this report the following were agreed:
- Refreshed terms of reference ~ including membership from partners previously not on SLE
 - New Governance and Accountability arrangements ~ including the established of Operational Delivery Boards and Placed Based Boards
 - Revised Information Sharing Protocol and refocus on Performance and Outcomes
 - New Communications and Engagement Plan
- 3.3 The new governance arrangements will ensure work across the shared priorities and community safety issues are managed more effectively and there are clear lines of accountability and opportunities to escalate risk. The established of 'Operational Delivery Boards' and 'Placed Based Boards' will be chaired by a member of the SLE who be responsible for developing, implementing and reporting back on progress of plans.
- 3.4 In the draft strategy for each of the shared priorities is a high level narrative with a set out intentions (direction of travel) for the next 3 years. The key deliverables have ascribed actions that named lead organisations/ agencies or bodies have

made a commitment to taking forward this year. This does not include core services and/ or current provision but focuses on the 'additionality' that partnership working brings, in terms of activity and innovation. Each ascribed primary lead will be held accountable to SLE on implementation of these actions during 2018/19.

3.5 In June 2018, the draft strategy was presented to SLE for deliberation and will be formally approved in July 2018, following further consultation and feedback.

4. Funding ~ From the West Yorkshire Police Crime Commissioner

4.1 Since coming to Office in November 2012, the West Yorkshire Police and Crime Commissioner has provided funding to Safer Leeds on an annual basis to support the partnership's priorities. For 2018/19 the confirmed local allocation being £1,275,959 of which £464,892 is specifically for the Community Safety Fund element.

4.2 Accountability for the delivery of the funds, sits with the SLE who seek to ensure value for money and excellence in service delivery. The table below outlines the proposed local funding allocation for 2018/2019.

Programme of activity	<u>Safer Leeds Priority</u>	Funding Allocation 2018/19
Community Safety - Safer Leeds	<p><u>Creating safer, stronger communities (location)</u></p> <ul style="list-style-type: none"> ▪ Supporting the Front Door Safeguarding Hub ▪ Delivery of a domestic violence campaign ▪ Delivery and dissemination of lessons learnt from the DHR reviews ▪ Support the prevention of nuisance and anti-social behaviour and Reduce the occurrence and impact of hate crime through the Leeds Anti-Social Behaviour Team (LASBT) ▪ Providing extra capacity to support intelligence products to inform the deployment of resources (via the Safer Leeds Intelligence Team) ▪ Mental Health additional provision ▪ Prevent domestic violence and abuse for those at risk ▪ Implement partnership referral processes and pathways and approaches to tackle domestic violence and abuse ▪ Enhanced security provision via Leedswatch (CCTV) 	464,892
DIP Drug and Alcohol Programme	<p><u>Keeping people safe from harm (victim)</u></p> <ul style="list-style-type: none"> ▪ Reduce the aggravating effects of alcohol and drugs on crime and ASB ▪ Support delivery of Integrated Offender Management 	£613,000
Youth Offending Service	<p><u>Preventing and reducing offending (offender)</u></p> <ul style="list-style-type: none"> ▪ Breaking cycles of offending ▪ Early identification and interventions for those at risk of becoming involved in criminality 	£198,067
	Total	£1,275,959

- 4.3 A breakdown of the planned expenditure for the Community Safety Fund can be viewed here:

Community Safety – Safer Leeds		
Front Door Safeguarding Hub		115,130
Publicity Campaign		10,000
DV Structure		94,000
WYP Analysts		36,500
Mental Health additionality support provision		38,000
50% Contribution to Inspector		36,548
Contribution to Drug and Alcohol Post		14,850
Additional CCTV provision		12,000
Contribution to Caring Dads secondment		21,000
LASBT		50,000
Locally determined priorities		36,864
Total		464,892

- 4.4 A clear outcome framework is in place to facilitate effective budget management and reporting to the Office of the Police Crime Commissioner.
- 4.5 In addition to the funding outlined above, the Police Crime Commissioner has also been running the West Yorkshire POCA (Proceeds of Crime Act) Community Safety Fund, which provides resources for predominately 3rd sector organisations community groups and partners to support delivery of the Police and Crime Plan. Applicants can apply for up to £5k as part of funding rounds. For more information see <https://www.westyorkshire-pcc.gov.uk/safer-communities-fund.aspx>

5. Main Issues

- 5.1 Like other cities, Leeds faces significant challenges and pressures. To tackle existing, new and emerging risks, threats and harms, there must be a collective emphasis on meeting the needs and demands of people in this dynamic city, as well as preventing future victimisation and offending; ensuring we make every contact count.
- 5.2 Everyone has the right to live in a safe, clean and tolerant society and everyone has a responsibility to behave in a way that respects this right. As a collective we should never be complacent as there is always room for improvement.
- 5.3 The need to deliver results more efficiently and cost effectively, with clear accountability, across services and agencies is key. As a partnership, there are examples of integration and co-location, but also a recognition of the need to continue to be ambitious and take risks to maximise all opportunities, to review and refresh where needed, and apply lessons learnt to day to day practice.

6. Corporate considerations

6.1 Consultation and engagement

- 6.1.1 The SLE as a statutory requirement to produce an annual Joint Strategic Assessment (JSA) to assess the scale and nature of crime and disorder in the city and to identify medium to long term issues affecting community safety. The JSA includes analysis of both a range of quantitative and qualitative data from across the partnership. It identified a number of reoccurring themes and this information and intelligence has therefore been used to inform delivery plans that underpin the overarching Strategy.
- 6.1.2 Evidence from public consultation via the Office of the Crime and Commissioner and intelligence collated from residents accessing services delivered by Community Safety, such as the Leeds Anti-Social Behaviour Team, have been used to inform the contents of the strategy along with a range of Outcomes Based Accountability sessions held with operational professionals and service users during 2016 and 2017.
- 6.1.3 Partners and representatives from a range of stakeholders (Leeds City Council; West Yorkshire Police; West Yorkshire Fire and Rescue Service; National Probation Trust and Leeds Clinical Commissioning Group, the Voluntary and Community Sector, West Yorkshire Community Rehabilitation Company; HM Prison Service, Leeds Children's Trust Board; Leeds Health and Wellbeing Board, Leeds Safeguarding Adults Board and Leeds Safeguarding Children Board) have helped shape and contributed to the new Safer Leeds Community Safety Strategy.

6.2 Equality and diversity / cohesion and integration

- 6.2.1 The draft Safer Leeds Community Safety Strategy (2018-21) makes reference to the Partnership's commitment to serve all members of its communities effectively and acknowledges that all of its actions and plans should give due regard to implications for different groups and sections of the community.
- 6.2.2 A key aim of the strategy is to work closely with a range of communities of interest, and in particular to improve all forms of hate crime reporting and domestic violence and abuse related incidents both of which are under reported. The Equality, Diversity, Cohesion and Integration Screening document is attached to this report.

6.3 Council policies and best council plan

- 6.3.1 The Safer Leeds Community Safety Strategy links directly to the Councils ambition of a Strong Economy and a Compassionate City, with an emphasis on People and Place and will contribute both directly and indirectly to all the Best City Priorities.
- 6.3.2 The partnership also plays a key role in monitoring community tensions and promoting community cohesion, by supporting communities and tackling poverty.

6.4 Resources and value for money

- 6.4.1 Since coming to Office in November 2012, the West Yorkshire Police and Crime Commissioner has provided funding to Safer Leeds on an annual basis to support the partnership's priorities. For 2018/19, the confirmed local allocation being £1,275,959 of which £464,892 is specifically for the Community Safety element to deliver a range of community safety related activity to support the Safer Leeds Strategy.
- 6.4.2 Accountability for the delivery of these funds, sits with the SLE though Leeds City Council, who seek to ensure value for money and excellence in service delivery. Financial and performance reporting occurs on a quarterly basis.
- 6.4.3 Leeds City Council invests through its core functions to the community safety agenda across all Directorates, contributing funding directly to service provision and delivery.

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

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

6.6 Risk management

- 6.6.1 National changes to government legislation and prioritisation will bring both challenges and opportunities for the city. SLE will continue to explore additional funding opportunities where this adds value to its local priorities as part of ongoing committed to support programmes of change through an 'invest to save' approach.
- 6.6.2 There are significant risks associated with budget reductions beyond the current financial year. Work will take place with partners to better understand what the implications and risks associated with budget reductions on the partnerships endeavours are to deliver against it shared priorities. Also, further negotiations will take place with regards to the Community Safety Fund for 2019/20 to ensure where possible, funding is aligned to local priorities set out in the strategy

7. Conclusions

- 7.1 The draft Safer Leeds Community Safety Strategy (2018-2021) sets out the city's approach to reduce crime and disorder and deliver the partnerships ambition to be "the best city in the UK with the best community safety partnership and services"
 - A city that is inclusive and safe for all
 - A compassionate city that protects and safeguards the vulnerable
 - A city that challenges and seeks to change behaviours that negatively impact on safer and cleaner streets

8. Recommendations

Scrutiny Board members are asked to:

- I. Consider the draft Safer Leeds 'Community Safety Strategy' for 2018-21 as part of the consultation phase and provide advice as deemed necessary.
- II. To note the funding allocations from West Yorkshire Police and Crime Commissioner, as outlined in the report, for 2018/19.

9. Background documents¹

9.1 None

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

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Environment and Communities	Service area: Safer Leeds, Community Safety
Lead person: James Rogers, Director of Communities and Environment	Contact number: 0113 3788654

1. Title: Safer Leeds Strategy 2018-21

Is this a:

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

If other, please specify

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

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

The SLE considered the draft Community Safety Strategy 2018-21 at its meeting on the 6th June and will look to finalise on the 19th July, subject to any further consultation and feedback. Formerly, a ‘Safer Leeds Plan’ was developed on an annual basis and published in the first financial quarter of each year.

This strategy also forms part of the council’s budget and policy framework, and will be submitted to full council in November 2018.

Following the introduction of Police and Crime Commissioners in November 2012, local Crime and Disorder Reduction Strategies are required to have regard to the objectives set out in the Police and Crime Plan for the wider police area. The first West Yorkshire

Police and Crime Plan 2013-2018 was published in March 2013, and was subsequently updated in 2014 and currently the Police and Crime Plan for 2016-21 is in operation.

Safer Leeds has an overarching outcome that the Partnership seeks to achieve this being: People in Leeds are safe and feel safe in their homes, in the streets and the places they go. For the new community safety strategy (2018-21) the SLE have agreed the following shared priorities that the partnership will concentrate on over the term of the strategy:

The Partnership's shared priorities over the term of the strategy will be:

- ❖ Keeping people safe from harm (victim)
- ❖ Preventing and reducing offending (offender)
- ❖ Creating safer, stronger communities (location)

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the policy or proposal?		x
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	x	
Could the proposal affect our workforce or employment practices?	x	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	x	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

• **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

1. Equality, diversity and cohesion are embedded throughout the strategy

- The draft Safer Leeds Community Safety Strategy (2018-21) makes reference to the Safer Leeds Partnership's commitment to serve all members of its communities effectively and acknowledges that all of its actions and plans should give due regard to implications for different groups and sections of the community.
- A key aim of the strategy is to work closely with a range of communities of interest, and in particular to improve all forms of hate crime reporting and domestic violence and abuse related incidents both of which are under reported.

2. Equality related information and intelligence

- The SLE as a statutory requirement to produce an annual Joint Strategic Assessment (JSA) to assess the scale and nature of crime and disorder in the city and to identify medium to long term issues affecting community safety.
- The JSA includes analysis of both a range of quantitative and qualitative data from across the partnership. It identified a number of reoccurring themes and this information and intelligence has therefore been used to inform delivery plans that underpin the overarching Strategy.

3. Consultation and engagement

- Evidence from public consultation via the Office of the Crime and Commissioner and intelligence collated from residents accessing services delivered by Community Safety, such as the Leeds Anti-Social Behaviour Team, have been used to inform the contents of the strategy along with a range of Outcomes Based Accountability sessions held with operational professionals and service users during 2016 and 2017.
- Partners and representatives from a range of stakeholders (Leeds City Council; West Yorkshire Police; West Yorkshire Fire and Rescue Service; National Probation Trust and Leeds Clinical Commissioning Group, the Voluntary and Community Sector, West Yorkshire Community Rehabilitation Company; HM Prison Service, Leeds Children's Trust Board; Leeds Health and Wellbeing Board, Leeds Safeguarding Adults Board and Leeds Safeguarding Children Board) have helped shape and contributed to the new Safer Leeds Community Safety Strategy.

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

Positive impact

1. Equality diversity and cohesion is embedded throughout the strategy and incorporated within the priorities.

The Partnership's Shared Priorities over the term of the strategy will be:

- ❖ Keeping people safe from harm (victim)
- ❖ Preventing and reducing offending (offender)
- ❖ Creating safer, stronger communities (location)

With a focus on:

- Anti-social behaviours and criminal exploitation
- Crime and disorder related to drugs, alcohol and mental health
- Hate crime and community tensions
- Safeguarding including domestic violence and abuse, forced marriage and honour based abuse and modern slavery
- Serious and organised crime

2. A strong ethos of partnership working, collaboration, consultation and engagement will support this agenda.

Safer Leeds will work with and support other partnership boards and delivery groups on the following issues:

- Community cohesion
- Other relevant Safeguarding issues pertinent to crime and disorder
- Pupil/ Student Safety
- Safer Travel/ Road Safety

3. Positive progress to date

- In the past few years there has been a key focus on domestic violence and abuse, linked in with the Councils breakthrough project. Of note, innovation programmes include the Front Door Safeguarding Hub, notifications to schools, roll-out of Routine Enquiries (at GP practices) and the extension and increased take-up of the organisational and service Quality Mark have been progressed, developed and sustained.
- Emphasis has been placed on the safeguarding agenda with a particular emphasis on reducing domestic violence / abuse incidents for victims, protecting vulnerable children and adults from exploitation and improving access to service for victims as well as interventions for offenders to support a change in behaviour. There is a recognition that more can be done in localities of concern and with communities of interest on these agendas.

- **Actions**

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

1. Strong review processes, accountability and transparency

- During January and March 2018, a review of Safer Leeds Executive was conducted with the intention of putting in place refreshed arrangements. Throughout the consultation there was a real sense of commitment to work together to address community safety issues. There was a clear enthusiasm and passion to continually improve both policy and practice in order to achieve better outcomes for individuals, families and communities.
- As a result, new Governance and Accountability arrangements will be place to track and support the delivery of the strategy, these include:
 - Established of 'Operational Delivery Boards' and 'Placed Based Boards' as outlined in the Strategy, chaired by a member of the SLE who be responsible for developing, implementing and reporting back on progress of plans
 - New performance and outcomes tracker for the Strategy
 - Revised Information Sharing Protocols and
 - A new Communications and Engagement Plan will be developed.
- The new governance arrangements will ensure work across the shared priorities are managed more effectively and there are clear lines of accountability and opportunities to escalate risk.
- The Strategy will be open to the relevant Scrutiny Board as part of the consultation phase and for regular checks against progress.

2. Communication and Engagement

- A comprehensive Communications and Engagement Plan will accompany the Safer Leeds Strategy, ensuring that communicating key messages and outcomes, and enagaging with the public and relevant agencies is a priority.

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.

Date to scope and plan your impact assessment:	N/A
Date to complete your impact assessment	N/A
Lead person for your impact assessment (Include name and job title)	N/A

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
James Rogers	Director of Communities and Environment	2nd July 2018
Date screening completed		2 nd July 2018

7. Publishing

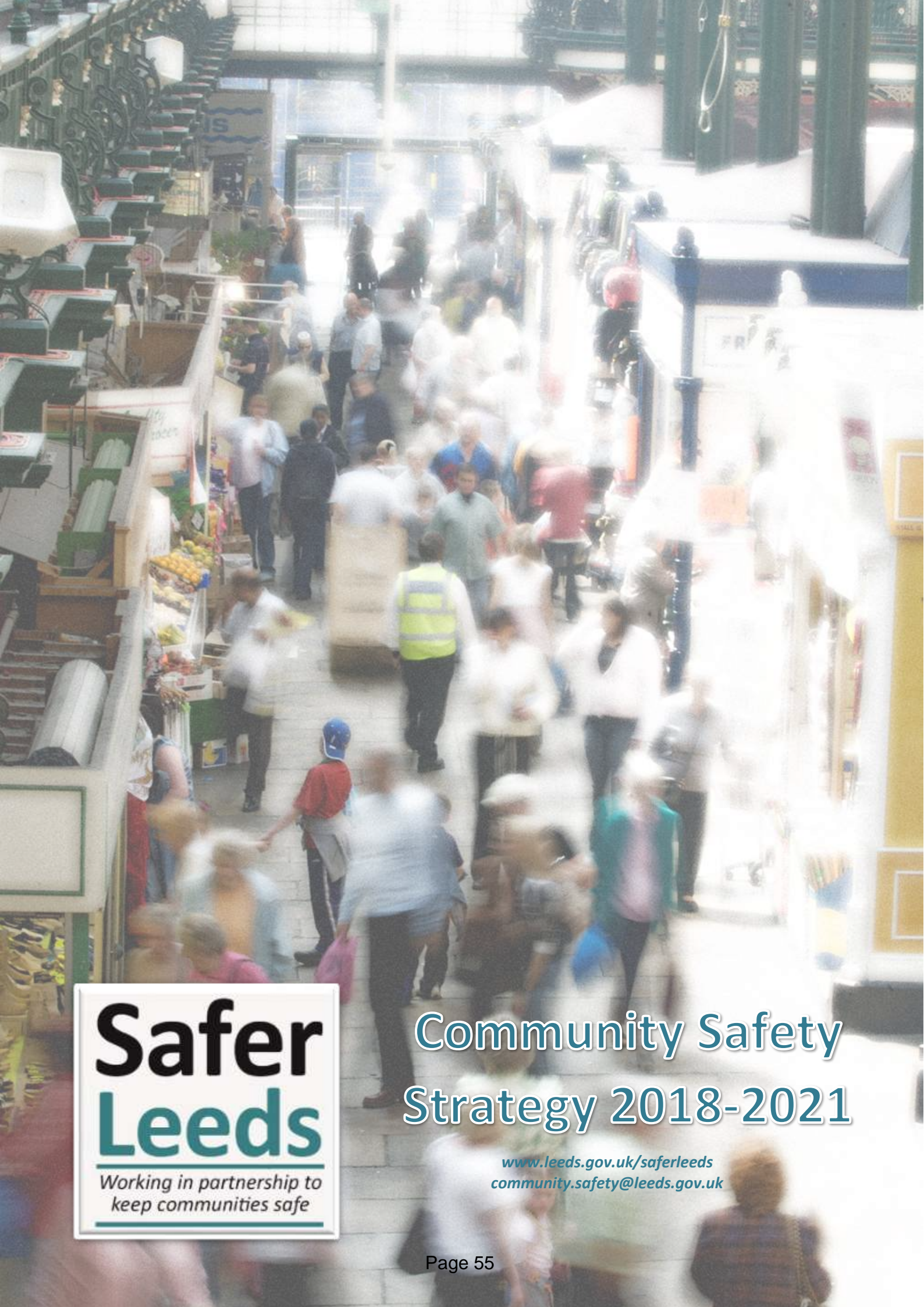
Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

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

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

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

For Executive Board or Full Council – sent to Governance Services	Date sent: 2 nd July 2018
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: 2 nd July 2018
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: 2 nd July 2018



Safer Leeds

Working in partnership to
keep communities safe

Community Safety Strategy 2018-2021

www.leeds.gov.uk/saferleeds
community.safety@leeds.gov.uk

About Leeds

Leeds is a growing city with a population estimated at 781,700 (ONS 2016), an increase of around 50,000 in the last decade. However, it is the shift in the make-up of our population at local levels that is most striking. There have been rapid demographic changes during this time, particularly in some of our most deprived communities which are the fastest growing and with the youngest age profile.

This population increase reflects the success of the Leeds economy, both within the city and in neighbouring localities. Leeds has seen the fastest private sector jobs growth of any UK city in recent years and has the largest concentration of financial and professional services and digital jobs in any city in the UK outside London. We also have one of the highest rates of business start-ups and scale-ups in the country. Leeds is a major hub for health innovation, data analytics, innovative manufacturing and knowledge-intensive jobs: for example, the University of Leeds spins out more listed companies than any other UK university, and the city experiences a “brain gain” with more undergraduates and graduates moving into the city than leaving.

Leeds is now a top five UK tourism destination, attracting over 26 million visitors a year, and was ranked fifth by the Lonely Planet in its list of the best places to visit in Europe in 2017, with the city’s urban regeneration efforts and flourishing cultural scene highlighted.

However not everyone is benefiting fully from this economic success. There remain significant issues of poverty and deprivation in the city. Low pay is an increasing problem, with people caught in a trap of low pay and low skills, with limited opportunities for career progression. Our education and skills system does not work for everyone, and we need to continue to make progress in improving our schools so that they are equipping young people with the learning, attributes and awareness of opportunities they will need to succeed in work.

Looking forward, overall the prospects for economic growth in Leeds remain robust, supported by the city’s skilled workforce, the growth and innovation of its firms and universities, and the progress being made with infrastructure. However, we will only fulfil this potential for growth if we sustain the progress we are making, and by taking action on areas where we could perform better. This includes tackling poverty, improving health and wellbeing, supporting greater resilience across the city, boosting housing growth and regeneration, continuing to define and express our culture, increasing productivity, attracting and retaining a skilled workforce, and enhancing transport and infrastructure.

(Source: Leeds City Council, Best Council Plan 2018-2021: Tackling poverty and reducing inequalities)

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FOREWORD

Welcome to our new ***Safer Leeds Community Safety Strategy (2018-21)*** which sets out our intent and what we will collectively focus on over the next three years.

After sustained periods of crime reductions both nationally and locally, crime levels have started to increase. In Leeds, we have seen total recorded crime rise in the last three years. In 2017, there were 95,011 crimes, an increase of 11.7% on the previous year. The reasons for these increases are not straight forward...yes there have been changes in how crimes are recorded but also real positive changes in the way victims are supported and encouraged to report crimes as well as improvements in recording practice. At the same time however, the nature and type of crime has also changed; cyber related crime has become more prevalent and there are a multitude of platforms that are now used to facilitate, exploit and groom vulnerable people.

Like other cities we face significant challenges and pressures. In Leeds, to tackle existing, new and emerging risks, threats and harms, we must have a collective emphasis on meeting the needs and demands of people in this dynamic city, as well as preventing future victimisation and offending; ensuring we make every contact count.

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

collective we should never be complacent as there is always room for improvement.

The need to deliver results more efficiently and cost effectively, with clear accountability, across services and agencies is key. As a partnership, we have examples of integration and co-location, but we need to continue to be ambitious and take risks to maximise all opportunities, to review and refresh where needed, and apply lessons learnt.

Knowing what success looks like is critical, as is strong leadership and accountability at every level of delivery, and this has to be clear and visible. As such, Safer Leeds Executive has undertaken a review, in terms of governance, accountability and functionality, in order to make it 'fit for purpose' and support the delivery of this strategy.

Moving forward, Safer Leeds have agreed three partnership shared priorities:

1 Keeping people safe from harm	(Victim)
2 Preventing & reducing offending	(Offender)
3 Creating Safer, stronger communities	(Location)

The shared priorities of '***victim, offender and location***' are strongly connected as one impacts on the other both directly and indirectly. They also denote both a universal and targeted approach to addressing community safety issues, regardless of issue, with a recognition that to achieve the desired outcomes the emphasis has to be on '***People and Place***'.

Finally, we would like to thank all staff and volunteers across the partnership for your continued commitment and passion to serve the people and communities of Leeds. We strongly believe we are better when we work together.

We are therefore pleased to introduce the Safer Leeds Community Safety Strategy and ask you to consider your offer in supporting and securing better outcomes for Leeds.

Kind regards

Councillor Debra Coupar

Deputy Leader of Leeds City Council and
Executive Board member for Communities

James Rogers

Director of Communities & Environment (LCC) &
Chair of Safer Leeds

AMBITION

Safer Leeds is the city's statutory Community Safety Partnership, responsible for tackling crime, disorder and substance misuse.

Our Ambition

To be the best city in the UK with the best community safety partnership and services:

- *A city that is inclusive and safe for all*
- *A compassionate city that protects and safeguards the vulnerable*
- *A city that challenges and seeks to change behaviours that negatively impact on safer and cleaner streets.*

Our Outcome

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

Accountability

The Safer Leeds Executive has a statutory requirement to:

- Establish information sharing arrangements
- Produce an annual Joint Strategic Assessment
- Prepare and implement a Plan
- Produce a strategy to reduce reoffending
- Be responsible for establishing Domestic Homicide Reviews and applying learning
- Be responsible for establishing anti-social behaviour reviews and applying learning
- Regular engagement and consultation with the community

Recognising that no single agency can address these complex risks, threats and harms alone, the following are committed to working collectively through the Safer Leeds Executive in line with agreed terms of reference and information sharing protocols.

Responsible Authorities

Leeds City Council; West Yorkshire Police; West Yorkshire Fire and Rescue Service; National Probation Trust and Leeds Clinical Commissioning Group

Co-operating Bodies

Voluntary & Community Sector, West Yorkshire Community Rehabilitation Company; HM Prison Service, Leeds Children's Trust Board; Leeds Health and Wellbeing Board, Leeds Safeguarding

Adults Board and Leeds Safeguarding Children Board.

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

Record of achievements

Leeds is proud of its strong record of partnership working, which was embedded as part of the Crime and Disorder Act (1998) and subsequent legal enhancements.

Reassurance

85% of people feel safe in their neighbourhoods

Source: 'Your View' OPCC

People
Places
Partnerships

CRITICAL THEMES & ISSUES

A number of reoccurring **themes and issues** were identified when combining results from consultation with the annual Joint Strategic Assessment, these are summarised below:

- ➔ **Violent Crime:** on-street violence and knife/gun crime; online harassment and abuse; alcohol related violence.
- ➔ **Sexual Crime:** sexual violence and abuse; registered sex offenders.
- ➔ **Domestic Violence and Abuse:** high levels of reported repeat domestic abuse; threats of escalation and increased violence; risks and vulnerabilities among families often linked to vulnerable children, substance misuse, financial pressures and housing conditions.
- ➔ **Vulnerability and Exploitation:** coercive sexual and criminal exploitation; organised exploitation/ trafficking; street users; missing persons; high levels of demand impacting on services and responses.
- ➔ **Serious and Organised Crime:** organised crime groups; street gangs; stolen goods markets; perpetrators operating across different offence types; fluid and flexible offending patterns; use of violence and intimidation to maintain control of individuals and/ or areas.
- ➔ **Offending Behaviours:** re-offending; ingrained behaviours exacerbated by mental health and substance misuse; prolific offenders linked to various crimes; new or changing offending patterns; youth and “upcoming” offenders.
- ➔ **Community Tensions:** radicalisation and extremism; hate crime; youth related nuisance; neighbourhood ASB; varying levels of tolerance and willingness to report
- ➔ **Community Crime:** social and environmental impact on communities and feelings of safety; prolific levels in some localities; opportunistic stealing; lack of victim empathy; impacts of acquisitive crime on residents and businesses.
- ➔ **Illegal Drugs:** cannabis production and supply; new and emerging substances (NPS); Class A drug use; open drug markets, related crime and disorder; health impacts and deaths

It is clear that:

- ❖ These complex issues interrelate and interlink with wider social and economic determinants
- ❖ All have ‘Victim-Offender-Location’ basis and
- ❖ All provide clarity for defining outcomes and measuring progress

These findings have helped shape the partnerships priorities for Leeds; will inform the development of delivery plans and the commissioning of activity.



SHARED PRIORITIES (2018-21)

Safer Leeds has agreed the following shared priorities for the next three years (2018-21):

**1 Keeping people safe from harm
(Victim)**

**2 Preventing & reducing offending
(Offender)**

**3 Creating Safer, stronger communities
(Location)**

Focussing on the following:

- ➔ Anti-social behaviours and criminal exploitation
- ➔ Crime and disorder related to drugs, alcohol and mental health
- ➔ Hate crime and community tensions
- ➔ Safeguarding including domestic violence and abuse, forced marriage and honour based abuse and modern slavery
- ➔ Serious and organised crime

In addition, Safer Leeds will work with and support other partnership boards and delivery groups on the following issues:

- Community cohesion ~ including extremism and radicalisation
- Other relevant Safeguarding issues pertinent to crime and disorder
- Pupil/ Student Safety
- Safer Travel/ Road Safety

We will consider opportunities to:

- ❖ Take action at a local level
- ❖ Support victims and witnesses
- ❖ Protect those with complex needs
- ❖ Support individuals to change damaging or risky behaviours
- ❖ Engage and involve people, to influence and shape response



Shared Priority I:
Keeping people safe from harm
(Victim)

What does this mean?

We want all people who live, work and socialise in Leeds to be safe and feel safe.

This priority is at the heart of the work that all partner agencies do. The increases in demand for services relating to crime and wider anti-social behaviour issues can cause considerable distress to people, can be damaging and can escalate into more serious behaviours. People who come into contact with services may have multiple and complex needs so having a person-centred approach and improving our collective response is fundamental.

It is about:

- ❖ Protecting people who are victims of crime or at risk of being victimised and safeguarding the most vulnerable from harm
- ❖ Preventing people from being victims and/ or being exploited
- ❖ Promoting feelings of safety and confidence in policing and community safety, building resilience for individuals, families and communities

During the next 3 years we will work collectively to:

- ✓ *Deliver effective services, which are well informed (insight gained from integrated intelligence and voice of the service user), that are person-centred with an emphasis on earlier identification, help and intervention*
- ✓ *Raise awareness of associated risks and threats to victims/ potential victims, giving people increased confidence to report, ensuring the provision of services supports victims to cope and/ or recover*
- ✓ *Train front line workers from different services to help them identify those people most at risk from harm, recognising actual signs and potential signs, so allowing earlier interventions to put in place*
- ✓ *Utilise restorative approaches with offenders so they understand the human impact of their crimes and to help victims to recover*
- ✓ *Improve our collective response to ASB and hate crime by working with communities, supporting victims, challenging prejudice, and sharing best practice*
- ✓ *Support and Implement a range of programmes to reduce rough sleeping and begging, addressing needs by listening to the voice of service users*
- ✓ *Increase the support available for victims of Modern Slavery and Trafficking through the provisions of advocates to provide direct support, enhancing pathways and capacity, and increase intelligence to re-trafficking and repeat victimisation*

**Shared Priority II:
Preventing & reducing offending
(Offender)**

What does this mean?

We want people who commit crime and anti-social behaviour to change their negative behaviour.

This priority is fundamental to keeping people safe and is central to the work of services working for and linked to the criminal justice system. Offending takes many forms from anti-social behaviour, acquisitive crime, through to violence and organised crime. For those causing harm, there are and should be appropriate consequences including custodial sentences, offender management programmes and supervision in the community. People who offend, reoffend or who are at risk of first time offending do so for a host of different reasons but it's their behaviour that has a direct impact on their victims, their families and communities, and ultimately themselves.

It is about:

- ❖ Preventing acts of anti-social and criminal behaviour, using a Think Family/ Work Family approach
- ❖ Problem solving justice, across services and with individuals, families and communities
- ❖ Intervening early to reduce escalation of offending
- ❖ Rehabilitating offenders to build public confidence

During the next 3 years we will work collectively to:

- ✓ *Improve understanding of the drivers and motivators for offending and re-offending behaviour, acting on prohibitors for desistance and obstacles preventing offenders to move on in their lives, by working across children and adult offender management services*
- ✓ *Resolve anti-social behaviour at the earliest opportunity and to prevent escalation and reduce the impact of such behaviour on individuals, families and communities*
- ✓ *Continue to support and enhance liaison and diversion schemes to ensure people who end up in custody are given help and support to reduce their offending behaviour*
- ✓ *Commission a flexible and intelligence led Integrated Offender Management (IOM) intensive support service, responding to the changing landscape of criminal justice; directing and coordinating partnership resources through IOM arrangements*
- ✓ *Reduce the number of first time entrants into the criminal justice system, utilising existing pathways and exploring new ways of preventing and diverting young people*
- ✓ *Reduce the number of Black, Asian and Minority Ethnic (BAME) individuals entering the criminal justice system, improving their treatment and outcomes*
- ✓ *Reduce the number of women entering the criminal justice system using a problem-solving approach to address their offending behaviour and rebuild their lives*
- ✓ *Direct and coordinate partnership initiatives through the Reducing Offending Board in respect of key themes including, drug and alcohol misuse, mental health and accommodation*

Shared Priority III:
Creating safer, stronger communities
(Location)

What does this mean?

We want Leeds to be a compassionate and caring city with a strong economy, which tackles poverty and reduces inequalities.

This priority is fundamental to the city's vision of being welcoming, fair, sustainable, ambitious, creative and fun for all. Within the growing demands of crime and disorder there is a requirement to focus resources in the right place and the right time. Having a place-based approach that is still centred on people, be that a geographical locality or a community of interest, regardless of the issue.

It is about:

- ❖ Building resilient communities, supporting those in most need as well as ensuring all people are empowered to help themselves
- ❖ Strong local leadership, increasing community conversations to resolve problems and conflict locally, raising aspirations, creating better links to social and economic opportunities
- ❖ Protecting the places where people live, socialise, travel to or work from, creating safer and cleaner streets
- ❖ Promoting feelings of safety and confidence in policing and community safety

During the next 3 years we will work collectively to:

- ✓ *Enhance the partnership operational delivery models; adopting a place-based approach which is centred on people and incorporates integrated intelligence to provide insight to problem solving and enables increased early intervention and prevention activity*
- ✓ *Continue to utilise designing out crime principles to make places and premises less vulnerable to crime and develop sustainable local solutions to protect public spaces*
- ✓ *Work with communities to break down barriers that exist to prevent, identify and report crime that may be hidden because of fear and/ or intimidation giving them a voice to help shape and continue to solutions*
- ✓ *Raise awareness of existing, new and or emerging risks or issues through active awareness programmes and campaigns*
- ✓ *Improve services by engaging with people, communities of interest and businesses to understand their perceptions and experience of policing, community safety and criminal justice system*
- ✓ *Seek further opportunities aimed at keeping people safe as part of the day, evening and night time economy plans*
- ✓ *Listen to and work with people with lived experience to shape and improve service response*

KEY DELIVERABLES ~ I (YEAR 1)

Safer Leeds will continue to **improve current core services** but we will also focus on programmes and projects that help us move closer to our desired outcome; **additional** partnership deliverables here include:

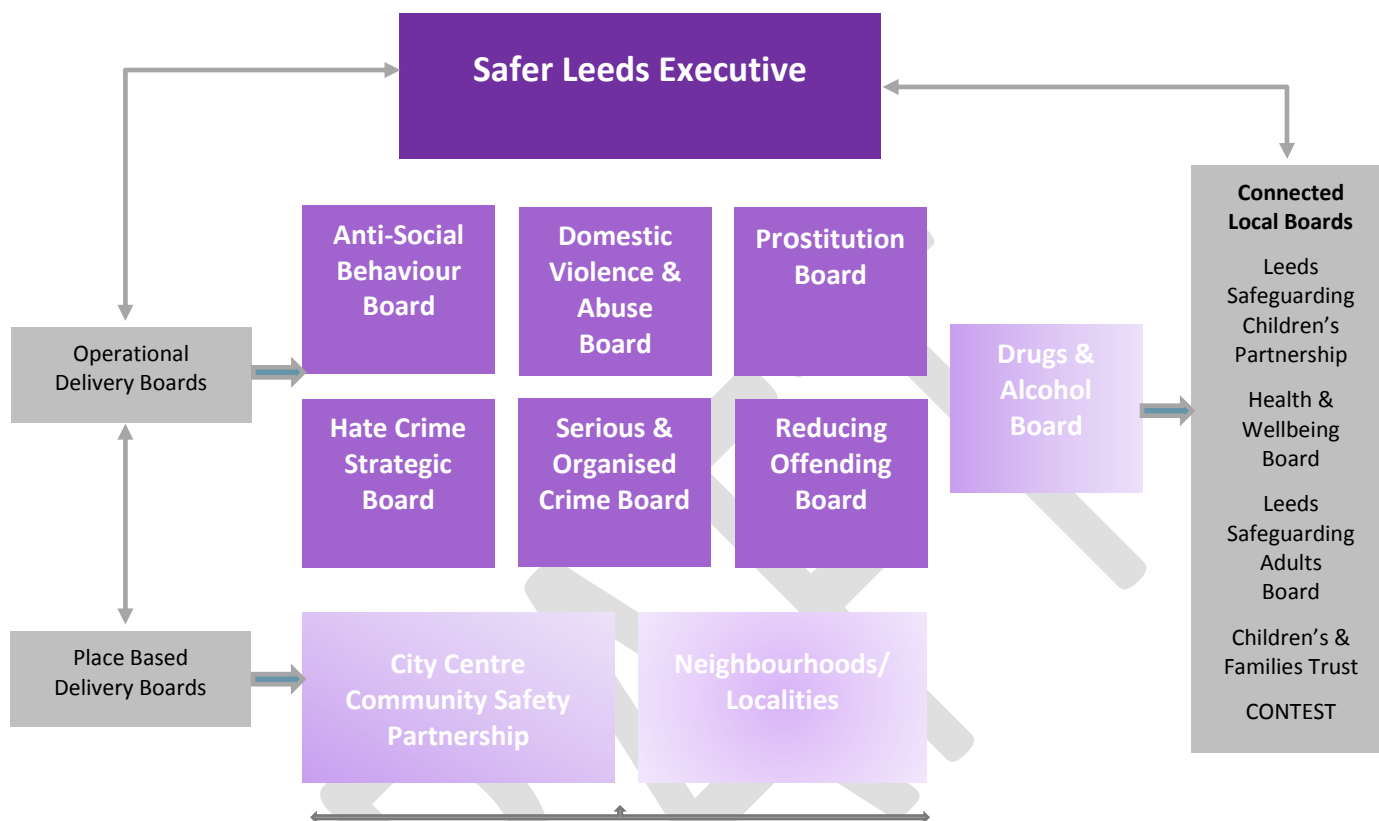
Focus on Innovation & Activity Victim, Offender, Location	Ascribed Primary Lead
Anti-social behaviours and criminal exploitation	
➔ Undertake a review of the Leeds Anti-Social Behaviour Service to ensure our response effectively meets the changing demands of ASB within the city and communities	LCC Community Safety
➔ Strengthen links and support the Leeds Safer Road Steering Group, educating schools, sharing knowledge and risk recognition/management initiatives	WY Fire & Rescue
➔ Develop a blended approach to CCTV surveillance by progressing modernisation projects across Leeds	LCC Community Safety
➔ Introduce situational crime prevention programmes in tower blocks such as a concierge system to address ASB and reassurance tenants	LCC Housing
➔ Utilisation of regulative and enforcements powers as part of joint operations	LCC & WYP Licensing
➔ Promote meaningful alternatives to 'gangs' through education, training and employment and mentoring opportunities as well as developing diversion activities for young people	WYP & LCC Communities
Domestic violence and abuse	
➔ Refresh our partnership Front Door Safeguarding Hub model, making best use of partnership resources, to provide more effective responses to victims and perpetrators of domestic violence and abuse	LCC Community Safety and Children & Families
➔ Implement a multi-agency action plan to develop our responses to honour based abuse and forced marriage; focussing on raising awareness, developing clear pathways and protocols	LCC Community Safety
➔ Develop and test locality based responses to domestic violence working within the 6 LCC priority neighbourhoods	LCC Community Safety
➔ Undertake a pilot development programme to ensure that the profession of social work is as adept at working with victims as well as abusers, with individuals who are abusive in relationships	LCC Adults & Health
Hate crime and community tensions	
➔ Explore opportunities to increase and strengthen hate crime reporting centres in a range of community based settings, educational establishments and businesses (e.g. transport exchange)	LCC & VCS
➔ Develop a community tensions framework and toolkit to ensure consistent methodology and approach to sharing and developing solutions	Safer Leeds
➔ Undertake tailored and targeted campaigns with identified communities of interest in conjunction with services, building previous work as part of the Hate Crime Awareness Week	Safer Leeds
➔ Following the review, implement new processes and procedures for Hate Crime Multi-Agency Risk Assessment Conference (MARAC)	LCC Community Safety
➔ Community cohesion and tackling extremism (e.g. by working with the Communities Service to develop more cohesive and resilient communities, tackle all types of extremism and safeguard those most vulnerable to radicalisation)	LCC Communities

KEY DELIVERABLES ~ II (YEAR 1)

Focus on Innovation & Activity Victim, Offender, Location	Ascribed Primary Lead
Impact of drugs, alcohol and mental health	
➤ Publish and implement a new drug and alcohol strategy for the city; including developing our partnership information sharing capability to better understand and respond to emerging threats and harms	LCC Adults & Health
➤ Develop new ways of working to respond better to 'street based' drug use and reduce impact on services and public perceptions	LCC Adults & Health
➤ Develop new approaches to address problems associated with excessive 'street drinking' and exploring the potential for alcohol recovery centres and other initiatives to protect individuals and reduce demand places on emergency services	LCC Adults & Health
➤ Ensure mental health professionals support the police and provide better response to people in distress and who need assistance	WYP Safer Leeds Partnership & CCG
Serious and organised crime	
➤ Strengthen existing and new partnership arrangements to improve the gathering of information and intelligence on known organised crime groups; introducing partnership network analysis to provide insight and inform response	WYP & Safer Leeds
➤ Implement new operational approaches to tackle organised crime groups, utilising a combination relentless disruption techniques; taking criminal, civil and regulative action	WYP & Safer Leeds
➤ Devise and introduce creative ways to support and build community resilience, in collaboration with trusted partners, the voluntary and community sector and community leaders; in line with agreed communications and engagement plans	WYP Safer Leeds
Place-Based Operational Delivery	
➤ Further develop locality based community safety approaches, in line with the principles of neighbourhood policing	WYP Safer Leeds Partnership
➤ Deliver 'Safe and Well' visits to vulnerable members of the community and develop targeted mentor schemes	WY Fire & Rescue
➤ Implement a universal offer and targeted programmes following the review of the Safer Schools Partnership	WYP Safer Leeds Partnership
➤ Pilot a new systems change programmes via an 'Early Help/ Early Intervention Hub' linking identification of children and young people at risk and offer practical support to families to change behaviours and achieve better outcomes	LCC Children & Families
➤ Continue to co-ordinate and develop responses to reduce the impact and harm of street based sex work; including developing a better evidence base to monitor issues and measure effectiveness of interventions	WYP Safer Leeds Partnership
➤ Undertake a review of the city centre CSP, with an emphasis on people, places and premises to support community safety and linked service/ partnership delivery	LCC Community Safety
➤ Establish a dedicated multi-agency Street Support Team (Phase I) working with the VCS, statutory services and the business sector to support and reduce the number of street users and address associated street activity	LCC Community Safety
➤ Work with service users through effective 'in-reach work' for those who may be homeless, in need and/ or at risk of reoffending to ensure appropriate housing provision is assigned and 'wrap around' services are available and accessible be to meet presenting needs	VCS, CRC, YOS, Prison Service & Hospitals, LCC

GOVERNANCE

To support and manage the delivery of this strategy, Safer Leeds Executive has undertaken a review and refreshed its governance and accountability arrangements including: a) detailing the membership, function and roles of the Executive as described in a new terms of reference b) agreed its operational and placed-based delivery boards and c) outlined its connection with other significant local boards.



Safer Leeds Executive, consists of officers from the 'Responsible Authorities' and 'Co-operating Bodies', and includes political representation from the Lead member for Community Safety and co-opted local representation from the West Yorkshire Police Crime Panel.

Operational Delivery Boards, are chaired by a member of Executive reporting on progress, risks or threats as part of their duties. Below these there are sub groups and/ or where appropriate Task and Finish Groups.

Place Based Delivery Boards, are chaired by a member of Executive or assigned to a Lead Supporting Officer, reporting on progress, risks or threats as part of their duties.

Steering/ Task & Finish Groups, this includes multi-agency groups working on Honour Based Violence & Abuse/ Forced Marriage; Modern Day Slavery and Human Trafficking. Plus time limited groups working on communication and engagement campaigns.

Connected/ Significant Boards, play a significant role in contributing to Safer Leeds shared priorities and at least one person from the Executive is a member of these Boards, to ensure synergy, at a strategic and operational level.

In addition, this strategy links to other strategic plans, priorities and other Boards, including alignment to and contributing directly to West Yorkshire's Police and Crime Plan.

Community Safety Champions, these are elected members, assigned at a community committee, who 'champion' the work of Safer Leeds through their activity with local people in their constituency and with local service providers.

Funding

The work of Safer Leeds is primarily funded by mainstream resources of each organisation and work 'in-kind' and other grants where bids for additional funding are secured. The Police and Crime Commissioner allocates supplementary funding on an annual basis.

How will we measure progress?

Outcome

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

Ambition

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

Our Focus

People & Place

- Anti-social behaviours & criminal exploitation
- Crime and disorder related to drugs, alcohol and mental health
- Hate crime and community tensions
- Safeguarding Inc. domestic violence & abuse, forced marriage & honour based abuse and modern slavery
- Serious & organised crime

Our Shared Priorities

1 Keeping People Safe from Harm (Victim)

- Undertake a Review of the Leeds Anti-Social Behaviour Service
- Refresh our partnership Front Door Safeguarding Hub model
- Increase and strengthen hate crime reporting centres
- Develop and test locality based responses to domestic violence and abuse

2 Preventing & Reducing Offending (Offender)

- Reduce the number of first time entrants into the criminal justice system
- Commission a flexible and intelligence led Integrated Offender Management intensive support service
- Implement new operational approaches to tackle organised crime groups
- Publish and implement a new drug and alcohol strategy

3 Creating Safer, Stronger Communities (Location)

- Implement a universal offer and targeted programmes following the review of the Safer Schools Partnership
- Establish a dedicated multi-agency Street Support Team
- Devise and introduce creative ways to support and build community resilience
- Pilot a new systems change programme via an 'Early Help/ Early Intervention Hub'

What we will do?

How will we do it?

Our Approaches ~ Based on People & Places

Integrated Intelligence & Identification

Early Intervention & Prevention

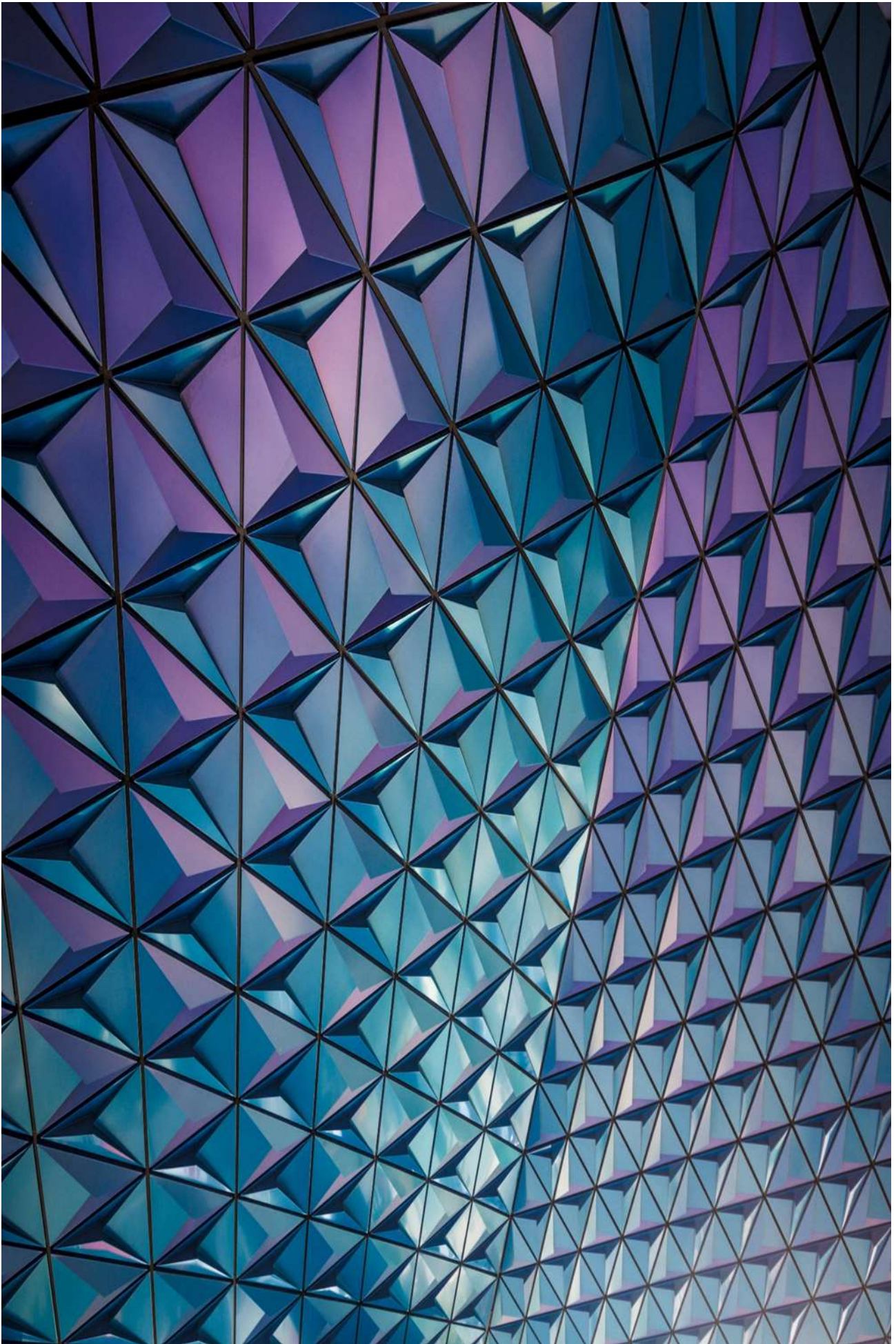
Education, Engagement & Enforcement

Building Community Resilience & Public Confidence

Key

Indicators

- People feel safe in their local area
- Public satisfaction & confidence
- Volume of total recorded crime
- Reported anti-social behaviour/ nuisance
- Number of hate related incidents
- Number of self-reported domestic violence and abuse incidents
- Volume of violent and sexual offences recorded
- Drug related (TBC)
- Alcohol related (TBC)
- Re-Offending (TBC)



Report of Head of Governance and Scrutiny Support

Report to: Scrutiny Board (Environment, Housing and Communities)

Date: 26 July 2018

Subject: IMPROVING AIR QUALITY WITHIN THE CITY

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

Purpose of this report

1. In May 2017, the Scrutiny Board (Environment and Housing) published its inquiry report into Improving Air Quality in Leeds. Since the publication of that report, scrutiny focus has continued, and in July 2017 the Scrutiny Board (Environment, Housing and Communities) considered a report on the proposed consultation process for the implementation of an air quality solution in Leeds. During that meeting the Board acknowledged that a more detailed approach would be produced, and resolved to schedule a working group meeting to consider the initial findings arising from the initial consultation process, and to provide the views of Scrutiny.
2. On the 13th of December 2017 a report was brought to Executive Board that outlined a proposed air quality solution. A Class B Clean Air Zone was proposed, effectively introducing a charge for any buses, coaches, HGVs and taxi and private hire vehicles that did not meet pre-determined emission standards.
3. Following the meeting of Executive Board, a working group of the Scrutiny Board (Environment, Housing and Communities) met on the 15th of December 2017 to consider the proposed solution, provide feedback, and help inform the planned consultation process.
4. Officers will be in attendance at the Scrutiny Board meeting on the 26 July 2018 to provide a progress update, and more specifically to provide an overview of the consultation responses received on the Clean Air Charging Zone proposal and detail how the first stage of consultation responses have been considered and

reflected within an updated proposal. To support this the Executive Board reports considered on the 27 of June 2018, and the decision made at that meeting, are appended to this report.

5. The scheduling of this update facilitates an additional opportunity for support and challenge from the Scrutiny Board at this latter stage in the process, before the submission of the Full Business Case to Government in September 2018.

Recommendations

6. Scrutiny Board is recommended to
 - a) Consider and note this report, the appended Executive Board report and the decision of the Executive Board
 - b) Consider and note the information communicated at the meeting
 - c) Provide feedback or make recommendations as deemed appropriate.

Background documents¹

5. None used.

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

**Report of Director of Resources and Housing, Director of City Development,
Director of Communities and Environment and Director of Public Health**

Report to EXECUTIVE BOARD

Date: 27th June 2018

Subject: IMPROVING AIR QUALITY WITHIN THE CITY

Are specific electoral wards affected? If yes, name(s) of ward(s): All wards.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. Our ambition is to improve the air quality of Leeds to support a thriving and sustainable city for those that live, work or visit here, improving the health outcomes for the city.
2. The council is under a ministerial direction to provide a Full Business Case (FBC) to government by 15th September 2018. The FBC will detail our proposals to ensure that the city is compliant with air quality standards imposed by the Air Quality Directive in the shortest possible time and will have already been through statutory consultation.
3. The council is going to implement a range of measures to improve air quality across the city, supported by £2.8 million of early measures funding that was awarded earlier this year. This will include the installation of electric charging points, a city wide comms campaign including easier access to air quality data as well as work to reduce idling and increase uptake of the car sharing scheme.
4. The council is also proposing to implement a clean air charging zone (CAZ) that will complement the city wide air quality measures and the transport strategy. The proposed CAZ will have a smaller boundary than that originally consulted upon to reflect the feedback received during the consultation but will still achieve compliance in the shortest possible time and improve air quality across the whole city.

5. Although the zone is smaller, air quality improvements will still be delivered across a much wider area as the compliant vehicles travelling into the charging zone will pass through the communities around the charging boundary.
6. Proposed amendments to the licensing conditions for taxi and private hire vehicles will be consulted on to ensure that licensing policies complement the CAZ proposal for this sector and that the benefits are felt citywide.
7. Through the next stage of consultation, the council will develop a vision for improving air quality beyond the initial phase of compliance in 2020, exploring the potential for an ultra low emission city centre or car free days.

Recommendations

The Executive Board is recommended to:

- 1.1.1. Approve entering into a period of statutory public consultation on the proposed clean air zone and the enforcement of anti-idling;
- 1.1.2. Approve entering into a period of public consultation on the introduction of the enforcement of anti-vehicle idling;
- 1.1.3. Approve entering into a period of consultation with regards to the proposed changes to the licensing conditions for taxis and private hire vehicles;
- 1.1.4. Delegate the authority to procure for the required infrastructure to the Director of City Development, and the authority to spend once funding from government has been secured;
- 1.1.5. Delegate the authority to procure for the administration of the taxi and private hire loan to the Director of Resources and Housing, and the authority to spend once funding from government has been secured;
- 1.1.6. Approve the waiving of call-in for decisions contained within this report on the grounds of urgency in order that the Council achieves the closest legitimate date for submission in compliance with the Direction.
- 1.1.7. Note that a further report will be brought to Executive Board on 19th September to report on the outcomes of the statutory consultation referenced in 1.1.1 above.

1. Purpose of this report

- 1.1. The report to Executive Board will:
- 1.2. Provide an overview of the consultation responses received on the Clean Air Charging Zone (CAZ) proposal;
- 1.3. Detail how the first stage of consultation responses have been considered and how these are reflected within the updated proposal;
- 1.4. Detail the funding request to central government for both the required infrastructure and the support measures to mitigate economic impact;
- 1.5. Outline the process to reaching approval for both the Full Business Case and the Traffic Scheme;
- 1.6. Detail the required changes to licensing conditions for taxi and private hire to align conditions with CAZ compliant engine standards.

2. Background information

- 2.1. Leeds currently meets EU Air Quality Directive Standards for particulate matter. Both PM_{2.5} and PM₁₀ targets are comfortably achieved, with Leeds also coming close to achieving its aspiration of meeting the PM_{2.5} annual mean target of 10 µg/m³ set by the World Health Organisation.
- 2.2. There are two objectives to be achieved for Nitrogen Dioxide (NO₂) specified in the UK Air Quality Regulations: an annual mean not to be exceeded of 40 µg/m³, and an hourly mean of 200 µg/m³ not to be exceeded on more than 18 occasions per year. Leeds has met and continues to meet the regulatory limits for the hourly average. NO₂ concentrations at some specific locations across Leeds however are exceeding the annual average limit of 40 µg/m³, making Leeds non-compliant with the UK objectives.
- 2.3. Both long- and short-term exposure to air pollution are known to adversely affect health. Short-term exposure (over hours or days) to elevated levels of air pollution can cause a range of effects including exacerbation of asthma, effects on lung function, increases in hospital admissions and mortality. Epidemiological studies have shown that long-term exposure (over several years) reduces life-expectancy, mainly due to increased risk of mortality from cardiovascular and respiratory causes and from lung cancer. The most consistent and convincing evidence suggests an important role for fine particulate matter (PM_{2.5}) in causing the observed adverse health effects, although other outdoor air pollutants such as nitrogen dioxide and ground-level ozone are also known to cause adverse health effects¹.
- 2.4. Air pollution causes a considerable burden of death and disability annually and costs the UK economy £20bn every year². Research carried out by Imperial College

¹ National Institute for Health and Care Excellence (NICE) - Expert testimony from Public Health England to inform NICE 'Air pollution: outdoor air quality and health' guideline 2017 <https://www.nice.org.uk/guidance/ng70>

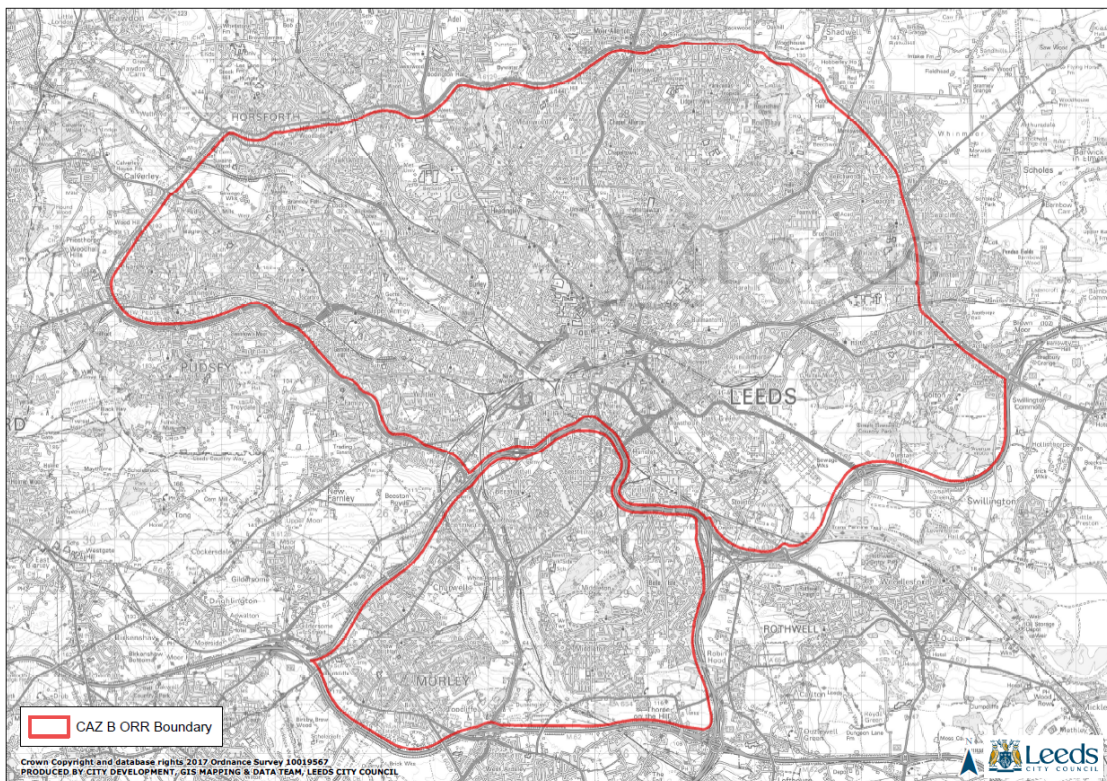
² Royal College of Physicians, 'Every Breath We Take: The Lifelong Impact of Air Pollution', February 2016, available here: <https://www.rcplondon.ac.uk/projects/outputs/every-breath-we-take-lifelong-impact-air-pollution>

London showed that there were higher concentrations of particulate matter and nitrogen dioxide in the most deprived 20% neighbourhoods in England³.

- 2.5. Client Earth took the UK government back to court in February 2018 which has resulted in an additional 33 local authorities having to produce air quality plans to show how they will achieve compliance in the shortest possible time. These include Bradford, Wakefield, Calderdale and Kirklees. In May 2018 the EU commission also decided to take the UK government to court over its long standing failure to meet EU limits for nitrogen dioxide (NO₂).
- 2.6. In December 2017 a report was brought to Executive Board that outlined the proposed air quality solution, located [here](#). A Class B Clean Air Zone was proposed, effectively introducing a charge for any buses, coaches, HGVs and taxi and private hire vehicles that did not meet pre-determined emission standards.
- 2.7. Taxi and private hire vehicles are being asked to move to a cleaner vehicle than Euro 6 diesel (such as petrol hybrid or electric) as the smaller vehicles are currently not delivering the same NO_x savings that a Euro VI standard HGV, bus and coach are delivering.
- 2.8. Leeds City Council is the licensing authority for taxi and private hire drivers, vehicles and operators in the city, although many private hire vehicles licensed by other licensing authorities operate in the city, and will be expected to enter the Clean Air Charging Zone. The council is working closely with the other authorities in West Yorkshire and with City of York Council to harmonise taxi and private hire licensing conditions across the region. The council's taxi and private hire licensing policies and conditions are considered by the council's Licensing Committee who make recommendations to the Executive Board who decide on these. They are then implemented and enforced by the Taxi and Private Hire Licensing Team.
- 2.9. The latest Real Driving Emission (RDE) evidence of the latest generation of Euro 6 emission standard cars in the UK has been collected by Transport for London (TfL) and the Department for Transport (DfT). Key findings from the TfL laboratory measurements over a real London driving speed profile (140kms of measurement) were;
 - 2.9.1. A high emitting Euro 6 diesel supermini emitted 13 times more NO_x than the required emission standard (the NEDC test); The cleanest Euro 6 diesel emissions only just exceeded the basic Euro 6 emission standard (NEDC) of 0.08 gr.km⁻¹ NO_x.
 - 2.9.2. However the average Euro 6 diesel car emitted as much NO_x as roughly 40 petrol cars;
 - 2.9.3. The average Euro 6 diesel car emitted as much NO_x as 1000 of the petrol-hybrid (Lexus / Toyota Prius petrol-electric hybrid powertrain).
 - 2.9.4. The DfT results presented are from on-road (RDE) tests with a Portable Emission Measurement System (PEMS) covering approximately two hours of normal driving.

³ Fecht, D. et al. 'Associations between air pollution and socioeconomic characteristics, ethnicity and age profile of neighbourhoods in England and the Netherland', Environmental Pollution (2014), <http://dx.doi.org/10.1016/j.envpol.2014.12.014>

- 2.10. The CAZ that was subject to a non statutory consultation from 2nd January to 2nd March used the outer ring road and the motorways as its boundaries to the south and east as shown in the map below.



3. Main issues

Consultation Overview

- 3.1. Over 8750 responses were received to the public consultation via the questionnaire as well as a number of letters from trade organisations, companies, key partners and environmental support groups.
- 3.2. The consultation was communicated in a variety of ways to ensure that it was widely known about. A postcard was sent to every business and resident within the district, posters were put up across the region, the variable sign boards were used to promote the consultation and social media was heavily used to ensure that the message was seen as widely as possible. Businesses and key partners were also emailed directly as were all Leeds' licensed taxi and private hire drivers and operators.
- 3.3. All this promotional activity was supported by over 80 face to face events, including sector specific events with trade organisations such as the Freight Transport Association, Confederation of Passenger Transport, six events with taxi and private hire drivers and operators as well as stands for the public at White Rose Shopping Centre, railway station, bus station and at a number of community hub locations across the city.
- 3.4. Direct consultation was also undertaken with the Youth Council and a briefing was provided at the Primary Head teacher forum.

- 3.5. A procurement exercise was undertaken to appoint a consultant to analyse the responses received at both stages of the consultation. M.E.L Research were appointed to provide an independent analysis of the consultation responses. This report can be found at www.leeds.gov.uk/airqualityconsultation as a downloadable document (title: Clean Air Zone Consultation Response Analysis May 2018).

Modelling Update

- 3.6. Following the consultation, the council re-ran all of its transport and air quality models to ensure that they reflected the latest position in terms of planning applications, traffic growth, park and ride capacity, rail rolling stock improvements due in 2019, City Connect impact as well as including the latest background figures supplied by JAQU (the Government's Joint Air Quality Unit). It also amended the model to ensure that the impact of taxi and private hire could be fully modelled as at the last stage the taxi and private hire impact was excluded from the models due to time limitations.
- 3.7. In terms of our critical success factors for government, the two gateway criteria are:
- 3.7.1. Achieve Statutory compliance with air quality legislation
 - 3.7.2. Proposed scheme(s) are deliverable in the shortest possible time (subject to its statutory obligations and in accordance with public law principles)
- 3.8. At the last stage of analysis the council had ruled out any options that did not include a non charging element as this would require major modal shift from the private car and to cope with this there would need to be substantial infrastructure upgrades and it would not be possible to implement these as to achieve compliance in the shortest possible time.
- 3.9. When comparing the various classes of CAZ, it was concluded that no CAZ could be delivered earlier than January 2020 due to the standard process that has to be undertaken, including consultation, funding approvals, procurement, design and implementation, as well as the limits on market capacity for vehicle upgrades. This therefore meant that as all of our options reach compliance and there is no difference in delivery timescales, the decision was based on the other critical success factors. These are detailed below:
- 3.9.1. Deliver value for money in terms of the funding required from government
 - 3.9.2. Minimise the economic impact with no one group overly affected more than any other by the CAZ plans.
 - 3.9.3. Ensure that options deliver required outcomes, whilst mitigating unwanted secondary consequences, for example avoiding displacement of air quality issues, or causing increases in CO₂ emissions.
 - 3.9.4. Ensure that there is alignment with wider strategies and policy for the city
- 3.10. Our preferred option of a CAZ B with taxi and private hire vehicles being required to move to a higher standard of petrol hybrid or electric and a drive to increase electric uptake in the LGV sector required the lowest funding package from government of all options analysed. It also has the lowest economic impact both at a citywide level and at a distributional level. The solution reduces carbon emissions and particulate matter and does not create displacement.
- 3.11. For clarity, minibuses are not included within our charging zone unless licensed as a taxi and private hire vehicle.

Boundary Changes

- 3.12. One of the key asks from businesses during the consultation process was to reconsider the boundary, especially around the key industrial areas of the city. As a result we remodelled the Clean Air Charging Zone with an amended boundary that used the M621 as the southern boundary and the A61 and A63 around the Enterprise Zone. After the model was reappraised it was concluded that the reduction in size could be adopted without adverse impact on the requisite outcomes. Air quality improvements are still being delivered in a wider area than just the clean air charging zone. Unlike when we originally modelled the smaller CAZ based on the inner ring road CAZ, the new reduced boundary didn't create any significant displacement of traffic and therefore emissions to other areas.
- 3.13. The revised boundary is shown in the map on the next page:

Clean Air Zone - Proposed Revised Boundary



Created by: Ivor Trueman Tel 07891 275740
Date: 05/06/2018
For: Claire Dalton Nobbs

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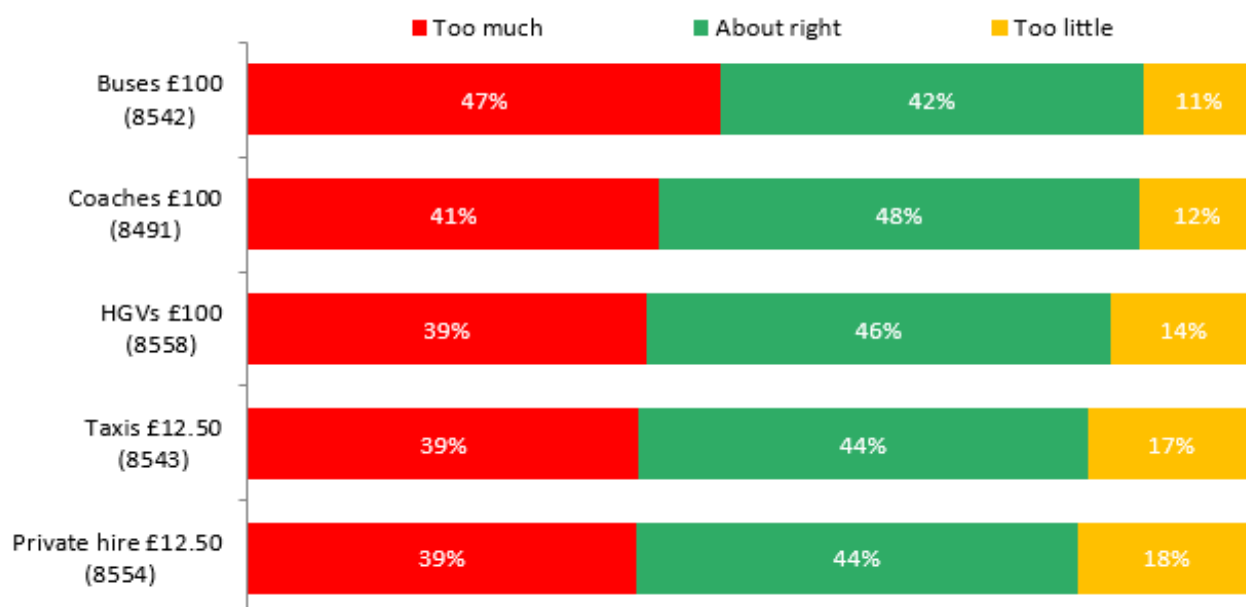
Legend

■ Revised Boundary

3.14. The new CAZ boundary has reduced the area to 89sq km and the number of HGVs located within the CAZ has reduced from circa 13,000 to an estimated 4,500.

Charging Level

3.15. At the first stage of consultation the charges from London were used as indications of the potential level of charge that may be payable. Within the questionnaire, respondents were asked to comment on the levels of charges.



3.16. For all the different charges proposed, only buses came out as too high for overall respondents of the survey, all the other vehicle charges were considered to be about right. There was an understandable difference between what business (this includes Taxi/Private Hire) and non – business respondents felt. Circa 60% of business respondents felt the charges for the different types of vehicles were too high.

3.17. Following on from the consultation, the council commissioned a piece of work to reconsider the charging levels. In summary, the council was seeking to see whether the level of charge could be reduced from the original levels without impacting on the behavioural change required to achieve compliance in the shortest possible time. It is important to note that there is no way of predicting exactly how businesses will react so any work undertaken provides an indication but it is intended to undertake regular reviews and if the anticipated result is not produced, the council will reserve its right to review the charge accordingly to ensure compliance in the shortest possible time.

3.18. The work evidenced that a behaviour change is created by strong policy that indicates a definite direction of travel, rather than necessarily a high punitive charge.

3.19. The council is continuing to work with other cities outside of London to agree a common charging structure as industry have requested that the schemes be as standardised as possible.

3.20. In line with other national charging schemes, the charge will be payable by midnight of the following day

3.21. At this time the council is proposing the following charging structure:

Buses, Coaches and HGVs	£50/ day
Taxis and Private Hire Vehicles	£12.50/ day
Taxi and Private Hire Vehicles	£50/week (only available to Leeds' licensed drivers)

3.22. It has been proposed to set a weekly charge for taxi and private hire vehicles that are licensed in Leeds as a key concern raised in the consultation was that many drivers use their vehicles for personal use and would still be charged. This was considered by the trade to be inequitable as the council was not implementing a charging zone for the private car. The weekly charge is the equivalent of 4 days charge per week and serves to recognise that local drivers do use their cars for personal travel as well as business use without creating an onerous administrative burden for either party.

3.23. The council is also promoting a national policy on intercity charging that would see vehicles only charged once per day regardless of the number of CAZs that were entered. This is on the basis that the charge in each city is set at the level to generate the required level of behavioural change and therefore multiple charges would be excessive. If a vehicle is travelling between multiple cities, it is spending less time in the urban areas but yet still being charged the same as a vehicle that is spending a larger amount of time in a zone. However, this policy is subject to government approval as it requires both national and other cities' support.

Revenue

3.24. The government is currently in the early stages of developing a national payment portal to allow all charges from CAZs to be made via one point.

3.25. Any revenue raised locally, although collected nationally, will be given back to the council and may only be used to support further work to improve air quality. A currently undetermined amount will be payable to the government to fund the cost of operating the payment portal.

3.26. The council will be responsible for enforcement of non-payment of charges and this will be carried out by the current parking enforcement team within the council.

3.27. Any revenue raised (net of costs) would be used to provide support to those companies that have been directly impacted by the CAZ to help them retrofit their vehicles.

HGVs

3.28. Through the consultation process, it became evident that the Clean Air Charging Zone will have a big impact on the HGV sector due to the large cost differential between a Euro V and Euro VI vehicle that is beyond the reach of many smaller operators.

3.29. The council expects that between 17% and 34% of HGVs will be non-compliant with CAZ Euro Standards (Euro VI diesel and Euro IV petrol) at the point of implementation in 2020. However from local knowledge and research it is anticipated that larger operators will have higher compliance with CAZ Euro standards than smaller operators.

3.30. HGV operators have highlighted that the cost of Euro VI is prohibitive for them under normal business conditions; some have highlighted an inflated cost (up to

threefold) for second hand Euro VI vehicles since announcements regarding CAZ implementation for a number of cities from 2020 were made. We understand from some of the sector that replacement Euro VI diesel HGVs are between £80,000-£120,000 with much higher costs quoted for more specialist vehicles.

- 3.31. Currently there are no Clean Vehicle Retrofit Approval Scheme (CVRAS) accredited HGV retrofit solutions; retrofit providers expect to develop these between second quarter 2018 and second quarter 2019. Issues and delays currently exist with regard to the testing mechanism and re-registration with the Driver and Vehicle Standards Agency which is necessary following retrofit.
- 3.32. Retrofit providers have looked to develop the solutions they deem have greatest commercial viability first so have been much more focused on bus retrofit solutions as funding schemes have been well publicised for these sectors. However providers are willing to look to HGV solutions.
- 3.33. Additional challenges exist for the HGV retrofit sector as there are multiple engine types, sizes and specification variances; this makes the design and accreditation of HGV solutions problematic. This contrasts to the bus sector where there are fewer engine variations.
- 3.34. As no HGV solutions currently exist the cost of retrofit technology is only available as a 'ball park' figure; depending on engine size the cost is likely to be between £13,000 and £19,200.
- 3.35. It should be noted that retrofit providers do not expect any future solutions to be suitable for engines Euro 0-II standard. It is possible the number of Euro III options will also be affected. However initial data, suggests pre-Euro III HGVs make up less than 1% of HGV movements in Leeds.
- 3.36. Retrofit offers the most affordable and cost effective option to operators without compromising on meeting the air quality objectives in Leeds in the shortest possible time.
- 3.37. We will ask for a fund from Government, to support HGV businesses with grant funding. This would support upgrading eligible HGVs based within the CAZ B boundary to Euro VI with a retrofit solution. The money would be targeted towards the smaller companies, who are less likely to be able to access finance.

Taxi and Private Hire CAZ

- 3.38. The council anticipate that there may be up to 4,375 vehicles which will not be compliant with the higher vehicle standard (petrol hybrid or electric) by 2020.
- 3.39. During the consultation there were a number of face to face events held with the trade and a number of concerns were repeatedly raised. The revised proposal has tried where possible to address those concerns.
- 3.40. As the taxi and private hire standard will be set at petrol hybrid or electric, there was a concern that there is no or very limited availability of larger or executive vehicles. This has been considered in the 'sunset period' that are proposed by allowing these vehicles to move to Euro 6 as an interim step whilst the low emissions vehicle market in this sector develops further.
- 3.41. There was also a concern that some individuals had very recently bought new Euro 6 vehicles that under the council's proposals would not be compliant. To recognise this a 'sunset period' is proposed for those drivers who already have Euro 6 vehicles or Euro 6 equivalent vehicles licensed.

- 3.42. A number of individuals are tied into finance packages that extend beyond the implementation date for the CAZ and again there will also be the opportunity for ‘sunset period up to the end of individuals’ finance packages provided they do not extend beyond 31st December 2021, and subject to evidence of the finance package being provided.
- 3.43. In summary, the table below shows the proposed policies for each of the vehicle types within the taxi and private hire trade:

Vehicle Type	Detail
Wheelchair Accessible Vehicles (WAV)	All WAVs will be exempt from CAZ charge for a period to be defined. WAVs may need to be Euro 6 by 31/12/2021
5-7 passenger vehicles	All vehicles non-compliant with standard CAZ spec (diesel E6; petrol E4, or Euro 6 equivalent (such as LPG retrofit if accredited under Clean Vehicle Retrofit Accreditation Scheme (CVRAS)) will be charged.
8+ passenger vehicles	8+ Passenger vehicles will be exempt from CAZ charge for a period to be defined. 8+ passenger vehicles may need to be Euro 6 standard by 31/12/2021
Executive vehicles	All vehicles non-compliant with standard CAZ spec (diesel Euro 6; petrol Euro 4) will be charged.
Standard (i.e. all vehicles that do not fall into one of the identified categories above)	All vehicles other than petrol hybrids or electric will be charged unless: <ul style="list-style-type: none"> It is a Euro 6 diesel, or Euro 6 equivalent (such as LPG retrofit if accredited to CRVAS) first licensed in Leeds before a cut-off date to be determined (likely to be 15th September 2018). These vehicles will be given an exemption period to 31st December 2021.
Finance Exemption	Vehicle owners who are engaged in an existing financial agreement (prior to 15 th September) that prevents early replacement of vehicles may be allowed an exemption until either their finance deal expires or 31 st December 2021, whichever is soonest.

- 3.44. As the sector is being asked to bring forward their normal vehicle replacement cycle, we are proposing a support package that will provide grant funding to cover the initial revenue costs of changing vehicles as well as access to an interest free loan. It is anticipated that a grant package of £1,500 will be made available for petrol hybrid conversions, £2,000 for plug in hybrid vehicles and £3,000 for electric vehicles. The grant package to support this will be requested from government’s clean air fund. The council has already secured £700,000 of this funding through its early measures bids and is currently in discussions to secure further funding to enable the wider roll out of the grant packages.
- 3.45. The council is also seeking to offer an interest free loan package to this sector. It is envisaged that this will be capped at £10,000 per driver and will only be available to those drivers that seek to change their vehicles by 31st December 2019. It is anticipated that this will be funded via prudential borrowing but that funding will be sought from the government to cover the cost of the loans, including the cost of administering the loan fund, a provision for bad debt and lost interest.

Taxi and Private Hire Licensing

- 3.46. A review of the licensing conditions will start in June 2018 that will complement the implementation of the CAZ. Currently, around 4,000 of the 5,000 taxi and private hire vehicles are diesels, and only around 700 are petrol hybrid or electric. The review will address the various vehicle policies and conditions, and will take the opportunity to review conditions and set new conditions to support the clean air and public health agenda.
- 3.47. The review will consult with the public on a range of options and will include the following linked directly to the clean air agenda:
- Tighter vehicle licensing conditions for newly licensed vehicles – e.g. licence only petrol hybrid or electric only vehicles;
 - A transition period for existing licensed vehicles, linked to support packages to assist high emission vehicles to be replaced by petrol hybrid or electric vehicles;
 - Loosening of age criteria for petrol hybrid and electric vehicles, to allow them to be registered when more than five years old;
 - Loosening of age criteria for petrol hybrid and electric vehicles, to allow them to be licensed when more than ten years old; and
 - Loosening of vehicle sticker conditions allowing additional stickers/sponsorship to be added to petrol hybrids or electric vehicles.

Buses and Coaches

- 3.48. West Yorkshire Combined Authority and Leeds City Council have been awarded £4.1 million from the government's Clean Bus Technology Fund (CBTF). This will enable retrofit to 231 buses running on key routes in Leeds including those with air quality concerns.
- 3.49. There are six coach and non-scheduled bus operators within the revised boundary operating around 65 vehicles, 40 of which are expected to be non-compliant with the latest engine emissions standards by 2020. The Leeds based coach companies operate a range of services from purely commercial trips for businesses to some for community groups undertaking excursions and school services. School services are at the start and end of the school day in addition to journeys for educational trips and visits that support curriculum enhancements, wellbeing and tackling obesity.
- 3.50. The age of the fleet ranges from Euro II double decker school services to the latest Euro VI coaches. Research indicates that second hand Euro VI coaches and buses start from around £140,000 and can cost £300,000 brand new; these costs are beyond the reach of some Leeds operators. In light of this we have developed retrofit grant funding bids for coach and non-scheduled bus operators.
- 3.51. A retrofit solution for double and single decker buses has already been accredited by a range of retrofit providers under the Clean Vehicle Retrofit Accreditation Scheme (CVRAS). Due to the bespoke nature of coaches, with a range of chassis and engine types and internal layouts, the retrofit solution for coaches is more bespoke. From speaking to the market, there may be eight or nine variations of retrofit solutions that must be developed, tested, and accredited for this sector. One retrofit solution is already available and awaiting accreditation, so should be available late 2018. Retrofit costs for coaches and non-schedule buses are in line with those for HGVs between £13,000-£19,000.
- 3.52. Coach and non-scheduled bus operators have raised concerns about the impact of the CAZ on the viability of some services for schools trips as they would pass the cost of daily charges onto customers. In light of this we have proposed to exempt

eligible school related services so as to ensure no additional disadvantage for children and young people.

- 3.53. Leeds based coaches that are accessible for wheelchair users, whether within or beyond the CAZ boundary, will also be eligible for grant support for retrofit solutions to support access for vulnerable groups within Leeds.
- 3.54. For other services, given that the coach trips will usually operate with a full complement of passengers, any increase in cost would be minimal e.g. daily charge of £50 across a single trip, 49 seater coach, would equate to £1 per person additional cost and for a 74 seater double decker single journey around £0.67 per person additional cost; a number of vehicles may undertake multiple journeys in a day so any daily charge could be spread over the total number of passengers.
- 3.55. Whilst companies simply passing on the CAZ charge to customers does not in itself improve air quality, it provides funding for further vehicles to be upgraded as detailed in the revenue section at 3.24 to 3.27.
- 3.56. We have also undertaken some further research regarding the comparative cost of coach travel and even with daily CAZ charges, travelling by coach remains a viable and competitively priced option even with an additional £1-£2 per person added on, the coach option is still the cheapest.

	Leeds to Sheffield	Leeds to London
Car	£43 Including car parking	£190.50 (which could increase with a ULEZ/Congestion charge added and parking)
Coach	£7.60 – £11.20 National Express	£5 - £11.60 National Express £5 - £7.70 Megabus
Train	£13.80 Northern Rail	£54 Virgin East Coast

Business impact

- 3.57. There will be businesses within the CAZ boundary that will be directly impacted, either through customers choosing to go elsewhere as their vehicles are non-compliant or suppliers increasing their delivery costs. An example of this could be a builder's merchant or a garage that services HGVs.
- 3.58. The council will look to request a support package from government to help mitigate this impact in the short term through potential business rate relief or support with relocation in more extreme cases.

Proposed exemptions

- 3.59. Within the National Clean Air Zone Framework, there are a number of standard exemptions from Clean Air Zone emission requirements. The following exemptions apply:
- 3.59.1. Vehicles with a historic tax class (built on or before 31 December 1977)
- 3.59.2. Military vehicles are exempt from charges by virtue of Section 349 of Armed Forces Act 2006
- 3.60. All of the exemptions below (paragraph 3.60.1 to 3.60.6) have been determined locally and will be subject to review to ensure that the impact of the exemptions has been accurately estimated

3.60.1. Showmen

These are highly specialised vehicles and are very expensive to replace with a long lead time for replacement. We have a very small number coming into the city centre and they do approximately 2,000 miles per annum and the impact on emissions reductions and achievement of concentration limits will be minimal.

3.60.2. Vintage Buses

These buses are aged between 20 - 39 years old and have limited technical options to make them compliant. They are typically operated by 'hobby enthusiasts' and normally attend community events. They do a very limited mileage and rarely travel into the city centre. Their impact on emission reductions and achievement of concentration limits is minimal. The exemption would only be for a pre-determined number of days per year rather than a blanket exemption. This is currently anticipated to be 10. We do have vintage buses that are used for commercial purposes (such as weddings) and they would not be exempt from the charge.

3.60.3. Emergency Services

By 2027 all Fire service vehicles will be Euro VI compliant in line with their fleet replacement programme, currently 18 out of 74 vehicles are compliant. Lead in times to upgrade specialist vehicles are long and can cost up to £850,000 per vehicle. These vehicles represent a very small number of vehicles with low mileage and the impact on emission reductions and achievement of concentration limits will be minimal.

3.60.4. School buses

Due to the low mileage of school buses providing services for transport to state schools, it is intended to provide them with an exemption if they are above Euro 3 as a minimum. An impact on the costs in this sector would impact on the ability of schools to be able to deliver any extra curriculum schools, impacting on children who would otherwise not have access to extracurricular activities or visits.

3.60.5. Lack of market capacity

Due to the late start in terms of developing retrofit solutions for HGVs and coaches as well as the over demand in the Euro 6 market, Leeds is also proposing an exemption that will allow those companies who have placed an order (by a pre-defined date) for a compliant vehicle or a retrofit to enjoy a 'sunset period' until the compliant vehicle arrives or the upgrade work is completed. The company will have to evidence that they have done everything possible to bring their vehicle to the required standard and therefore to impose a charge would not improve air quality. This is felt to be appropriate in these circumstances as the CAZ proposals are not intended to be a revenue raising mechanism, but are intended as a means of securing compliance with the Directive in the shortest possible time.

3.60.6. Diversions on the road network

If there any incidents on the road network that lead to official diversions, any vehicles that are diverted into the CAZ would be exempt from the charge for the time period that the diversion is in place. If the vehicle is spotted at a different place or time within the same 24 hours, they would still incur the daily charge.

Additional Measures

- 3.61. In order to enable the council to allow some exemptions, it is proposing to work with the LGV sector to increase the uptake of electric vehicles to deliver additional NOx savings. The council itself has already committed to procure a further 200 electric vans by 2020, bringing its total electric fleet to circa 300 as well as ensuring its whole fleet is CAZ compliant or better, even for those vehicles not within the CAZ categories.
- 3.62. The council, through the early measures fund, will allow businesses to trial electric vehicles to try and act as a catalyst to uptake.
- 3.63. However, we know that some larger businesses are already committed to upgrading their electric fleet but struggle due to some of the grid infrastructure upgrades required at their depots to support wholesale changeovers. The council will be asking government for additional funding to support some of the infrastructure work required to enable an open competition to be held to deliver higher electric vehicle uptake.
- 3.64. The council will also be looking to deliver a more comprehensive anti-idling campaign citywide and will be consulting on this during the statutory consultation period. This will be supported by citywide signage that will be funded via the early measures funding.

Longer term ambition

- 3.65. Through the consultation there was clear support to improve the air quality of the city so as part of the consultation process, the council is keen to further consult on what else can be done to improve air quality over the next decade and how ambitious should Leeds be.
- 3.66. There will also be opportunities to further improve air quality through the on-going use of the revenue pot that will be raised by the Clean Air Charging Zone.
- 3.67. The council is already progressing its plan to reduce vehicles within the city centre as part of its city centre package. This will see all motor vehicles other than buses and taxis removed from City Square. This scheme will be delivered by 2023 and will in effect go further than a CAZ that included all vehicles as it will remove a substantial number of vehicles from the centre of the city. The city centre package, combined with our preferred CAZ scheme has already been modelled to show that it will continue to improve air quality.

Programme

- 3.68. The table below shows the key dates from now until implementation:

Formal Consultation Initiation – Phase 2	28 June 2018
Questionnaire published, meetings and other consultation initiatives	28 June – 12 August 2018.
Consultation Close – Phase 2	12 August 2018
Full Business case submitted to Government (with sign off pending Executive Board approval)	15 September 2018
Executive Board	19 September 2018
Standstill period	19-29 September 2018
Final business case and scheme presented to government	29 September 2018
Scheme approval	No later than 31

	December 2018
Scheme Go Live	1 st January 2020

3.69. The statutory consultation period will run from 28th June until 12th August 2018. As per the first stage of consultation, we will look to use a wide variety of methods to engage with all of those that live, work or visit the CAZ. This will include direct mail, radio campaign, posters, social media, face to face events, communications via key partners and trade organisations. We are using different methodologies to maximise the number of people we consult to ensure we get a robust evidence base. We will also make sure that the consultation is accessible to make it as easy as possible for people to get their views across.

Procurement

3.70. In line with government green book guidance we will also begin the required procurements so that the full business case that we submit in September can be based on actual costs rather than estimates. The key procurement, both in terms of contract value and impact on delivery of the CAZ that will be undertaken during this period will be the camera infrastructure. A range of ancillary procurements will also be required to deliver cost certainty on various other elements of the CAZ proposal including the additional measures. These will include procuring the signage for the CAZ as well as a partner to administer the taxi and private hire loan scheme on the council's behalf.

4. Corporate considerations

4.1. Consultation and engagement

- 4.1.1. We have undertaken a comprehensive first phase consultation process that is detailed in the main issues section.
- 4.1.2. We have also worked with key stakeholders such as Highways England to ensure that any interfaces are considered early on.
- 4.1.3. We have spoken with the Joint Air Quality Unit on a weekly basis to keep them apprised of both our progress and any issues that are discovered.
- 4.1.4. There has been extensive member consultation throughout the design of the scheme, with cross party briefings and presentations to cabinet at regular intervals.
- 4.1.5. The scheme has been developed by a cross directorate team to ensure that it has been considered from all perspectives i.e. highways, environmental health, public health, corporate comms, legal, finance.

4.2. Equality and diversity / cohesion and integration

- 4.2.1. The equality impact assessment is attached as appendix 1.
- 4.2.2. As part of stage one we consulted with a wide pool of people who either live, work or travel through the city, including businesses and taxi/private hire drivers. After this consultation we revised the boundary and additional modelling was completed to use the results of the consultation. The analysis of the consultation responses showed that there were parts of the population that

were underrepresented in the survey and we will therefore take targeted action to increase these groups' representation at the next stage.

4.3. Council policies and best council plan

4.3.1. The importance of air quality as an issue is reflected in the Council's vision under our Best Council Plan. Our vision is for Leeds to be a healthy city in which to live, work and visit and we are working with partners to reduce emissions which will bring about health and wellbeing benefits including reducing premature deaths, improving health, promoting physical activity and reducing obesity levels. We are raising general health and environmental standards across the city through the promotion of walking and cycling. The Leeds Public Transport Improvement Programme is working to make improvements to the bus and rail networks which will enable reductions in congestion and greater modal shift, supporting a reduction in emissions.

4.4. Resources and value for money

4.4.1. The council was awarded an additional £550,000 of feasibility funding from government to support the further work that needed to be undertaken. This included money to support the consultation process as well as the transport, air quality and economic modelling. It also provided funding to undertake further work on the appropriate charging levels, any state aid implications of funding packages and to further consider the feasibility of consolidation centres.

4.4.2. In December 2016 the Council bid for £1 million from the Joint Air Quality Unit. This funding was awarded in January 2017 and has provided money to undertake a communications campaign, including the development of a website, infrastructure upgrades to the council's own depots, support for taxi and private hire drivers to make the transition to petrol hybrids or electric vehicles as well as funding to support the bike share scheme.

4.4.3. In January 2018 the council was awarded a further £ 1.8 million of funding to support the following five schemes:

4.4.4. **City Dressing Scheme** - We are improving the visibility of air quality information in the city and informing anybody travelling by vehicles in Leeds how they can reduce their own emissions by putting no idling signs at schools and car share signs along busy road routes. Variable road signage will be utilised to show air quality levels and promote the use of alternative modes of transport. We are working with businesses to improve the level of car sharing in West Yorkshire. The scheme will also look to incentivise the modal shift away from the private car.

4.4.5. **Electric Vehicle (EV) Charging Points** - We are providing public electric vehicle fast chargers located at council sites such as parks and leisure centres with some rapid chargers for on-street parking in the city centre. We will also be extending our ultra-low emission vehicle free parking scheme for another two years to March 2020.

4.4.6. **Scoot to school** - A package of measures, including training, scooter storage and educational materials will be to 30 schools that have been targeted due to the high number of children travelling to school by car. Information will also be sent to parents to help with the modal shift away from using cars.

- 4.4.7. **Business engagement** - This scheme is focused on increasing the uptake of electric vehicles with businesses by supporting businesses in their business case development and allowing them access to longer vehicle trials. We will provide extra grants to support business with a suitable charge infrastructure and signpost them to any existing funding schemes.
- 4.4.8. **Taxi and private hire electric leasing scheme** - There is low uptake of electric vehicles in the Taxi/Private Hire (T/PH) sector so we are providing the opportunity to trial vehicles to demonstrate the advantages of using them.
- 4.4.9. The council and WYCA has also been awarded £4.1 million of funding to support the retrofit of scheduled buses from the clean bus fund.
- 4.4.10. The council will be requesting funding from the implementation fund to support the infrastructure requirements. For the reduced boundary this is currently estimated to be in the region of £9 million.
- 4.4.11. The council will also be requesting substantial funding from the clean air fund to provide support packages for coaches and non-scheduled buses, taxi and private hire vehicles, HGVs as well as those businesses who are significantly impacted albeit more indirectly. The funding request will be based on the unit costs detailed for taxi and private hire and the HGV & non scheduled bus/ coach retrofit packages. The bid for funding from the Clean Air Fund will be part of the council's full business case that it will submit to government in September 2018. Funding requests will be dependent on government and their review of the full business case. We have had initial positive discussions with government about funding at this stage and our full funding request will be developed following the statutory consultation. Approval for the funding request is anticipated to take between two to three months.
- 4.4.12. Based on the estimated number of non-compliant vehicles still operating in the CAZ, it is estimated that circa £2 million of income will be received in year one (net of costs).

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

- 4.5.1. The Air Quality Standards Regulations 2010 ("the Regulations") have brought Directive 2008/50/EC of the European Parliament and of the Council on Ambient Air Quality and Cleaner Air for Europe in to UK Law. Regulation 26 of the Regulations requires the Secretary of State to draw up and implement an air quality plan to achieve the relevant limit or target value of pollutants in ambient air within the shortest possible time (subject to its legal and statutory obligations and in accordance with public law principles).
- 4.5.2. The Government's Air Quality Plan (*the UK Plan for Tackling Roadside Nitrogen Dioxide Concentration*) was published in July 2017 and requires Local Authorities to set out their initial plans for improving air quality by the end of October 2017 and their final plan by the summer of 2018. Failure to meet these deadlines could be scrutinised or challenged by way of a public law challenge.
- 4.5.3. On 20th December 2017 Leeds City Council was issued with the Environment Act 1995 (Leeds City Council) Air Quality Direction 2017 ("the Direction"). This directs the Council to prepare and submit to the Secretary of State as soon as possible and by no later than 15th September 2018 a full business case in connection with its duties in respect of air quality under Part 4

of the Environment Act 1995 (“the Act”) and as part of the UK Plan. The Council’s full business case must set out detailed proposals for a scheme which is the Council’s preferred measure to deliver compliance in its area with the prescribed limits of nitrogen dioxide in the shortest possible time. Under section 85(7) of the Act it is the duty of the council to comply with the Direction.

- 4.5.4. The full business case must contain six main strands in the submitted information to achieve compliance with prescribed limits of nitrogen dioxide. Under paragraph 5(b) of the Direction the Council is required to confirm that all public consultation necessary in respect of the scheme identified in the full business case has been completed. The Council intends to commence formal statutory consultation as per the recommendation in this report which concludes on 12th August 2018. Thereafter the Council will analyse the responses and present summaries of them in accordance with paragraph 5(c) of the Direction before submitting the final business case to the Secretary of State.
- 4.5.5. The Statutory Consultation for the Clean Air Zone, which is part of the Council’s scheme pursuant to section 170 of the Transport Act 2000, will fully consult with local people, as well as the relevant representatives of local persons with regard to business, language and accessibility to information, who are directly affected by the scheme in order that appropriate and material responses are gathered during the six week consultation period. The requirements for consultation for charging schemes permit authorities to undertake consultation as they consider appropriate and this consultation represents a second focused consultation for the public and will enable the Council to gather the relevant information for formulating a final scheme for the City.
- 4.5.6. To ensure compliance with the Direction and meeting the date of 15th September 2018 for the submission of the Council’s full business case, it is recommended that the decisions sought by this report should be made exempt from call-in on the grounds of urgency. Any delay in implementing the decisions will seriously prejudice compliance with the Direction and the obligations therein for submission of the Full Business Case and Charging Order for the Clean Air Zone. The Charging Order must also be confirmed by the Secretary of State before the Clean Air Zone comes into force and is formal coming into effect within the City. The decision could not be brought to an earlier executive board due to the consultation period that was undertaken, the analysis of the consultation and the detailed modelling work that had to be completed post the first stage of consultation.
- 4.5.7. As part of the business case the Council will also be consulting on further actions that can be undertaken to supplement the CAZ. The introduction of a CAZ can result in direct actions to reduce emissions within the zone. These can be focussed on particular locations such as bus depots, behaviours such as idling, sites with particular emission problems and through working with specific local businesses. As identified in the report, unnecessary engine idling can contribute to emissions. The Clean Air Zone Framework 2017 identified that the Traffic Commissioner has powers to issue Traffic Regulation Conditions at the request of local authorities. Local authorities may consider

requesting the use of these powers to restrict idling at specific locations for buses. The Traffic Commissioner can also place anti-idling conditions on operating centres for freight vehicles in certain circumstances.

- 4.5.8. The Council is considering the implementation of anti-idling zones, and management of these zones and subsequent enforcement of anti-idling by vehicle users, under regulations 6 and 12 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 which permit authorised officers to stop the commission of stationary idling offences where there is reasonable cause to believe that the driver of a vehicle that is stationary on a road is committing a stationary idling offence and issue a fixed penalty notice in respect of such an offence committed in its area.
- 4.5.9. In introducing a clean air zone and either granting exemptions from it or providing assistance to mitigate against the effect of it, the Council must have regard to the European Commission's rules as to the provision of State aid. State aid occurs where State resources are used in a way which provides undertakings with a selective advantage that could potentially distort competition and trade in the European Union.
- 4.5.10. Whilst the introduction of a clean air zone is not, in itself, State aid, the granting of exemptions from it and the provision of assistance to mitigate against the effect of it are subject to the State aid rules. Advice has been taken from Legal Services and a summary of the position is given below.
- 4.5.11. As regards the proposed exemptions from the application of the Charging Order, these are not considered to be State aid on the basis that they will be available to all operators in a specific market and will not therefore confer an advantage on the recipient and will not distort competition.
- 4.5.12. As regards the proposed 'Sunset Period' (whereby vehicles will be exempt from the Charging Order if ...), State aid will only arise if these exemptions are likely to distort competition within the European Union. This will only be the case if the exemptions are only available in respect of vehicles owned by specific operators in certain markets and will distort competition.
- 4.5.13. Provision of assistance to mitigate against the effects of the Charging Order could be State aid depending on who the assistance is provided to and the activities they are engaged in. In so far as their activities are limited to Yorkshire and the Humber it is unlikely that State aid will arise, but otherwise the assistance will have to be provided in a way which is compliant with the State aid rules.
- 4.5.14. In so far as State aid does arise, there are a number of exemptions which the Council could use to provide assistance in a compliant manner and further advice will be taken from Legal Services as and when required as to how to provide the assistance.

4.6. Risk management

- 4.6.1. There are a number of risks to implementation which sit with the government such as the development of the national payment portal, the development of a comprehensive database by the Driver and Vehicle Licensing Agency, the creation of a national taxi and private hire database and the finalisation of the signage. It is important to note that a CAZ daily charge will apply to all non-compliant taxi and private hire vehicles, whether licensed in Leeds or by any other licensing authority. A National database of all licensed vehicles is a prerequisite for delivery of an equitable scheme, with the government responsible for this to be delivered before a charging CAZ in any city is launched. Without any of these items being delivered in a timely manner, it will create delays to our programme and risk the implementation date.
- 4.6.2. The lack of progress on the retrofit solution at a national level is also a key concern as there is no other realistic option for such a large number of businesses to achieve compliance. The council will continue to work with retrofit providers and lobby government to support the quicker delivery of solutions.
- 4.6.3. Market capacity is a concern across all sectors of vehicles due to the sudden increase in demand for Euro 6.
- 4.6.4. It is acknowledged that there is a high potential of challenge to the proposals for the Clean Air Zone in Leeds, these could be from either environmental interest groups who do not consider that the proposals go far enough, from specific individuals or groups that may be adversely affected by the proposals. As this is the first scheme of its kind being advanced by the Council at this early stage it is difficult to predict the nature of challenges.
- 4.6.5. The council has developed a scheme that achieves compliance with the requirements of the Directive in the shortest possible time and whilst complying with its legal and statutory obligations and in accordance with public law principles. It has also sought to mitigate the economic impacts with the support packages that it has developed. However, without adequate financial support from government, the impact on industry would be unsustainable.
- 4.6.6. As the council is currently considering the potential for providing the capital for the taxi and private hire loans, it should be noted that there are a number of risks associated with this. Although it is anticipated that government will cover the cost of the loans, it is critical that the council properly assess the costs in order to ensure that all its potential costs and losses are covered. An effective enforcement process would also have to be in place to ensure that bad debt is minimised. As the provision of loans is very specialist and subject to significant regulation, the council would look to appoint a specialist loan administrator.

5. Conclusions

- 5.1. The proposed clean air charging zone achieves compliance in the shortest possible time. It has also sought to mitigate the economic impact on the city.
- 5.2. The clean air zone is just one strand of a whole package of work that is being undertaken to drive air quality improvements citywide.

5.3. This scheme is just the first step in improving the city's air quality and through the consultation, the council will seek to plan out its medium and long term vision to reduce pollution beyond that required in the Directive.

6. Recommendations

6.1 The Executive Board is recommended to:

6.1.1 Approve entering into a period of statutory public consultation on the proposed clean air zone and the enforcement of anti-idling;

6.1.2 Approve entering into a period of public consultation on the introduction of the enforcement of anti-vehicle idling;

6.1.3 Approve entering into a period of consultation with regards to the proposed changes to the licensing conditions for taxis and private hire vehicles;

6.1.4 Delegate the authority to procure for the required infrastructure to the Director of City Development, and the authority to spend once funding from government has been secured;

6.1.5 Delegate the authority to procure for the administration of the taxi and private hire loan to the Director of Resources and Housing, and the authority to spend once funding from government has been secured;

6.1.6 Approve the waiving of call-in for decisions contained within this report on the grounds of urgency in order that the Council achieves the closest legitimate date for submission in compliance with the Direction;

6.1.7 Note that a further report will be brought to Executive Board on 19th September to report on the outcomes of the statutory consultation as referenced in 6.1.1 above.

7. Background documents⁴

7.1 None

⁴ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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.As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Resources & Housing	Service area: Sustainable Energy & Air Quality (SEAQ)
Lead person: James Hulme	Contact number: 0113 3786996
Date of the equality, diversity, cohesion and integration impact assessment: 12/06/2018	

1. Title: Clean Air Zone – Phase Two
Is this a:
<input checked="checked" type="checkbox"/> Strategy /Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Polly Cook	Leeds City Council	Executive Programme Manager
Andrew Hickford	Leeds City Council	Senior Project Manager
James Hulme	Leeds City Council	SEAQ lead on equality
Ania Campbell	Leeds City Council	SEAQ lead on consultation
Claire Dalton-Nobbs	Leeds City Council	SEAQ lead on HGVs
Daniel Gascoigne	Leeds City Council	SEAQ lead on stakeholder engagement

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

Leeds has been named as one of the cities in the UK that will not be compliant with nitrogen dioxide regulations by 2020, in line with EU air quality targets. As a result, Leeds City Council is required to implement a solution to achieve compliance with EU & National air quality targets within the shortest feasible timescale to deliver improvements to air quality in Leeds and to ensure that the city is compliant with national and international air quality targets.

In December 2017, Leeds proposed the implementation of a Clean Air Charging Zone (CAZ) Category B over a large geographical area (exec board report 2.8) to meet air quality national standards in the shortest possible timescales. This would require buses, coaches, HGVs, and taxi & private hire to comply with pre-determined emission standards or pay a fine upon entry to the zone. It was proposed that taxi & private hire vehicles be required to move to a cleaner vehicle than a Euro 6 diesel such as a petrol hybrid or electric to avoid a CAZ charge. The initial proposal was launched with an informal public consultation from January 2nd – March 2nd, generating 8,774 responses from the public and private sector. This proposal was accompanied with an Equality Impact Assessment Screening (Stage 1).

A full Equality Impact Assessment is now being completed (Stage 2) following the first public consultation to inform the revised CAZ proposal issued in June 2018. The public consultation responses were reviewed and multiple alternative scenarios modelled to determine impact on air quality. Showing that air quality could still be improved in the shortest possible timescales consistent with all other legal responsibilities, resulted in a reduced boundary charging CAZ B and development of multiple support packages to assist affected businesses and groups. Full information on the scope of this equality impact assessment can be found within June 2018's Executive Board report. The ambition of the reduced CAZ boundary and support packages is to ensure that impact on business and individuals is lessened, whilst improving air quality in the shortest possible timescale, consistent with all other legal responsibilities placed upon the Council.

A final full EIA will be completed in September 2018 (Stage 3) following a formal consultation on the reduced boundary CAZ, taking place between 28th June and 12th August 2018.

4. Scope of the equality, diversity, cohesion and integration impact assessment

(complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan

(please tick the appropriate box below)

The vision and themes, objectives or outcomes

The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
<p>Please provide detail:</p> <p>This EIA considers the revised CAZ proposal issued in June 2018 Executive Board. One of the key asks from businesses during the consultation process was to reconsider the boundary, especially around the key industrial areas of the city. As a result we remodelled the Clean Air Charging Zone with an amended boundary that used the M621 as the southern boundary and the A61 and A63 around the Enterprise Zone. After the model was reappraised it was concluded that the reduction in size could be adopted without significant adverse impact on the requisite outcomes. Air quality improvements will still be delivered in a wider area than just the clean air charging zone.</p> <p>The council has considered all the feedback put forward through the consultation and amended its draft CAZ proposal where appropriate. The reduced boundary CAZ B (see exec board, 3.13) will require non-compliant buses, coaches, HGVs and taxi & private hire vehicles to pay a charge after entering the zone. A full explanation of non-compliant vehicles can be found within LCC's Executive Board on Clean Air Zone – June 2018. The ambition of the Clean Air Zone is to ensure the city region is compliant with UK Air Quality Standards and EU Directive 2008/50/EU Limit Values and consequently provides improved public health outcomes for Leeds citizens in the shortest possible timescales. The boundary change, referred to as the 'reduced boundary', reduces total area covered from 129.7 sq. km to 88.6 sq. km. Maps of the proposed CAZ areas are included within the Executive Board report.</p> <p>Alongside the revised boundary, LCC has developed a series of support packages that incorporates some of the proposals and concerns raised from the informal consultation, as detailed in the Executive Board report. These support packages are proposed to reduce direct and indirect impacts on businesses and public. The support packages, including financial support, sunset periods, and exemptions have been developed to assist businesses in the transition to cleaner vehicles, and reduce the likelihood of unwanted secondary impacts on the public. Full details are provided within the Executive Board report.</p>	

<p>4b. Service, function, event please tick the appropriate box below</p>	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service	<input type="checkbox"/>

(including service provision or employment or a specific section of the service)	
Procuring of a service (by contract or grant)	<input type="checkbox"/>
Please provide detail:	
N/A	

5. Fact finding – what do we already know
 Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.

(priority should be given to equality, diversity, cohesion and integration related information)

Information sources used for this assessment include:

- Completed public informal consultation questionnaires on December 2017's Leeds CAZ proposal, with breakdown of equality information
- Analysis of questionnaire highlighting low response rates in various groups to understand where to focus the next stage of the consultation for a fairer representation of viewpoints, where possible.
- Letters and emails to LCC regarding impacts of the CAZ on individuals and/or businesses
- Analysis of economic impact by external consultant, on behalf of LCC
- Feedback from face-to-face meetings with numerous businesses, individuals, and stakeholder groups
- Revised Clean Air Zone boundary, charges and accompanying policy

Are there any gaps in equality and diversity information
Please provide detail:

The statistics, shared below, separate where we had more than adequate responses from certain groups and where we were unrepresented for particular groups. We have used ONS 2016 population estimates and Census 2011 data.

Over represented classification responses:

- Leeds has a population of 49.1% males but we received 61% responses from this group;
- 91% of consultation responses were from people with a 'white' ethnicity in the 2011 census we had a 85% respondents from this group;
- We have 22.8% of resident aged between 45- 64 but 40% of all responses were from those age group.

Under represented classification responses:

- 7% of consultation responses were from people with a disability this is not directly comparable with the census which asks if their day to day activity is limited because of health problem or a disability which has lasted 12 months or more. The data shows that

in Leeds 16.8% activity is limited in some way

- We received 5% of responses from the Asian category and we have 8% in the city and we also know a large proportion of Taxi/PH drivers belong to this group and they are impacted by the CAZ
- The written response rates from business was low, with only 8% of informal consultation responses being received from business. However, a number of face-to-face meetings were held with taxi & private hire drivers & operators, and HGV groups and trade associations. A considerable volume of emails from businesses/self-employed were responded to throughout the consultation regarding the CAZ.

Action required:

A second consultation will run from June 28th – August 12th on the revised CAZ proposal. The focus of this consultation will be on:

- The revised CAZ boundary
- Signage and cameras
- Charging and supporting policy
- Additional proposals to reduce air pollution in Leeds
- Support packages

Officers will ensure that groups less represented in the first consultation are targeted, with alternative routes of engagement introduced to increase response rates. Early consideration has been given to source appropriate representative organisations for multiple equality characteristics, and business groups underrepresented in the first consultation.

- Equality hubs – Providing information in accessible formats
- Disability groups
- T&PH – Use translated signposting of where to go to take part in the consultation events. Target information in key locations such as Taxi ranks, offices and community hubs
- HGVs –Using Operator licensing data provided by Office of Trade Commissioner, building on the relationships created in phase one and working closely with trade organisations
- Working with neighbouring authorities to advertise the consultation.

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

Yes

No

Please provide detail:

A comprehensive consultation process was undertaken from January to March 2018. During this period the following activities were undertaken:

- Over 70 different types of consultation events were held throughout the city, this included holding information booths, consulting with the directly impacted sectors, holding workshops etc.
- Direct mailshot via a postcard to every home within the city
- Promotion via variable signs, poster campaign, bus stops

- Focused work with trade organisations
- Widespread social media campaign
- Dedicated email address set up to respond to enquiries

As a result 8744 responses were received from the questionnaire alone. The consultation was analysed by an external consultant, MEL (Measurement Evaluation Learning).

There was overwhelming support that the council should take action to improve air quality in the shortest possible time, however a number of challenges and impacts were raised by affected groups. The Council has considered these and sought to resolve where possible in the revised CAZ, as detailed in 7, 8 & 9.

Action required:

The second consultation will seek to increase response rates from those groups underrepresented in the first consultation. SEAQ team have been developing multiple methods of engaging with affected businesses for HGVs, T&PH, buses and coach operators. Additional consultation activity will focus on engaging ancillary businesses that may be affected by the CAZ. We will also be casting the net wider and looking to encourage feedback from businesses, as well as taxi and private hire drivers/operatives outside the Leeds boundary.

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Age | <input type="checkbox"/> Carers | <input checked="" type="checkbox"/> Disability |
| <input type="checkbox"/> Gender reassignment | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion or Belief |
| <input type="checkbox"/> Sex (male or female) | <input type="checkbox"/> Sexual orientation | |
| <input checked="" type="checkbox"/> Other | | |

(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)

Please specify:

Health – CAZ will deliver improved air quality to all areas of Leeds. The most polluted areas are largely located in the most deprived areas of Leeds and the CAZ will be looking to improve air quality which will hopefully increase the health benefits.

Race – Taxi & private hire drivers are disproportionately represented by ethnic minorities compared to Leeds’ general population, meaning the CAZ will have a disproportionate impact on these groups.

Standard of living – improved living environment by improving air quality in residential areas

Access to employment – T&PH and HGV drivers can struggle with alternative employment opportunities due to lack of skills. The CAZ has potential to introduce barrier to finding/retaining employment

Poverty (wealth and income) – The charging CAZ may affect self-employed or SMEs located within or even outside the boundary (where they need to travel for business), where profit margins are low. Taxi and private hire drivers are most highly represented within both the lowest income decile of the population, and also are most highly represented in the lowest council tax band. This suggests that both their wages, and the value of their properties are some of the lowest in Leeds. Absorbing the costs of complying with the CAZ will result in further pressures on this group.

Stakeholders

Services users

Employees

Trade Unions

Partners

Members

Suppliers

Other please specify

Potential barriers.

Built environment

Location of premises and services

Information and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

Financial exclusion

Employment and training

specific barriers to the strategy, policy, services or function

Please specify

8. Positive and negative impact

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

8a. Positive impact:

Health

The introduction of a Clean Air Zone for Leeds will improve air quality directly within the CAZ, and have a secondary impact on areas outside the CAZ due to a cleaner mix of fleet travelling through and around Leeds resulting in a reduction in nitrogen oxides emitted. Short-term exposure (over hours or days) to elevated levels of air pollution can cause a range of effects including exacerbation of asthma, effects on lung function, increases in hospital admissions and mortality. Epidemiological studies have shown that long-term exposure (over several years) reduces life-expectancy, mainly due to increased risk of mortality from cardiovascular and respiratory causes and from lung cancer. Detailed modelling has taken place showing that NO₂ levels would be compliant within the CAZ by introducing a CAZ B using a revised boundary, with additional measures. All Air Quality Management Areas within the CAZ are modelled to achieve compliance with the air quality standard by 2020 as a result.

Standard of Living

The introduction of a Clean Air Zone for Leeds will improve air quality directly within the CAZ, and have a secondary impact on areas outside the CAZ due to vehicles emitting less nitrogen oxides to adhere to the CAZ standard. This will improve air quality in both residential and non-residential areas, improving standard of living for those who live and work in Leeds. Streets will become cleaner, more pleasant places to be, and potentially encourage people to take up active travel as mode of transport.

Reduced impact on business

Boundary change

One of the key asks from businesses during the consultation process was to reconsider the boundary, especially around the key industrial areas of the city. As a result we remodelled the Clean Air Charging Zone with an amended boundary that used the M621 as the southern boundary and the A61 and A63 around the Enterprise Zone. After the model was reappraised it was concluded that the reduction in size could be adopted without adverse impact on the requisite outcomes to improve air quality in the shortest possible timescales, consistent with all other legal responsibilities. Air quality improvements are still being delivered in a wider area than just the clean air charging zone

Revised charging structure

The below charging structure table details the progression from initial CAZ proposal to the revised proposal. Following responses to the consultation, LCC reconsidered multiple modelling scenarios and determined that air quality can be improved in the shortest possible timescales alongside reducing the charges proposed in the informal consultation.

Vehicle class	Initial proposal (Dec 17)	Revised proposal (June 18)
Buses, Coaches and HGVs	£100/day	£50/ day
Taxis and Private Hire Vehicles	£12.50/day	£12.50/ day
Taxi and Private Hire Vehicles	N/a	£50/week (only available to Leeds' licensed drivers)

The revised proposal will result in reduced costs for affected businesses with non-compliant vehicles. For taxi & private hire, it has been proposed to set a weekly charge for taxi and private hire vehicles that are licensed in Leeds as a key concern raised in the consultation was that many drivers use their vehicles for personal use and would still be charged. This was considered by the trade to be inequitable as the council was not implementing a charging zone for the private car. The weekly charge is the equivalent of 4 days charge per week and serves to recognise that local drivers do use their cars for personal travel as well as business use without creating an onerous administrative burden for either party.

Support packages – Taxi & Private Hire

Taxi & private hire drivers raised that they were subject to inequality of process as being required to use a cleaner standard of vehicle than the national Clean Air Zone Framework specified. As the sector are being asked to bring forward their normal vehicle replacement cycle, we are proposing a support package that will provide grant funding to cover the initial revenue costs of changing vehicles as well as access to an interest free loan. It is anticipated that a grant package of £1,500 will be made available for petrol hybrid vehicles, £2,000 for plug in hybrid vehicles and £3,000 for electric vehicles. In addition to this, zero interest loans of up to £10,000 are proposed to be offered to reduce the cost of purchasing a compliant vehicle. These drivers will then own vehicles that have an improved whole life costs due to reduced fuel costs. The Council recognises this group typically live in more deprived areas with lower income than the Leeds average, and is seeking to minimise the impact of the CAZ on these drivers.

Support packages – HGVs, coaches & buses

HGV, bus and coach operators have highlighted that the cost of Euro VI is prohibitive for them under normal business conditions; some have highlighted an inflated cost (up to threefold) for second hand Euro VI vehicles since announcements regarding CAZ implementation for a number of cities from 2020 were made. We understand from some of the sector that replacement Euro VI diesel HGVs are between £80,000-£120,000 with much higher costs quoted for more specialist vehicles. As a result, LCC has developed a support package to support upgrading eligible HGVs based within the CAZ B boundary to Euro VI with a retrofit solution through the issuing of a grant in the region of £15,000 per vehicle. This support package will be targeted at Small-Medium Enterprises to ensure that those businesses requiring support receive it. Research has shown that large businesses operating HGV fleets typically have high rates of compliance with CAZ standards.

Secondary impacts on public

Increased fares and/or reduction of services

A number of concerns were raised through the informal consultation that members of the public would be exposed to increase fares from taxi & private hire due to passing on the costs of the CAZ. The support packages outlined above are intended to support T&PH to

transition to cleaner vehicles with financial support to ensure that costs can be absorbed by the trade without increasing fares or reducing services. The Council is fully aware that a number of vulnerable groups such as elderly, disabled, and deprived families use taxi & private hire vehicles to move around Leeds, and is seeking to ensure that the trade will not increase fares and have a financial impact on these groups.

Wheelchair accessible taxi & private hire vehicles will be exempt from CAZ charges, ensuring that vulnerable users of this service are unaffected by CAZ plans.

Minibuses

Minibuses are not included within Leeds' CAZ unless licensed as a taxi and private hire vehicle. This ensures that minibuses used by community groups, schools and so on will be able to continue their valuable role in society without introducing additional costs to these services.

School Coaches/ Buses

The Headteacher's forum raised concerns about the impact on equality of access to extra curriculum activities if there was a financial impact on the bus and coach companies serving schools. This concern was echoed by the school, and coach and non-scheduled bus operators have raised concerns about the impact of the CAZ on the viability of some services for schools trips as they would pass the cost of daily charges onto customers. In light of this, and given that the contribution to emissions from such vehicles is very modest, we have proposed to exempt eligible school related services so as to ensure no additional disadvantage for children and young people. This exemption will not make a difference to the date of securing compliance.

Action required:

The formal consultation running from June 28th – August 12th will consult on the aforementioned revised charging structure and support packages, and the opinions of individuals and businesses on how these will reduce the impact of the CAZ. This data will be analysed and incorporated into the final CAZ proposal in September 2018.

8b. Negative impact:

A range of negative impacts of the CAZ were raised in the informal consultation. These have been countered by support packages, exemptions and sunset periods to ensure that both direct and indirect impacts of the CAZ are minimised.

Businesses operating, or dependent on, non-compliant vehicles that operate within the CAZ will face a daily charge, or have to upgrade the vehicle. For some businesses, these costs will have a significant impact on ability to operate. As a result, Leeds is looking to introduce a series of support packages, exemptions and sunset periods for affected businesses to mitigate economic impact on businesses and resulting impacts on employment, stress, and standard of living.

There will be businesses within the CAZ boundary that will be directly impacted, either through customers choosing to go elsewhere as their vehicles are non-compliant or suppliers increasing their delivery costs. An example of this could be a builder's merchant or a garage that services HGVs.

The council will look to request a support package from government to help mitigate this

impact in the short term through potential business rate relief or support with relocation in more extreme cases.

Action required:

The formal consultation running from June 28th – August 12th will consult on the aforementioned revised charging structure and support packages, and the opinions of individuals and businesses on how these will reduce the impact of the CAZ. This data will be analysed and incorporated into the final CAZ proposal in September 2018.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes No

Please provide detail:

Action required:
None

10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)

Yes No

Please provide detail:

The introduction of a CAZ will not bring groups/communities into increased contact with each other.

Action required:
None

--

11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)

Yes

No

Please provide detail:

The introduction of a Clean Air Zone will improve the health of those who live and work in Leeds. To achieve this, it is proposed that non-compliant buses, coaches, HGVs and taxi & private hire vehicles would be charged to enter the zone. The informal consultation revealed that some businesses deemed this to be improving health at the expense of those businesses and self-employed individuals that would have to absorb the CAZ charges and/or costs to upgrade vehicles.

Leeds City Council is seeking to reduce the impact on affected groups by delivering support packages, exemptions and sunset periods. However, it is essential that nitrogen dioxide emissions are reduced in Leeds in the shortest time consistent with other legal responsibilities, in order to improve health, which is being prioritised over the impacts on businesses.

Action required:

The formal consultation running from June 28th – August 12th will consult on the aforementioned revised charging structure and support packages, and the opinions of individuals and businesses on how these will reduce the impact of the CAZ. This data will be analysed and incorporated into the final CAZ proposal in September 2018.

12. Equality, diversity, cohesion and integration action plan

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
Action plan will be completed for final CAZ EIA in September 2018			

Action	Timescale	Measure	Lead person

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Date impact assessment completed		

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board – Executive Board September 2018
- Other (please specify)

15. Publishing

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

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

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

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

For Executive Board or Full Council – sent to Governance Services	Date sent: 15/06/18
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:

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Decision of Executive Board 27 June 2018

Purpose:

Procurement of ANPR cameras and supporting ICT infrastructure as part of a proposed Clean Air Zone for Leeds. Contract award to take place following central government approval of Full Business Case, with value of procurement fully funded by a grant from the £255m external central government Implementation Fund.

Decisions:

Further to Minute No. 122, 13th December 2017, the Director of Resources and Housing, the Director of City Development, the Director of Communities and Environment and the Director of Public Health submitted a joint report providing an overview of the consultation responses received on the Clean Air Charging Zone (CAZ) proposal; detailed how the first stage of consultation responses had been considered and how these were reflected within the updated proposal. In addition, the report outlined the funding request to central government for both the required infrastructure and the support measures to mitigate economic impact; detailed the process to reaching approval for both the Full Business Case and the Traffic Scheme; and presented the required changes to licensing conditions for taxi and private hire vehicles to align conditions with CAZ compliant engine standards.

In presenting the submitted report the Executive Member for Resources and Sustainability recommended that a further report be submitted to the 25th July 2018 Board meeting which set out a broader range of proposals not covered by the CAZ for the improvement of air quality throughout the city.

Responding to a Member's specific enquiry, the Board received further information on the process and rationale which had led to the proposal to amend the boundary for the CAZ. It was noted that the amended boundary was being proposed in response to the consultation undertaken, and that the revised boundary did not have any adverse impact upon the delivery of the required outcomes. It was also noted that the revised boundary aimed to ensure that it was clear and easily navigable and looked to avoid any unintended consequences (eg. 'rat-running').

Also, in noting the proposals affecting taxis and private hire vehicles and the need to ensure a consistency of approach for such vehicles whether they be registered with Leeds or with another Authority, Members highlighted that it was essential for the Government to establish a national register for such vehicles, with it being noted that confirmation had been received from Government that they were working to address this issue, whilst Members also highlighted that the Local Government Association were making representations to Government on such matters.

In addition, Members also noted that a substantial funding package was also being sought from Government in order to help facilitate the introduction of the related measures.

Responding to a Member's enquiry, it was undertaken that at the appropriate stage, liaison could take place with community groups in order to provide guidance around CAZ compliancy and exemption categories.

RESOLVED –

(a) That approval be given to entering into a period of statutory public consultation on the proposed clean air zone and the enforcement of anti-idling;

(b) That approval be given to entering into a period of public consultation on the introduction of the enforcement of anti-vehicle idling;

(c) That approval be given to entering into a period of consultation with regard to the proposed changes to the licensing conditions for taxis and private hire vehicles;

(d) That the necessary authority be delegated to the Director of City Development in order to enable the Director to procure for the required infrastructure, with the necessary 'authority to spend' also being provided to the Director, once funding from government has been secured;

(e) That the necessary authority be delegated to the Director of Resources and Housing in order to enable the Director to procure for the administration of the taxi and private hire loan, with the necessary 'authority to spend' also being provided to the Director, once funding from government has been secured;

(f) That approval be given to exempt the resolutions contained within this minute from the Call In process, on the grounds of urgency, as detailed in section 4.5.6 of the submitted report, in order that the Council achieves the closest legitimate date for submission in compliance with the Direction;

(g) That a further report be submitted to the 25th July 2018 meeting of the Board which sets out a broader range of proposals not covered by the CAZ, for the improvement of air quality throughout the city;

(h) That it be noted that a further report will be submitted to Executive Board on 19th September 2018 in order to report on the outcomes of the statutory consultation as, referenced within resolution (a) above.

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



Report author: Sandra Pentelow
Tel: 0113 3788655

Report of the Head of Governance and Scrutiny Support

Report to Scrutiny Board (Environment, Housing and Communities)

Date: 26 July 2018

Subject: Waste Management and Kerbside Collection – Scoping Discussion

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. Summary of Main Issues

1.1 At its meeting on the 28 of June 2018, Scrutiny Board (Environment, Housing and Communities) considered their work programme for the 2018/19 municipal year. At this meeting the Board considered a request for Scrutiny regarding refuse collection and identified current performance and the developing waste management strategy as a potential area of focus for this municipal year.

2. Recommendation

The Scrutiny Board (Environment, Housing and Communities) is recommended to:

- a) note the information contained within this report, and the report of the Chief Officer Environmental Services.
- b) agree the scope of the review/inquiry having regard to advice provided in paragraphs 2.2 and 2.3
- c) agree that terms of reference be drafted by the Principal Scrutiny Advisor and brought to the next Scrutiny Board meeting for consideration and agreement.

1 Purpose of this report

- 1.1 This report sets out information to support the Scrutiny Board in determining the scope of work required for an inquiry into current kerbside collection of domestic waste and the evolving waste management strategy, in order to determine draft terms of reference for agreement at the following Scrutiny Board meeting.

2. Determining the Scope of a Scrutiny Review or Inquiry

- 2.1 At its meeting on the 28 of June 2018, Scrutiny Board (Environment, Housing and Communities) considered their work programme for the 2018/19 municipal year. At this meeting the Board considered a request for Scrutiny regarding refuse collection, and identified current performance and the developing waste management strategy as a potential area of focus for this municipal year

- 2.2 When considering any are of work the Board should

- 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 the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources;
- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue;
- Balanced in terms of the workload across the Scrutiny Boards and as to the type of Scrutiny taking place;
- Sufficiently flexible to enable the consideration of urgent matters that may arise during the year.

- 2.3 When considering the scope of any potential review or inquiry the Scrutiny Board should consider the following:

- What are the specific areas/issues that require further Scrutiny, and where can Scrutiny provide support and challenge, and add value?
- What are the desired outcomes linked to this review?
- Is there a specific deadlines linked to this review?
- What information is required?
- Who needs to be involved, and possible contributors to the review.

For example:

- Leeds City Council Officers
- Elected Members
- Key Partners, Stakeholders, Government Departments and Community Organisations

- 2.4 Draft terms of reference will be drawn up to reflect the Boards conclusions. The Chair and the Principal Scrutiny Advisor will also consult with the relevant Director and Executive Board Members regarding resources in order to determine the scheduling of work, which will be reflected in the work programme presented for

formal consideration and approval by the Scrutiny Board at the next Scrutiny Board meeting. Therefore guidance will be sought from Council Officers by the Principal Scrutiny Advisor in order to develop the terms of reference for the potential review or inquiry.

3. Timetable of work

- 3.1 Any review or inquiry can take place over a limited number of sessions from September 2018 until the end of December 2018. In accordance with the current schedule of meetings any Scrutiny statements or inquiry report arising would need to be agreed on or before the meeting 13 March 2019. The length of any review and range of evidence to be collected is subject to change by agreement of the Board. Any changes may have an impact on the completion date of statements/inquiry report for agreement by the Scrutiny Board.

4 Corporate Considerations

4.1 Consultation and Engagement

The board may undertake consultation should it be deemed appropriate in order to conduct gather necessary evidence.

4.2 Equality and Diversity / Cohesion and Integration.

- 4.2.1 Equality Improvement Priorities have been developed to ensure our legal duties are met under the Equality Act. The priorities will help the council to achieve its ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.
- 4.2.2 Equality and diversity should be a consideration throughout any Scrutiny review/inquiry and due regard should be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.
- 4.2.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to gather evidence.

4.3 Council Policies and City Priorities

The work of the Scrutiny Board should support objectives as defined in The Vision for Leeds 2011 – 2030 and the Best Council Plan 2018/19 – 2020/21.

4.4 Resources and Value for Money

There is no resource or value for money implications relating to this report.

4.5 Legal Implications, Access to Information and Call In

None

4.6 Risk Management

There are no risk implications relating to this report.

5 Recommendations

The Scrutiny Board (Environment, Housing and Communities) is recommended to:

- a) note the information contained within this report, and the report of the Chief Officer Environmental Services.
- b) agree the scope of the review/inquiry having regard to advice provided in paragraphs 2.2 and 2.3
- c) agree that terms of reference be drafted by the Principal Scrutiny Advisor and brought to the next Scrutiny Board meeting for consideration and agreement.

6 Background documents¹

None

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

Report of Helen Freeman, Chief Officer Environmental Services

Report to Environment, Housing & Communities Scrutiny Board

Date: 26th July 2018

Subject: Kerbside collections of domestic waste.

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

Summary of main issues

1. At the meeting of 28th June 2018, Scrutiny Board indicated an interest in undertaking an inquiry into waste management services. A focus of interest was the performance of kerbside collections of domestic waste.
2. This report provides further information on the collection service and provides some suggested areas for the inquiry to cover as part of the 18/19 Scrutiny Board work programme.

Recommendations

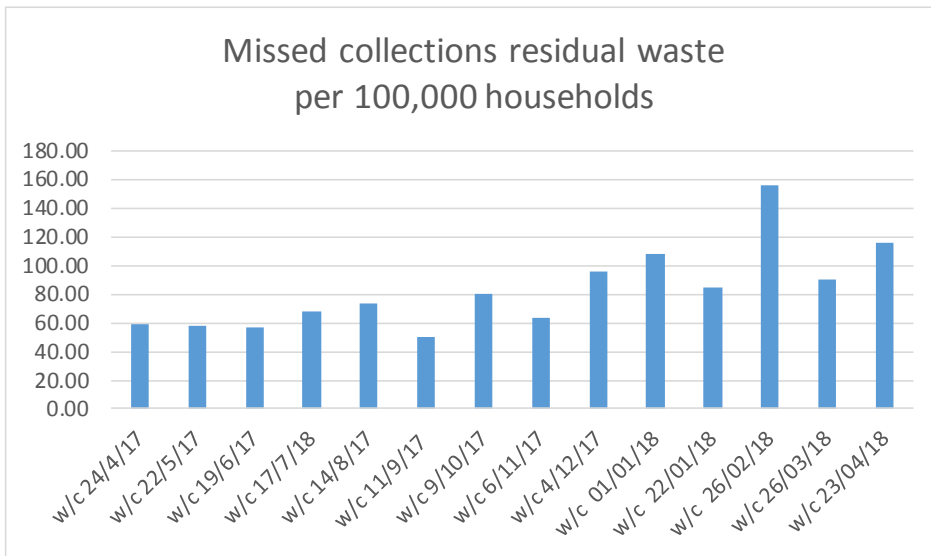
3. It is recommended that Scrutiny Board consider the suggested points in Section 3 when agreeing the scope for an inquiry into Waste Management Services in Leeds.

1 Purpose of this report

- 1.1 At the meeting of 28th June 2018, Scrutiny Board indicated an interest in undertaking an inquiry into waste management services. A focus of interest was the performance of kerbside collections of domestic waste. The purpose of this report is to provide further information on the service and some suggested areas for the inquiry.

2 Background information

- 2.1 Current kerbside collection of domestic waste.
- 2.1.1 Current kerbside collections in Leeds comprise mixed dry recyclable waste excluding glass (green bin), garden waste (brown bin), food waste (to a limited area) and residual waste (black bin). Glass waste is collected via around 350 glass recycling bank sites across the city. The service offer varies across the city, largely dependent on whether households are in an alternate weekly collection (AWC) or non-AWC areas, the property type and whether included in any trial projects such as food waste collection. The map at Appendix 1 shows the clusters of properties receiving an AWC or non-AWC collection.
- 2.1.2 Areas receiving alternate weekly collections make up approximately 76% of the city and the service here is alternating fortnightly collections of residual and mixed dry recyclable waste. Most households in these areas therefore have their black, green and brown bins emptied twice every four weeks. In addition, food waste is collected weekly from 12.5k households in Rothwell. The remainder of the city not on AWCs are provided with a more varied service of different containers and frequencies of collection. Households here broadly have their black bin emptied four times, green bin once and brown bin twice (where provided) every four weeks.
- 2.1.3 The table in Appendix 2 illustrates the varied picture of kerbside collections across the city described above.
- 2.2 Current performance of kerbside collections.
- 2.2.1 The service collects domestic waste from approximately 350,000 properties in Leeds, involving approximately 2.5 million bins emptied every month at peak times of the year.
- 2.2.2 The number of missed collections logged per 100,000 households for each of the residual, recyclable and garden waste streams is shown in the three graphs overleaf.
- 2.2.3 It is important to keep the data on missed collections in these graphs in perspective with the data on bins emptied successfully. So, in the worst four week period of w/c 26th February when there was disruption due to snow, the service still managed to empty approximately 99.8% of residual waste bins expected in that month.



2.3 Factors influencing performance of kerbside collections.

2.3.1 There are of course a range of reasons why a bin may not be collected on the normal collection day. In those cases, residents are asked to leave their bin out for a further 48hrs to allow the service to recover and catch up. The reasons why bins don't get emptied are varied, but include:

- Refuse collection vehicles unable to get to properties due to parked cars, skips, roadworks and other obstructions.
- Vehicle breakdowns
- Insufficient crew members available to staff-up all vehicles required (pressures arise from unexpected absences due to sickness, but also planned training / appraisal days etc).
- Weather conditions
- Road surface issues
- Bins not presented at all or done so incorrectly.
- Contamination issues and side waste presented in AWC areas.
- Crew error due to lack of familiarity with an area and the exact locations of bins.
- Backlogging of usual work when needing to recover missed collections connected to the above.

2.3.2 Broadly, the main reasons why collections are missed are down to access issues and crews unfamiliar with routes new to them (e.g. where deployed to recover areas missed). Infrequent factors such as adverse weather can also, however, have a huge impact on the ability to complete rounds, as shown by the spike in missed collections in the four weeks from 26th February 2018 due to significant snow fall.

2.4 Waste Management Strategy for Leeds and route review work.

2.4.1 Household waste recycling performance has been increasing slightly year on year in Leeds, with 39.1% reported for 2017/18 (subject to verification by the Environment Agency). The position in Leeds broadly reflects the picture nationally, with the UK expected to miss the national target of 50% domestic waste being recycled by 2020 originally set out within the EU Waste Framework Directive.

2.4.2 Indications from Government are that the UK will adopt the targets set out within the EU Circular Economy package, published in June 2018. This includes household waste recycling targets of 55% by 2025, and 65% by 2035, and also requirements around the separate collection of specific materials such as food waste.

2.4.3 The current Waste Strategy for Leeds has not been updated as an integrated document since 2006. However, it has evolved significantly through a number of important subsequent reports and recommendations agreed by the Executive Board over the years. The strategic national policy announcements anticipated to emerge from Central Government later in 2018 have the potential to be a game-

changer for Local Authorities and it is right that the picture is better understood before commitments are stated in a long term strategy for Leeds.

- 2.4.4 One element of the strategy will be recycling performance and, with that, the kerbside collection of recyclates from households. As we are probably several years away from delivering a potentially different kerbside collection service, we will be undertaking a review of current routes with a view to addressing capacity issues, variance in workload across the routes and budget expectations.

3 Main issues

- 3.1 This report provides further information about the Waste Management Service in Leeds in order to help inform Scrutiny discussions on the scope of an inquiry into this service. The following are suggested areas for Scrutiny to consider in particular:
- 3.1.1 To provide a better, accurate understanding of performance of kerbside collections, with a focus on what's been collected.
- 3.1.2 To understand/agree what constitutes a true service failure and therefore the point at which escalations should be made by Members and residents and how best to do this efficiently.
- 3.1.3 To make recommendations on improving the customer focus of the service, including an ability for residents to readily check for themselves what's happening with current collections in their area.
- 3.1.4 To understand the process of recording and reporting daily collection activity and to recommend how that can best be reported to Members and other external interested parties.
- 3.1.5 To explore and understand the reasons for missed collections across the city.
- 3.1.6 To see the patterns and trends of collection rates & the incidence and reasons behind repeat misses in certain locations.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Executive Member has been consulted on the suggested scope of the inquiry and is supportive of the recommendations.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no equality and diversity or cohesion and integration implications associated with this report. This will be considered once the scope of the scrutiny inquiry has been agreed.

4.3 Council policies and the Best Council Plan

- 4.3.1 The work to increase recycling of waste in Leeds, in part through kerbside collections, links into key performance measures in the Best Council Plan on delivering a 21st Century Infrastructure and reducing carbon.

4.4 Resources and value for money

- 4.4.1 There are no financial or resource implications arising from this report. This can only be covered once the scope of the inquiry is agreed.

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

- 4.6.1 There are no significant risks identified in this report. Risk management will be addressed once the scope of the inquiry is known and the work undertaken.

5 Conclusions

- 5.1 There are a range of areas for Scrutiny Board to consider in setting the scope for an inquiry into Waste Management Services. The information on the current service offer and performance of kerbside collections in this report are intended to assist in the final scoping of this piece of work.
- 5.2 The development of a Waste Strategy for Leeds is intended to drive a longer term model for kerbside collections, however, work to review current collection routes will be undertaken in advance of the strategy being finalised.

6 Recommendations

- 6.1 It is recommended that Scrutiny Board consider the suggested points in Section 3 to agree the scope for an inquiry into Waste Management Services in Leeds.

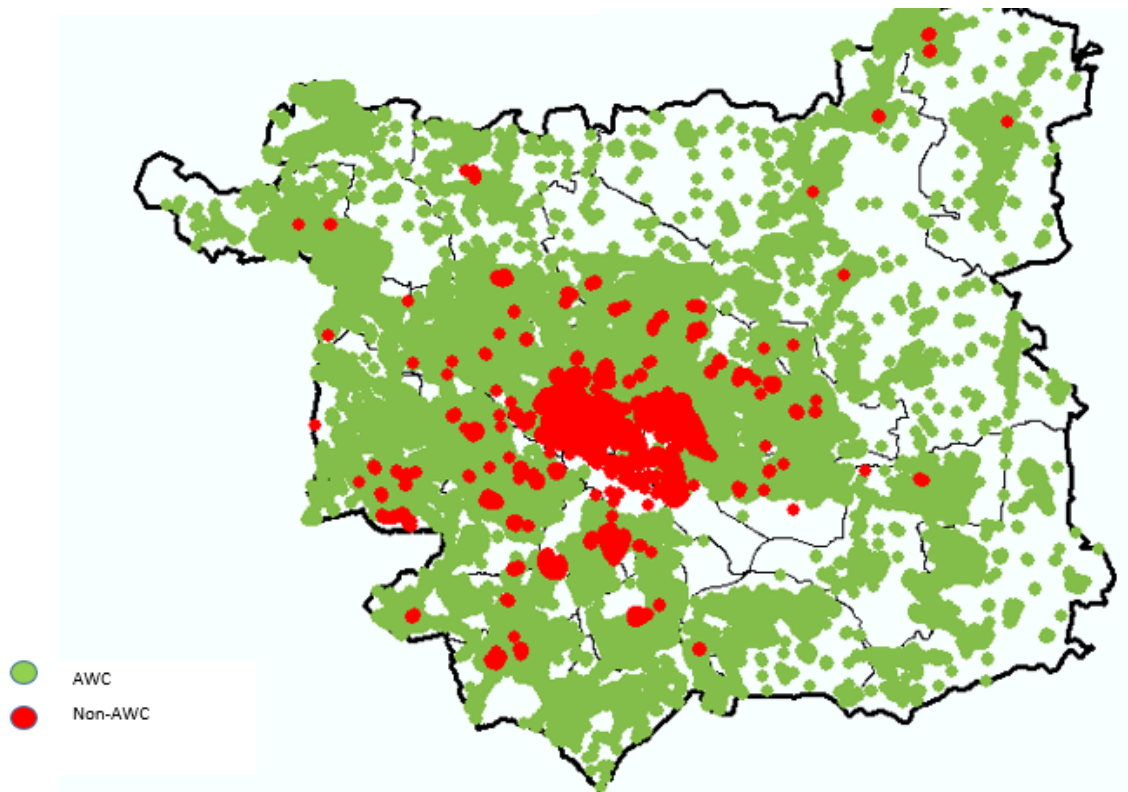
7 Background documents¹

- 7.1 None

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

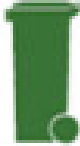






Appendix 1.

Map showing the broad areas of Alternate Weekly Collections and Non-AWC areas (dots represent clusters of properties)



Appendix 2.

Household waste kerbside collection service across Leeds

	Alternate Weekly Collection Area	Non Alternate Weekly Collection Area
Mixed dry recyclables	 Every 2 weeks 240l bin (or bags)	 Every 4 weeks 240l bin (or bags)
Garden waste	 Every 2 weeks 240l bin	 Every 2 weeks 240l bin
Food waste	 Weekly 23l bin <i>(12,334 properties)</i>	
Residual waste	 Every 2 weeks 240l bin (or bags)	 Weekly 240l bin (or bags)



Report author: Sandra Pentelow
Tel: 0113 37 88655

Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Environment, Housing and Communities)

Date: 26 July 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 2018, the Scrutiny Board discussed a range of matters for possible inclusion within the overall work schedule for 2018/19. 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 27 June 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.

3. Recommendations

3.1 The Scrutiny Board is asked to:

- a) consider the matters outlined in this report, and raised during the meeting.
- b) agree or amend the overall work schedule (as presented at Appendix 1) as the basis for the Board’s work for the remainder of 2018/19.

4. Background papers¹

4.1 None used

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

Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2018/2019 Municipal Year

June	July	August
Meeting Agenda for 28th June 2018	Meeting Agenda for 26th July 2018	No Scrutiny Board meeting scheduled.
Scrutiny Board Terms of Reference and Sources of Work (DB)	Air Quality Solution for Leeds – current position and consultation (PDS)	
Financial health monitoring (PM)	Revised Safer Leeds Plan 2018/19 (PDS)	
Performance Update (PM)	Tenant Scrutiny Board final inquiry report into Anti-Social Behaviour (PSR)	
	Refuse Collection (PSR)	
Working Group Meetings		
Site Visits		

Scrutiny Work Items Key:

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

Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2018/2019 Municipal Year

September	October	November
No Scrutiny Board meeting scheduled	Meeting Agenda for 3rd October	Meeting Agenda for 28th November 2018
	<p>Standards in Private Rented Sector and Selective Licensing - (Planned consultation Aug – Oct – EB date to be confirmed) (PSR)</p> <p>Inquiry into Leeds' response to Grenfell – Formal response and update (RT)</p> <p>Council Housing Growth Programme – linked to Gov info. (date to be confirmed) (PSR)</p> <p>Horticultural Maintenance in Cemeteries – Response and Tracking (RT) (ref Council Deputation 11/07)</p>	<p>Locality Working – Priority Neighbourhoods Update (PM)</p> <p>Street Intervention – Consideration of Strategic Approach and Progress (PSR)</p> <p>Waste and Recycling Strategy (pre-decision depending on draft completion and Exec Board date, to include information relating to RIPA Environmental Enforcement request for Scrutiny) (PDS)</p>
Working Group Meetings		
Housing Repairs – Response Management, contractual arrangements and performance (PM)		
Site Visits		

Scrutiny Work Items Key:

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

Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2018/2019 Municipal Year

December	January	February
No Scrutiny Board meeting scheduled.	Meeting Agenda for 11th January 2019	No Scrutiny Board meeting scheduled.
	Performance report (PM) Financial Health Monitoring (PSR) 2019/20 Initial Budget Proposals (PDS) Selective Licensing , Standards in Private Rented Sector (post consultation, date to be confirmed) (PDS)	
Working Group Meetings		
Free food provision in Leeds. (PSR)		Managed Zone (PSR)
Site Visits		

Scrutiny Work Items Key:

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

Scrutiny Board (Environment, Housing and Communities) Work Schedule for 2018/2019 Municipal Year

March	April	May
Meeting Agenda for 13th March 2019	No Scrutiny Board meeting scheduled.	No Scrutiny Board meeting scheduled.
Reducing Repeat Customer Contacts (RT) Impact of Universal Credit (dependent on roll out)(PSR) Development of Community Hubs – Update position and Recommendation Tracking (RT) Migration update (PM)		
Working Group Meetings		
Site Visits		

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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

Unscheduled

Road traffic policing – to consider post Safer Leeds Strategy, July 18.

Advice Provision Across Leeds.

Waste Management Site Visits

EXECUTIVE BOARD

WEDNESDAY, 27TH JUNE, 2018

PRESENT: Councillor J Blake in the Chair

Councillors A Carter, R Charlwood,
D Coupar, S Golton, J Lewis, R Lewis,
L Mulherin J Pryor and M Rafique

1 **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) That Appendices 2a and 2b to the report entitled, ‘Provision of a Loan Facility to Donisthorpe Hall Nursing Home’, referred to in Minute No. 19 be 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 commercial and business activities of Donisthorpe Hall and was used for the purpose of the Council undertaking its due diligence processes. The information used for such due diligence processes includes confidential information commissioned by the Charity for the purpose of restructuring its finances, and as such, it is deemed that the public interest in exempting this information from publication outweighs the public interest in disclosure.

2 **Late Items**

No formal late items of business were added to the agenda, however, prior to the meeting, Board Members were in receipt of supplementary information in respect of agenda item 18 (Submission of the Leeds Core Strategy Selective Review (CSSR)) which provided the Board with the outcomes from the respective consideration of the CSSR by Development Plan Panel and also Scrutiny Board (Infrastructure, Investment & Inclusive Growth), both of which met to consider this matter respectively on 20th June 2018. (Minute No. 17 refers).

In addition, prior to the meeting, Board Members were in receipt of a re-circulated version of the ‘Outcome of Consultation to Increase Learning Places at Moor Allerton Hall Primary School’ cover report, as parts of sections 3.13-3.14 and 4.3 of the original version had been either mis-formatted or had some text missing. (Minute No. 29 refers).

Draft minutes to be approved at the meeting
to be held on Wednesday, 25th July, 2018

- 3 Declaration of Disclosable Pecuniary Interests**
No declarations of disclosable pecuniary interests were made at the meeting.

- 4 Minutes**
RESOLVED – That the minutes of the previous meeting held on 18th April 2018 be approved as a correct record.

COMMUNITIES

- 5 Illegal Money Lending Team, Progress Report**
Further to Minute No. 9, 21st June 2017, the Director of Communities and Environment submitted a report which provides an update on the activities of the national Illegal Money Lending Team (IMLT) within Leeds, and presented an updated version of the associated action plan.

Members highlighted the crucial work that the team were undertaking, and emphasised the key role played by Leeds Credit Union within communities.

Responding to a Member's enquiry, the Board received details on the number of prosecutions which had been secured as a result of the team's actions, and with regard to the number of individuals that had been supported by the team, it was undertaken that further information on this would be provided to the Member in question.

RESOLVED –

- (a) That the contents of the submitted report together with the IMLT Action Plan, as set out within appendix 1, be noted;
- (b) That the Director of Communities and Environment be requested to monitor the progress made by the Illegal Money Lending Team against the plan;
- (c) That a further report detailing the activities of the Illegal Money Lending Team within Leeds be submitted to the Board in 12 months' time.

(Councillor R Lewis joined the meeting at the conclusion of this item)

ENVIRONMENT AND ACTIVE LIFESTYLES

- 6 England and Wales Cricket Board Funding for Non Turf Pitches**
The Director of Communities and Environment submitted a report outlining an opportunity to receive around £72k of funding from the England and Wales Cricket Board (ECB) for the provision of 6 non-turf cricket pitches in parks and green spaces.

Members welcomed the proposal detailed within the submitted report and the fact that there was no restriction from the funding criteria as to which areas of the city could potentially benefit from the pitches.

RESOLVED –

- (a) That approval be given to accept the ECB funding and enter into an agreement to develop non-turf cricket pitches in relevant parks, recreation grounds and playing pitches in line with the ECB offer;
- (b) That approval be given to carry out a consultation exercise in order to determine suitable site locations;
- (c) That future decisions on this project be delegated to the Chief Officer, Parks and Countryside;
- (d) That it be noted that the Chief Officer, Parks and Countryside is responsible for the implementation of these proposals, which are anticipated to be in place by summer 2019.

ECONOMY AND CULTURE

7 Adoption of the Leeds Inclusive Growth Strategy 2018 - 2023

Further to Minute No. 37, 17th July 2017, the Director of City Development submitted a report presenting the Leeds Inclusive Growth Strategy 2018 – 2023, which had been finalised following the latest round of consultation. The report sought the Board’s approval to adopt and publish the finalised version of the Leeds Inclusive Growth Strategy, as appended to the covering report.

In presenting the submitted report, the Chair suggested that further update reports regarding the progress being made be submitted to the Board in due course which focussed upon each of the Strategy’s ‘Big Ideas’ and which detailed the impact that the work behind the strategy was having.

Members welcomed the proposed strategy, highlighting the potential it had to facilitate further partnership working across sectors in order to maximise enablement for all communities throughout the city. The Board also welcomed how the strategy linked to other priority agendas such as health and wellbeing; cultural provision and children and young people.

Members received further details on the proposed convenor role amongst other partners and sectors that the Council would play in moving this agenda forward. In addition, emphasis was placed upon the ‘federal’ nature of the Leeds economy, highlighting the level of economic activity located outside of the city centre.

In conclusion, on behalf of the Board, the Chair extended her thanks to those officers who had developed the strategy to its current position.

RESOLVED –

- (a) That the finalised version of the Leeds Inclusive Growth Strategy 2018 – 2023, as appended to the submitted report, be agreed, and that approval also be given for the Strategy’s publication;

- (b) That approval be given for the Director of City Development to lead on implementing the delivery of the Leeds Inclusive Growth Strategy;
- (c) That further update reports regarding the progress being made be submitted to the Board in due course which focussed upon each of the Strategy's 'Big Ideas' and detailed the impact that the work behind the strategy was having.

8 Workspace for Creative Businesses in Leeds City Centre

The Director of City Development submitted a report which presented a series of recommendations on how the Council could support the provision of workspaces for small and medium sized enterprises (SMEs) and creative businesses in Leeds City Centre.

It was highlighted that the proposals detailed within the submitted report looked to achieve the ambitions as set out within the Leeds Inclusive Growth Strategy (Minute No. 7 refers), and it was noted that the Director of City Development would return to the Board with proposals regarding the redevelopment of Aire Street Workshops and the Engine House, following the expression of interest stage.

The Board highlighted the important role played by SMEs and creative businesses in the city, and in reiterating the 'federal' nature of the Leeds economy, Members highlighted the need to ensure that affordable accommodation for SMEs and creative businesses were available throughout the city.

RESOLVED –

- (a) That approval be given to reaffirm the Council's commitment to a city centre that includes a diversity of uses and has affordable and accessible spaces for new, creative businesses;
- (b) That approval be given for the Director of City Development to invite Expressions of Interest for the redevelopment / refurbishment of Aire Street Workshops and the Engine House, as per the principles as contained within paragraph 3.2.1 of the submitted report;
- (c) That the Director of City Development be requested to report back with recommendations on the preferred way forward for the redevelopment of Aire Street Workshops and the Engine House upon the conclusion of the Expression of Interest stage;
- (d) That the Director of City Development be requested to work with stakeholders in order to develop longer term plans to support the delivery of workspaces for creative and start-up businesses in the city centre, which can inform the creation of a small grants programme as part of the consideration of next year's Capital Programme;
- (e) That it be noted that the Chief Asset Management and Regeneration Officer will be responsible for the implementation of such matters.

9 Waterfront Charter for Leeds City Centre

The Director of City Development submitted a report which sought approval to develop work with partners in order to deliver transformation in the waterfront area of Leeds, which would look to support the city's cultural and economic aspirations.

Members welcomed the submitted report, and in noting how rivers and waterways passed through a number of communities across the city, it was suggested that a further report be submitted to the Board in due course which explored the potential and the opportunities to maximise the benefit arising from such waterways, both for local communities and the city as a whole.

RESOLVED –

- (a) That the Waterfront Charter, as appended to the submitted report be supported, and that in doing so:-
 - (i) Approval be given to the formation of a Waterfront Investment Fund, as per the principles outlined at paragraph 3.3.6 of the submitted report, with approval also being given to provide authority to spend up to £100,000 from Capital Programme Scheme 32672 for this purpose; and
 - (ii) Agreement be given that the Council works with partners in order to establish an owner/occupier forum comprising parties with an interest in the waterfront to help to deliver the Charter.
- (b) That it be noted that the Director of City Development is responsible for the implementation of such matters;
- (c) That a further report be submitted to the Board in due course which explores the potential and the opportunities to maximise the benefit arising from the rivers and waterways which run throughout Leeds, both for local communities and the city as a whole.

10 Leeds 2023 Update

Further to Minute No. 76, 18th October 2017, the Director of City Development submitted a report outlining the steps that the city had taken in response to the decision by the European Commission to cancel the UK competition for European Capital of Culture. In addition, the report summarised the work undertaken by officers to establish the appropriate vehicle for taking forward Leeds 2023 plans, outside of the framework of the European Commission regulations.

With regard to an enquiry regarding the Council representation on the Trust, emphasis was placed upon the value of continuing a cross-party approach towards the 2023 initiative.

Members also received an update regarding a new funding stream which had been recently announced by the Arts Council (Cultural Development Fund), which the Council intended to submit a bid for.

RESOLVED –

- (a) That the overall progress made in taking forward ‘Leeds 2023’ plans, as detailed within the submitted report, be noted;
- (b) That officers be requested to:-
 - (i) Work alongside colleagues in legal and financial services in order to develop ‘Leeds Culture Trust’ as the delivery vehicle for Leeds 2023, and to develop a Service Level Agreement between the Council and Leeds Culture Trust which reflects the Council as a major funder;
 - (ii) Support the Leeds Culture Trust to secure charitable status and commence the search and recruitment process for a Chair and full Board of Trustees, to be in place by early 2019;
 - (iii) Return with a report on further progress at the appropriate time, when a new Chair and Trustees are appointed and when the work of the 2023 independent steering group reaches an end.
- (c) That it be noted that the Chief Officer, Culture and Sport is responsible for the implementation of such matters.

(Councillor Rafique left the meeting at the conclusion of this item)

RESOURCES AND SUSTAINABILITY

11 Financial Performance - Outturn for the Financial Year ended 31st March 2018

The Chief Officer, Financial Services submitted a report setting out the Council’s financial outturn position for 2017/18 for both revenue and capital, including the Housing Revenue Account and expenditure on schools. In addition, the report also sought approval of the creation of earmarked reserves and which looked to delegate their release to the Chief Officer, Financial Services.

In response to a Member’s enquiry, the Board received further detail regarding the 2017/18 outturn in respect of schools’ extended services and partnerships balances. The Board also received an update on the current position regarding proposals to implement collection route efficiencies within the refuse service.

In noting the effect that the backdated sports admission VAT receipt from HMRC had had on the outturn position and the Council’s reserves, an enquiry was made regarding the priorities for the allocation of resource moving forward. In response, it was highlighted that the intention was to submit the Medium Term Financial Strategy to the 25th July Board meeting, and this would propose how the Council’s General Reserve, which contained the VAT receipt, was to be used.

RESOLVED –

- (a) That the outturn position for 2017/18, as detailed within the submitted report, be noted;

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- (b) That the creation of earmarked reserves, as detailed in paragraphs 3.16 and 5.3 of the submitted report be approved, and that their release be delegated to the Chief Officer, Financial Services;
- (c) That it be noted that the Chief Officer, Financial Services will be responsible for the implementation of such matters, following the conclusion of the 'call in' period.

12 Financial Health Monitoring 2018/19 - Month 2 (May 2018)

The Chief Officer, Financial Services submitted a report setting out the Council's projected financial health position for 2018/19, as at month 2 of the financial year.

Responding to an enquiry regarding proposals to implement collection route efficiencies within the refuse service, it was highlighted that should such efficiencies not be made in 2018/19, then alternative actions would be taken with the aim of balancing the directorate budget by the end of the financial year, whilst it was also noted that further detail in respect of the Communities and Environment directorate budget would be available in forthcoming budget monitoring reports to the Board, once greater information was available in respect of specific demand led costs.

Members also received an update regarding the current position of the Children and Families directorate budget.

RESOLVED – That the projected financial position of the authority for 2018/19, as at month 2, and as detailed within the submitted report, be noted.

13 Treasury Management Outturn Report 2017/18

The Chief Officer Financial Services submitted a report which provides a final update on the Council's Treasury Management Strategy and operations for the period 2017/18.

The intention to further consider the Council's debt portfolio and debt costs in the year ahead was noted. A request for future reports to identify the value of the Council's assets which separately identified schools and Council housing was also noted.

RESOLVED – That the Treasury Management outturn position for 2017/18, as detailed within the submitted report be noted, together with the fact that treasury activity has remained within the Council's Treasury Management strategy and policy framework.

14 The Leeds Community Infrastructure Levy - Investment of the Strategic Fund

The Director of City Development and the Director of Resources and Housing submitted a joint report providing information on the sums accumulated within the Community Infrastructure Levy (CIL) strategic fund, as set out in table 1 of the submitted report, and how it was being invested.

In response to a Member's enquiry, the Board noted that based on current information, the funding gap for the Council regarding the provision of school places was currently £71.7m.

RESOLVED –

- (a) That the investment of the CIL strategic fund, as set out in table 1 of the submitted report, to be used to contribute towards the learning places deficit for schools, be noted;
- (b) That it be noted that the responsible officer for the implementation of such investment is the Chief Officer (Financial Services).

15 Improving Air Quality within the City

Further to Minute No. 122, 13th December 2017, the Director of Resources and Housing, the Director of City Development, the Director of Communities and Environment and the Director of Public Health submitted a joint report providing an overview of the consultation responses received on the Clean Air Charging Zone (CAZ) proposal; detailed how the first stage of consultation responses had been considered and how these were reflected within the updated proposal. In addition, the report outlined the funding request to central government for both the required infrastructure and the support measures to mitigate economic impact; detailed the process to reaching approval for both the Full Business Case and the Traffic Scheme; and presented the required changes to licensing conditions for taxi and private hire vehicles to align conditions with CAZ compliant engine standards.

In presenting the submitted report the Executive Member for Resources and Sustainability recommended that a further report be submitted to the 25th July 2018 Board meeting which set out a broader range of proposals not covered by the CAZ for the improvement of air quality throughout the city.

Responding to a Member's specific enquiry, the Board received further information on the process and rationale which had led to the proposal to amend the boundary for the CAZ. It was noted that the amended boundary was being proposed in response to the consultation undertaken, and that the revised boundary did not have any adverse impact upon the delivery of the required outcomes. It was also noted that the revised boundary aimed to ensure that it was clear and easily navigable and looked to avoid any unintended consequences (eg. 'rat-running').

Also, in noting the proposals affecting taxis and private hire vehicles and the need to ensure a consistency of approach for such vehicles whether they be registered with Leeds or with another Authority, Members highlighted that it was essential for the Government to establish a national register for such vehicles, with it being noted that confirmation had been received from Government that they were working to address this issue, whilst Members also highlighted that the Local Government Association were making representations to Government on such matters.

In addition, Members also noted that a substantial funding package was also being sought from Government in order to help facilitate the introduction of the related measures.

Responding to a Member's enquiry, it was undertaken that at the appropriate stage, liaison could take place with community groups in order to provide guidance around CAZ compliancy and exemption categories.

RESOLVED –

- (a) That approval be given to entering into a period of statutory public consultation on the proposed clean air zone and the enforcement of anti-idling;
- (b) That approval be given to entering into a period of public consultation on the introduction of the enforcement of anti-vehicle idling;
- (c) That approval be given to entering into a period of consultation with regard to the proposed changes to the licensing conditions for taxis and private hire vehicles;
- (d) That the necessary authority be delegated to the Director of City Development in order to enable the Director to procure for the required infrastructure, with the necessary 'authority to spend' also being provided to the Director, once funding from government has been secured;
- (e) That the necessary authority be delegated to the Director of Resources and Housing in order to enable the Director to procure for the administration of the taxi and private hire loan, with the necessary 'authority to spend' also being provided to the Director, once funding from government has been secured;
- (f) That approval be given to exempt the resolutions contained within this minute from the Call In process, on the grounds of urgency, as detailed in section 4.5.6 of the submitted report, in order that the Council achieves the closest legitimate date for submission in compliance with the Direction;
- (g) That a further report be submitted to the 25th July 2018 meeting of the Board which sets out a broader range of proposals not covered by the CAZ, for the improvement of air quality throughout the city;
- (h) That it be noted that a further report will be submitted to Executive Board on 19th September 2018 in order to report on the outcomes of the statutory consultation as, referenced within resolution (a) above.

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

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (f) above, and for the reasons as detailed within section 4.5.6 of the submitted report, in order that the Council achieves the closest legitimate date for submission in compliance with the Direction)

REGENERATION, TRANSPORT AND PLANNING

16 Design and Cost Report, Proposed Refurbishment, West Yorkshire Playhouse and Public Realm Works

Further to Minute No. 57, 20th September 2017, the Director of City Development submitted a report which provided a summary of the progress made to date on the proposed works to the Playhouse and the public realm redevelopment and enhancement works at Gateway Court and Playhouse Square. The submitted report also sought approval to inject additional funding into existing Capital Scheme Nos. 32019 and 32804 and to authorise expenditure on the proposed works to the Playhouse and public realm works.

Members were supportive of the proposals, and highlighted the important role of the Playhouse in the cultural offer of Leeds. In discussing the redevelopment and the future role of the Playhouse, emphasis was placed upon the need to ensure that it was an inclusive and accessible asset for the whole city.

Responding to a Member's comments, clarification was provided that the Playhouse continued to produce work, whilst the redevelopment was taking place, with a briefing being offered to the Member in question.

Finally, it was noted that the theatre had recently been renamed the 'Leeds Playhouse'.

RESOLVED –

- (a) That an injection of £1.280m into the existing Capital Scheme No. 32019 towards the cost of refurbishing and reconfiguring the West Yorkshire Playhouse, be authorised;
- (b) That a fully funded injection of £550,000 from the West Yorkshire Playhouse into the existing Capital Scheme No. 32019 towards the cost of refurbishing and reconfiguring the West Yorkshire Playhouse, be authorised;
- (c) That 'Authority to Spend' of £1.830m from Capital Scheme No. 32019 towards the cost of refurbishing and reconfiguring the West Yorkshire Playhouse, be approved;
- (d) That an injection of £0.160m into existing Capital Scheme No. 32804 towards the cost of the proposed public realm redevelopment and

enhancement works at Gateway Court and Playhouse Square, be authorised;

- (e) That 'Authority to Spend' of £0.160 from Capital Scheme No. 32804 for the proposed public realm redevelopment and enhancement works at Gateway Court and Playhouse Square, be approved;
- (f) That subject to consultation being undertaken with the Executive Member for Economy and Culture, the necessary authority be delegated to the Director of City Development and the Chief Officer Financial Services in order to negotiate and approve the final terms associated with the receipt of the West Yorkshire Playhouse's financial contribution to the proposed works to refurbish and reconfigure the playhouse building;
- (g) That approval be given to exempt the resolutions contained within this minute from the Call In process, for the reasons of urgency as detailed within sections 4.5.1 – 4.5.2 of the submitted report, and as it is considered that any delay in implementing such resolutions will prejudice the Council's interests;
- (h) That the following be noted:-
 - (i) The actions required to implement the above resolutions;
 - (ii) The proposed timescales to progress the project, as detailed in paragraph 3.9 of the submitted report; and
 - (iii) That the Chief Officer, Culture and Sport will be responsible for the implementation of such matters.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (g) above, and for the reasons as detailed within section 4.5.1 – 4.5.2 of the submitted report, as it is considered that any delay in implementing the decisions will prejudice the Council's interests)

17 Submission of the Leeds Core Strategy Selective Review

Further to Minute No. 131, 7th February 2018, the Director of City Development submitted a report which sought approval from Executive Board to recommend to Council that it approved the Core Strategy Selective Review (CSSR) alongside supporting material and evidence for the purposes of submission to the Secretary of State, so that it may be subject to independent examination by the Planning Inspectorate.

Prior to the meeting, Board Members were in receipt of supplementary information which provided the Board with the individual outcomes from the respective consideration of the CSSR by Development Plan Panel and also Scrutiny Board (Infrastructure, Investment & Inclusive Growth), both of which met to consider this matter respectively on 20th June 2018.

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RESOLVED –

- (a) That the representations made in response to the recent consultation on the proposed submission draft CSSR documents “Publication Draft” (under Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012), be noted; and that the consequential changes made to the policies, which as amended now form the Core Strategy Selective Review Submission Draft Plan, also be noted;
- (b) That the individual resolutions of Development Plan Panel and Scrutiny Board (Infrastructure, Investment & Inclusive Growth), following their respective meetings on 20th June 2018, be noted;
- (c) That the following be recommended to Council:-
 - a) To approve the Submission Draft of the Core Strategy Selective Review (**Appendix 1 to the submitted report**) for independent examination, pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004, as amended;
 - b) To approve the Sustainability Appraisal Report (**Appendix 2 to the submitted report**) in support of the Plan, along with supporting evidence and background documents, for Submission to the Secretary of State for independent examination, pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004, as amended;
 - c) To grant authority to the independent inspector appointed to hold the Public Examination, to recommend modifications to the Submission Draft Plan, pursuant to Section 20 (7C) of the Planning and Compulsory Purchase Act 2004, as amended;
 - d) To delegate necessary authority to the Chief Planning Officer, in consultation with the relevant Executive Member, to:-
 - (i) approve the detail of any updates or corrections to the submission material and any further technical documents and supporting evidence required to be submitted alongside the revised Submission plan for consideration at future hearing sessions;
 - (ii) continue discussions with key parties and suggest to the Inspector any edits and consequential changes necessary to be made to the revised Submission Draft Core Strategy Selective Review following Council approval during the Examination; and
 - (iii) prepare and give evidence in support of the revised Submission Plan at Examination.

(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)

18 White Rose and Millshaw Industrial Estate

The Director of City Development submitted a report which set out emerging proposals for significant investment and redevelopment on behalf of the owners of land at the White Rose Office Park and Millshaw Industrial Estate. In addition, the report also provided details of opportunities that this proposal would present for the further development of inclusive growth and regeneration in South Leeds.

Members welcomed the proposal as submitted, highlighted the significant potential for the development in terms of economic growth and job creation, and emphasised the linkages to the Leeds Inclusive Growth Strategy.

With regard to a reference within the submitted report to the Leeds Public Transport Investment Programme, it was clarified that it was intended to submit an update report on the programme to the 25th July 2018 Board meeting.

RESOLVED –

- (a) That the Board's in-principle support be provided for the repurposing of the Millshaw estate as part of a joined up approach to development with the White Rose Office Park, in order to deliver significant inclusive growth benefits to the South Leeds, as set out at paragraphs 3.4 – 3.11 of the submitted report;
- (b) That the planning matters to be addressed by the landowners in bringing forward and delivering a master plan for the White Rose Office Park and Millshaw estate, as set out at paragraphs 3.12 – 3.16 of the submitted report, be noted;
- (c) That confirmation be provided that Council-owned land within and adjoining the Millshaw estate should be considered for inclusion within the master planning exercise on a 'without prejudice' basis, as set out within paragraphs 3.22 – 3.25 of the submitted report, with it being noted that the Head of Regeneration is responsible for the co-ordination of the Council's interests in this respect.

HEALTH, WELLBEING AND ADULTS

19 Provision of a Loan Facility to Donisthorpe Hall Nursing Home

The Director of Resources and Housing and the Director of Adults and Health submitted a joint report which sought approval to make a secured loan facility of £350,000 plus accrued interest available to Donisthorpe Hall care home in order to assist with the care provider's financial recovery plan.

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The Board noted the significant work which had been undertaken in respect of the required due diligence processes.

A Member highlighted the Council's role of enabling a mixed economy of care provision for the city, and how the submitted proposals were in line with that role.

Following consideration of Appendices 2a and 2b to the submitted report designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which were considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the provision of a secured loan facility, funded from the Council's balance sheet, from the Council to Donisthorpe Hall care home for the sum of Three Hundred and Fifty Thousand Pounds plus accrued interest, be approved, with this loan facility being allocated and repaid in accordance with the provisions stated in the submitted report and the exempt appendices 2a (including annexe A, B & C) and 2b;
- (b) That the Director of Adults and Health and the Director of Resources and Housing, in conjunction with the City Solicitor and the Chief Officer Financial Services, be authorised to ensure that the Board's resolution (above) is implemented.

20 Short Break Services

The Director of Adults and Health submitted a report providing details of the outcome of consultation undertaken on short break arrangements, and which sought approval to establish new arrangements to ensure that the Council's short breaks offer was fair, equitable and gave proper weighting to those with the greatest caring responsibility.

Responding to a Member's enquiry in respect of consultation, it was highlighted that the intention was to submit a further report to the Board in due course which provided further detail on the number of users which would be affected by the proposals and how they would be affected.

RESOLVED –

- (a) That approval be given to the expansion of the in-house Short Breaks service, so that it can offer short breaks to a greater variety of people and for a wider range of needs;
- (b) That the three tier approach towards having a short break which supports a range of carer needs, be approved;
- (c) That approval be given to the gradual withdrawal of the Outreach Service over time, in order to facilitate resolution (b) above, with it being noted that people's short breaks will be maintained through alternative arrangements when their sessional worker leaves / retires;

- (d) That further consultation be undertaken on a revised service specification for the Community-based Respite service, including referral pathway and service criteria;
- (e) That it be noted that the Community-based respite service and the Outreach Service are not the only way that people with eligible social care needs may have a break, and that people may choose to have a personal budget in order to arrange a short break that suits them and the cared-for person;
- (f) That it be noted that the Director of Adults and Health is responsible for the implementation of such matters.

21 Leeds' Commitment to Carers

Further to Minute No. 23, 21st June 2017, the Director of Adults and Health submitted a report which provided an update on the progress which had been made by the Council and the Leeds Carers' Partnership in relation to the Leeds Commitment to Carers initiative.

The Board welcomed Val Hewison, Chief Executive of the 'Carers Leeds', organisation who was in attendance and provided the Board with an update on the progress made by the initiative over the past 12 months, highlighted the areas where progress was still required and provided further information on the crucial role played by the many carers throughout the city. In addition, as part of the ambition to make Leeds the best city for carers, an offer was made for further liaison to take place with each Council directorate in order to raise greater awareness in this area.

Members supported the range of actions being taken whilst noting that there was still further work to do in this field. In addition, Members highlighted the importance of providing adequate support to all carers, with reference being made to Council employees. Emphasis was also made to the link between being a carer and the impact that that could have upon an individual's mental health.

RESOLVED –

- (a) That the progress which has been made to date by the Council and the Leeds Carers' Partnership in relation to the Leeds Commitment to Carers, be noted;
- (b) That approval be given to continue the promotion of the Leeds Commitment to Carers initiative across Leeds City Council directorates and also Elected Member Lead Portfolio areas.

22 Leeds Health and Wellbeing Board: Reviewing the Year 2017-18

The Director of Adults and Health submitted a report presenting the 'Leeds Health and Wellbeing Board: Reviewing the Year 2017-2018', which served as an annual review and roundup of the range of activity commissioned or

directed by the Board, which had been guided by the Leeds Health and Wellbeing Strategy 2016-2021.

Responding to a Member's enquiry regarding the several specific issues which had been identified within the Director of Public Health's Annual Report for 2017/18, the Board noted that it was expected that such issues would feature upon the future work programme of the Health and Wellbeing Board.

RESOLVED – That the contents of the submitted report, together with the contents of the appended *Leeds Health and Wellbeing Board: Reviewing the Year 2017-2018* document, be noted, with the following being specifically highlighted:

- The successes achieved in Leeds to bring together effective partnerships/deliver major programmes of change such as the Improved Better Care Fund and Local Care Partnerships;
- Achieving the position as the 'Best Core City for Health and Wellbeing';
- Leeds' increasing influence in West Yorkshire and nationally via the power of our strengths and assets with a community focused approach towards health and care integration;
- Leeds' priority to improve the health of the poorest the fastest and address the social determinants of health (employment, housing, inclusion, community); and
- The additional challenges of delivering the health and care agenda despite ongoing austerity settlements.

CHILDREN AND FAMILIES

23 Leeds Safeguarding Children Board Annual Report (2017/18): Evaluating the Effectiveness of Safeguarding Arrangements in Leeds

The Independent Chair of the Leeds' Safeguarding Children Partnership submitted a report which presented the key findings from the Partnership's Annual Report for 2017/18.

The Board welcomed Dr. Mark Peel, Independent Chair of the Leeds Safeguarding Children Partnership, who was in attendance at the meeting in order to introduce the key points of the annual report and to highlight key priorities.

Responding to a Member's enquiry, the Board noted the view of the Independent Chair when considering the effectiveness of the procedures in place to exchange information between Leeds and other Local Authorities / agencies when dealing with cases which crossed the Local Authority's boundary, who confirmed that he believed that robust processes were in place.

Also in response to a Member's enquiry regarding the capacity in Leeds to deal with continuing and emerging issues around the protection of children and young people, the Independent Chair advised that he did not detect any negative impact in the safeguarding provision in Leeds as a result of the

resource being provided to Kirklees Council, as part of the Partners in Practice programme. Further to this, the Director of Children and Families advised the Board that a period of 3 years had been identified for Leeds' involvement in Kirklees which included a tapering of support, and it was also highlighted that agreement had now been reached with the Department for Education (DfE) for Kirklees to look to recruit their own Director of Children's Services. It was also noted that Leeds was in regular contact with the DfE on such matters.

Following a specific request, the Independent Chair undertook that the Partnership would carry out a piece of work around the 'Early Help' strategy in respect of those children and families who required support, with it being highlighted that although demand for such support was high, a number of schools in the city were withdrawing support for Clusters, through which a number of related services were focussed. It was noted that the outcomes from that piece of work would be provided to Board Members as appropriate, with it also being suggested that it may be appropriate to raise this matter with the Department for Education.

In conclusion, the Chair paid tribute to the vital work of the Leeds Safeguarding Children's Partnership.

RESOLVED –

- (a) That the contents of the submitted cover report together with the contents of the appended Leeds Safeguarding Children Partnership Annual Report (2017-18) be noted, together with the identified safeguarding priorities for the city, as detailed within the Annual Report;
- (b) That the Leeds Safeguarding Children Partnership be requested to carry out a piece of work around the 'Early Help' strategy in respect of those children and families who required support, with it being highlighted that although demand for such support was high, a number of schools in the city were withdrawing support for Clusters, through which a number of related services were focussed, with the outcomes from that piece of work being provided to Board Members as appropriate.

24 Annual Report of the Fostering Service and Annual update of the Statement of Purpose.

Further to Minute No. 29, 17th July 2017, the Director of Children and Families submitted a report which presented the annual report of the fostering service and which sought approval of the revised statement of purpose for Leeds City Council's Fostering Service.

RESOLVED –

- (a) That the Statement of Purpose for Fostering Services for Leeds City Council, as appended to the submitted report, be approved;
- (b) That the contents of the annual Fostering report, as submitted, be noted, with the Board confirming its continued support for the work of

the adoption and fostering service which aims to ensure that children receive the best possible support.

25 Annual Report of the One Adoption West Yorkshire & Statement of Purpose.

Further to Minute No. 29, 17th July 2017, the Director of Children and Families submitted a report which presented the annual report of One Adoption West Yorkshire (OAWY), as required by the National Minimum Standards 2011. Specifically, the report sought approval of the revised Statement of Purpose for OAWY.

RESOLVED –

- (a) That the Statement of Purpose for One Adoption West Yorkshire, as appended to the submitted report, be approved;
- (b) That the annual adoption report, as appended to the submitted report, be noted, with the Board confirming its continued support for the work of OAWY, which aims to ensure that children receive the best possible support.

LEARNING, SKILLS AND EMPLOYMENT

26 Councillor Pryor

At the commencement of the reports within his portfolio, the Chair welcomed Councillor Pryor, given that this was the first Executive Board meeting which he had attended since his recent appointment to the position of Executive Member for 'Learning, Skills and Employment'.

27 The Annual Standards Report 2016-17

The Director of Children and Families submitted a report which presented the progress made towards Leeds becoming the best city for learning. The report outlined Leeds' current position in relation to the associated strategy and the actions that had been taken to ensure that all children in Leeds, including those affected by poverty and other disadvantages were supported to help them achieve their potential.

Responding to a Member's enquiry, the Board received further information on the range of ongoing actions being taken to narrow the gap between advantaged and disadvantaged learners, which included details of the 'Advantaging the Disadvantaged' strategy and the work of the Child Poverty Impact Board.

In noting the recent appointment of a new Deputy Director (Learning), who was due in post in the Autumn, it was suggested that a piece of work that looked at further tackling such matters be developed in readiness for the new Deputy Director, so that they could pick it up as a priority.

Also, responding to an enquiry, the Board received details regarding the processes and timescales by which Educational Health and Care Plans for SEND (Special Educational Needs and Disability) learners were put in place.

RESOLVED –

- (a) That the contents of the submitted report, together with the Annual Standards Report, as appended, which details the outcomes of Leeds children and young people in the 2016 / 2017 academic year, be noted;
- (b) That the expectations for future developments in learning and the ways that Leeds intends to diminish differences between key groups across the city; including those pupils with pupil premium funding, SEND (Special Educational Needs and Disability) or within a minority group, be noted;
- (c) That the provision of ongoing support, challenge and intervention in Leeds be approved, in order to ensure that progress continues to be made towards Leeds becoming the best city for learning.

28 Learning Places Programme - Request for Approval to Inject Basic Need Funding to Expand the Co-operative Academy of Leeds

The Director of the Director of Children and Families submitted a report regarding proposals as part of the Learning Places Programme scheme to increase the Pupil Admissions Number at The Co-operative Academy of Leeds from 180 to 240 from September 2019, which would create an additional 300 places across years 7 – 11. In addition, the submitted report sought approval to undertake related capital expenditure.

RESOLVED –

- (a) That 'Authority to spend' on the Learning Places Programme for the expansion of The Co-operative Academy of Leeds at a total value of £4.1m, as detailed within the submitted report, be approved;
- (b) That it be noted that it is currently envisaged that the scheme will be completed by October 2019, however it is also noted that discussions are ongoing between all parties to look at ways in which to bring this date forward to September 2019;
- (c) That it be noted, that if the required works cannot be completed by September 2019, a contingency plan will be developed to ensure that the Academy is able to accommodate the additional pupil numbers;
- (d) That it be noted that the Chief Officer, Asset Management and Regeneration is responsible for the delivery of the scheme.

29 Outcome of consultation to increase learning places at Moor Allerton Hall Primary School

Further to Minute No. 138, 7th February 2018, the Director of Children and Families submitted a report which detailed the outcome of the consultation undertaken regarding proposals to permanently expand primary school provision at Moor Allerton Hall Primary School from 2 form entry to 3 form entry and which sought permission to publish a Statutory Notice in respect of such proposals.

Responding to an enquiry, assurance was provided to the Board that the proposals being put forward were not simply a short term measure for that area.

Prior to the meeting, Board Members were in receipt of a re-circulated version of the submitted cover report, as it had been noted that parts of sections 3.13-3.14 and 4.3 of the original version had been either mis-formatted or had some text missing.

Having taken the resubmitted version of the cover report into consideration, it was

RESOLVED –

- (a) That the publication of a Statutory Notice on a proposal to permanently expand primary provision at Moor Allerton Hall Primary School from a capacity of 420 pupils to 630 pupils, with an increase in the admission number from 60 to 90, with effect from September 2019, be approved;
- (b) That it be noted that the previous proposals to form a through-school by joining together Moor Allerton Hall Primary School with Allerton Grange School, and to expand primary provision as part of that through-school, are not to be taken forward;
- (c) That approval be given to exempt the resolutions within this minute from the Call In process, for the reasons as set out within paragraph 4.5.2 of the submitted report;
- (d) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

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

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (c) above, and for the reasons as detailed within section 4.5.2 of the submitted report)

30 European Structural and Investment Funds Programme 2014-2020: Supporting Young People into the Labour Market

The Director of City Development submitted a report which sought authorisation to commit a maximum of £1.8m Council match-funding in order to deliver the Leeds element of the Leeds City Region Employment Hub Project (Routeways) and 'Not in Education, Employment or Training' (NEET) Youth Engagement and Progression (YEP) Projects. The submitted report highlighted how such projects would result in investment of up to £3.8m in the

city and £14m across the Leeds City Region, part funded by the European Structural and Investment Fund (ESIF).

RESOLVED –

- (a) That the Council, as a Delivery Partner, be authorised to work with:-
 - (i) the West Yorkshire Combined Authority under a Service Level Agreement, to deliver the Leeds City Region Employment Hub Project (Routeways), as part of the ESIF Sustainable Integration of Young People into the Labour Market Programme; and
 - (ii) City of Bradford Metropolitan District Council under a Service Level Agreement, to deliver the YEP Project, as part of the ESIF Sustainable Integration of Young People into the Labour Market Programme.

- (b) That the following total expenditure be approved:-
 - (i) up to £1.4m by the Council inclusive of £0.7m maximum match funding to deliver the Leeds element of the YEP project over the next three years, 2018-2021;
 - (ii) up to £2.1m by the Council inclusive of £1.1m maximum match funding to deliver the Leeds element of the Routeways project over the next three years, 2018-2021;

- (c) That it be noted that the Head of Projects and Programmes in the Employment and Skills Service will be responsible for the implementation of both projects in Leeds, which are anticipated to commence by August 2018 and be completed by August 2021.

31 LGBT+ Inclusive City

Further to Minute No. 105, 7th November 2012, the Director of Communities and Environment submitted a report which provided an update on the progress made over the past 6 years since the LGBT+ Friendly City report was considered by the Board. In addition, the report highlighted the work of the re-launched LGBT+ Hub and the Council's LGBT+ Staff Network in contributing towards the development of the agenda alongside partners in the public, Third and Business Sectors.

RESOLVED –

- (a) That the current and ongoing work undertaken to make Leeds an LGBT+ Inclusive City be noted, and that support be provided to the LGBT+ Hub in developing and maintaining a forward work programme, together with success measures which reflect the work streams outlined within the submitted report and appendix. It is also noted that the work programme is to be co-produced and owned between the LGBT+ Hub and the LGBT+ community;

- (b) That support be given to the cross city partnership approach that has developed between the Council, other public bodies, the Third and Business Sectors to deliver on the Inclusive City agenda;

- (c) That support be given to the work undertaken to address the lack of LGBT+ community infrastructure within the city relative to other major urban areas;
- (d) That continued support be given to the leadership role of senior officers, Elected Members and partners in taking forward the LGBT+ equality agenda, with recognition being given to the significant positive impact that the work of champions and allies has in delivering outcomes;
- (e) That the intention for the LGBT+ Hub to develop a forward work programme with a 5 year prioritised timeframe, be noted, together with the fact that the responsibility for supporting the associated resolutions arising from this report will sit with the Director of Communities and Environment and Chief Officer Communities.

DATE OF PUBLICATION:

FRIDAY, 29TH JUNE 2018

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:**

5.00PM, FRIDAY, 6TH JULY 2018

Draft minutes to be approved at the meeting
to be held on Wednesday, 25th July, 2018