
SCRUTINY BOARD (ENVIRONMENT, HOUSING AND COMMUNITIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 3rd October, 2018 at 10.30 am

(A pre-meeting will take place for ALL Members of the Board at 10.00 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 - 26 JULY 2018

1 - 8

To approve as a correct record the minutes of the meeting held on 26 July 2018.

7

RESPONSE TO SCRUTINY INQUIRY INTO LEEDS' RESPONSE TO GRENFELL

9 - 16

To receive the report of the Director of Resources and Housing which provides update to the Scrutiny Board on progress in implementing the recommendations in the Scrutiny Report on Leeds' response to Grenfell, agreed by the Board in December 2017.

8	<p>DRAFT TERMS OF REFERENCE - INQUIRY INTO KERBSIDE COLLECTION AND RECYCLING OF DOMESTIC WASTE</p>	17 - 24
	<p>To receive the report of the Head of Governance and Scrutiny Support which provides the draft terms of reference for the Scrutiny Boards inquiry into Kerbside Collection and Recycling of Domestic Waste.</p>	
9	<p>SESSION 1 - SCRUTINY INQUIRY INTO KERBSIDE COLLECTION AND RECYCLING OF DOMESTIC WASTE</p>	25 - 34
	<p>To receive the report of the Chief Officer, Waste Management Services, which provides information to support session 1 of the inquiry in accordance with the draft terms of reference.</p>	
10	<p>WORK SCHEDULE</p>	35 - 68
	<p>To consider the Scrutiny Board's work schedule for the 2018/19 municipal year.</p>	
11	<p>DATE AND TIME OF NEXT MEETING</p>	
	<p>Wednesday 28 November 2018 at 10:30 (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, 26TH JULY, 2018

PRESENT: Councillor B Anderson in the Chair

Councillors J Akhtar, H Bithell, D Collins,
A Gabriel, P Grahame, P Gruen,
M Harland, A Khan, S McCormack,
P Truswell and G Wilkinson

- 15 Appeals Against Refusal of Inspection of Documents**
There were no appeals against the refusal of inspection of documents.
- 16 Exempt Information - Possible Exclusion of the Press and Public**
The agenda contained no exempt information.
- 17 Late Items**
There were no late items of business.
- 18 Declaration of Disclosable Pecuniary Interests**
No declarations of disclosable pecuniary interests were made, however Councillor Akhtar reported his “other” interest in agenda item 9 – “Improving Air Quality in Leeds” as a representative of local private hire drivers. (Minute 24 refers).
- 19 Apologies for Absence and Notification of Substitutes**
Apologies for absence were received from Councillor A Blackburn and Councillor J Bentley
- 20 Minutes - 28 June 2018**
RESOLVED – That the minutes of the meeting held 28th June 2018 be agreed as a correct record
- 21 Matters Arising**
Minute 10 Anti-Social Behaviour – The Board received an update on the first of several meetings planned between Burmantofts and Richmond Hill ward Councillors and the Executive Member, Communities, to discuss how to ensure that responsible authorities and partners tackle rising crime and disorder and anti-social behaviour issues in the East End Park area of the city.
- 22 Tenant Scrutiny Board Inquiry into the Anti-Social Behaviour Service - Final Report and Response to Recommendations**
The report of the Head of Governance and Scrutiny Support presented the Tenant Scrutiny Board Inquiry into the Anti-Social Behaviour Service – Final Report and Response to Recommendations.

The Tenant Scrutiny Board concluded their inquiry into the Anti-Social Behaviour (ASB) Service in April 2018, having conducted the inquiry over six formal evidence gathering sessions between October 2017 and March 2018.

The report included a copy of the inquiry report attached at Appendix 1; along with the formal response to the inquiry (appendix 2) and a copy of the minutes of the Tenant Scrutiny Board meeting held on 22nd June 2018 (appendix 3) which considered that response.

The following were in attendance for the item:

- John Gittos – Chair of Tenant Scrutiny Board
- Councillor D Coupar, Executive Member for Communities
- James Rogers – Director of Communities and Environment
- Harvinder Saimbhi - Head of Operational Delivery, ASB & Security Services
- David Longthorpe – Head of Housing Management

John Gittos, Chair of the Tenant Scrutiny Board presented the Inquiry report, highlighting the complex nature of the inquiry which spanned several agencies and the ten recommendations reached. He highlighted those recommendations where agreement had been reached and those areas where further work could progress the issues.

The following key matters were raised during discussions

- The scope of the TSB Inquiry – noting that several issues identified fell within the remit of other agencies
- The emerging 'One Council approach'
- The possible source of customer dissatisfaction
- The anticipated review of the LASBAT structure and operating procedures
- The capacity and resources available to LASBAT
- The breadth of issues within LASBATs remit, and the impact this had on the timeliness of investigations which crossed several agencies
- The need to manage the expectations of tenants/residents making a referral; and to provide clear information on the process and evidential targets to be met to proceed with an investigation.

(Councillor Akhtar left the meeting at 10:30 am at this point)

The Board considered its role in the review of the Service and resolved to consider this matter further. The Board requested the chronology of the intended review to facilitate further support from Board in a timely manner.

In conclusion it was noted that the Tenant Scrutiny Board would track the recommendations in 6 months' time.

RESOLVED –

- a) 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.
- b) To support the review of the LASBAT service by incorporating scrutiny of progress into the work programme.

23 Draft Safer Leeds Community Safety Strategy (2018-2021)

The Board considered the report of the Director of Communities and Environment which presented the draft Safer Leeds Strategy 2018-2021 in line with the Council's requirement 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 report outlined that as part of 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). The Executive Board considered the draft Community Safety Strategy 2018-21 on 25th July 2018.

The following were in attendance for the item:

- James Rogers - Director of Communities and Environment
- Paul Money – Chief Officer, Safer Leeds
- Councillor D Coupar, Executive Member for Communities

Having reviewed the draft Strategy, the Board discussed the document and made the following comments:

- Measures to encourage speed reduction to be given greater prominence; specifically information on the enforcement of Leeds 20 MPH. The Board were advised that Roads Policing falls under the remit of West Yorkshire Police however vehicular anti-social behaviour fell within the remit of the ASB Board which reported directly to the Safer Leeds Executive. The Board therefore sought to ensure that the Strategy clearly identified the responsibilities of each Board and their links to the SLE.
- Whether the Strategy should further emphasise work done with schools/education settings regarding sexual harassment education; noting that "Safer Schools" had developed a focus for secondary provision, with further work ongoing to develop a primary age approach
- Clarity to be provided on the statistics for domestic burglaries, setting the information in context.

Additionally, the comments submitted by Councillor J Bentley regarding the impact of vehicular ASB on estates and defining this as a community safety issue, rather than a road safety matter, were shared with the meeting

The Board noted the following during discussions:

- The intention to improve links to the Scrutiny Board to promote its influence
- Recognition that the Strategy needed to clarify links to other services

Draft minutes to be approved at the meeting
to be held on Wednesday, 3rd October, 2018

- The overarching Strategy was not intended to be prescriptive, but responsive, with the Boards established to support the Safer Leeds Executive to respond to emerging issues.
- As speeding/vehicular ASB was one of Safer Leeds top 3 local priorities; in areas where this was a significant issue; strong links needed to be established with Neighbourhood Policing Teams. Liaison with LCC Community Committee Community Safety Champions was suggested to consider the opportunities to tackle this, and Members were encouraged to communicate their concerns to local NPTs.

RESOLVED

- a) Having considered the draft Safer Leeds 'Community Safety Strategy' for 2018-21 as part of the consultation phase; the comments made by Scrutiny Board (Environment, Housing and Communities) were noted for action.
- b) To note the funding allocations from West Yorkshire Police and Crime Commissioner, as outlined in the report, for 2018/19
- c) To prepare a statement of the Scrutiny Board's conclusions and recommendations for consideration by decision makers as the strategy progresses through the Budget and Policy Framework progress.

24 Improving Air Quality in Leeds

The report of the Head of Governance and Scrutiny Support presented an update and an overview of the consultation responses received on the Clean Air Charging Zone proposal and detailing how the first stage of consultation responses had been considered and reflected within an updated proposal.

The report provided a brief history to the development of the proposals; including the Scrutiny Board (Environment, Housing and Communities) working group which met on the 15th December 2017 to consider the air quality solution proposed to Executive Board on 13th December 2017 - 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.

A copy of the report to the Executive Board meeting on 27th June 2018, and the minutes of that meeting were included within the report as appendices.

The following were in attendance for the item:

- Cllr James Lewis, Executive Member for Resources and Sustainability
- Neil Evans - Director of Resources and Housing
- Polly Cook - Executive Programme Manager

The Board welcomed the additional opportunity for involvement at this latter stage in the process, before the submission of the Full Business Case to Government in September 2018.

The Board discussed the following key issues:

Draft minutes to be approved at the meeting
to be held on Wednesday, 3rd October, 2018

- Clarity on Leeds' standards when compared to other Authorities to ensure residents understood that Leeds actions were in line with other authorities seeking achieve the Euro 6 or Euro 4 standards.
- The measures put in place to provide a period of transition and support for the hackney carriage and private hire trade.

The Chair outlined the Boards endorsement of the approach taken so far to implement the proposals.

RESOLVED -

- a) To note the content of the report, appended Executive Board report and the decision of the Executive Board;
- b) To note the information communicated at the meeting;
- c) To note the comments made during discussion of the item and the offer to provide an update to the Board in the Autumn.
- d) The endorsement of the Scrutiny Board to the approach taken in Leeds.

25 Kerbside Collections of Domestic Waste

The report of the Head of Governance and Scrutiny Support was considered as the basis for a scoping discussion on Waste Management and Kerbside Collection, following consideration of a request for Scrutiny regarding refuse collection. At its meeting on 28th June 2018, Scrutiny Board (Environment, Housing and Communities) identified current performance and the developing waste management strategy as a potential area of focus for the 2018/19 municipal year

The report provided advice on key considerations when determining the scope of any review/inquiry and included a report submitted by the Chief Officer, Environmental Services, setting out further information on the Waste Management Service in Leeds in order to help inform Scrutiny discussions on the scope of an inquiry into this service.

The following were in attendance to discuss the issue with the Board:

- James Rogers - Director of Communities and Environment
- Helen Freeman – Chief Officer, Environmental Action
- Susan Hardy – Service Manager, Waste Management
- Andrew Lingham – Head of Service (Waste Strategy)
- Councillor Mohammed Rafique – Executive Member
- Councillor Matthew Robinson
- Councillor Paul Wadsworth
- Councillor Mark Dobson

The Board heard from Councillors M Robinson; P Wadsworth and M Dobson as signatories to a letter submitted requesting scrutiny of this issue.

The Board noted the suggested areas for review and identified the following as areas for Scrutiny:

- To provide a better, accurate understanding of performance of kerbside collections, with a focus on what is being collected, recycling rates and whether the rates are sufficient and continue to move in the right direction.
- 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.
- 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; and the role of advice; education and enforcement to encourage residents to become involved in improving the service.
- 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.
- To understand the process of recording and reporting longer term issues that hinder the collection of refuse that need to be addressed by other parts of the local authority or other organisations.
- To explore and understand the reasons for missed collections across the city, including the measures available to tackle blocked highway access and the possibility of a pilot scheme for the use of Traffic Regulation Orders
- To see the patterns and trends of collection rates & the incidence and reasons behind repeat misses in certain locations.
- To consider the needs of Leeds Residents and the longer term aspirations for Leeds in the developing waste management strategy, to enhance service, build resilience, ensure compliance and overcome problems. This is to include focus on Environmental Enforcement in accordance with the request for Scrutiny in June 2018.
- As part of the developing waste management strategy to understand the fleet and the potential for route review to enhance service delivery and effectiveness.

To conclude, Councillor M Rafique, Executive Member for Environment and Active Lifestyles, briefly addressed the meeting. The Chair suggested that the opportunity to join collection crews on their rounds in August/September be explored, and that members participating report their findings at the next full Board meeting.

RESOLVED -

- a) To note the information contained within the report and the report submitted by the Chief Officer Environmental Services.
- b) To agree the scope of the review/inquiry having regard to the advice provided in paragraphs 2.2 and 2.3 of the submitted report
- c) To request that the Principal Scrutiny Adviser draft a terms of reference for the review/inquiry to be presented to the working group for consideration and agreement.

26 Work Schedule

Draft minutes to be approved at the meeting
to be held on Wednesday, 3rd October, 2018

The Head of Governance and Scrutiny Support submitted a report which invited Members to consider the Board's work schedule for the 2017/18 municipal year. Copies of the Board's draft work schedule and the minutes of the Executive Board meeting held on 27th June 2018 were appended to the report for information.

In respect of the Board meeting currently scheduled for 11th January 2019, the Board noted that following a canvas of Members availability, this meeting would be moved to Wednesday 23rd January 2019.

RESOLVED –

- a) To note the matters outlined in this report, and raised during the meeting.
- b) To agree the overall work schedule (as presented at Appendix 1) as the basis for the Board's work for the remainder of 2018/19.
- c) That the work schedule and Executive Board minutes be noted.
- d) To note the new date for the January Board meeting as Wednesday 23rd January 2019
- e) That Board members be canvassed about their availability for a visit as detailed in minute 25.
- f) That Board members be canvassed about their availability for a working group in late September to consider Housing Repairs.

27 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Wednesday 3rd October 2018 at 10.00 am

(The meeting concluded at 11:50 am)

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Report author: Mandy Sawyer
Tel: 07891 276430

Report of **Director of Resources and Housing**

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

Date: **3 October 2018**

Subject: **Update on Inquiry into Leeds' Response to Grenfell**

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

Summary of main issues

1. The Environment, Housing and Communities Scrutiny Board undertook a scrutiny inquiry into Leeds' response to Grenfell in late 2017. A report was produced in December 2017 outlining the key outcomes of the inquiry and a series of recommendations. These recommendations were considered and agreed at the Scrutiny Board meeting in December 2017.

2. The Council has made considerable progress in implementing the recommendations from the inquiry. Good progress has been made in strengthening communication and engagement with high rise residents, a draft proposal for block champions will be considered by the High Rise Strategy Group in October 2018, a standard suite of information has been rolled out on block noticeboards, handheld technology is being piloted to undertake fire risk assessments with a view to roll out in early 2019, further investment has been made to enhance fire safety in blocks and fire safety checks have been rolled out to medium and low rise flats where cleaning is in place.

Recommendations

Members are asked to consider the update on progress in implementing the recommendations from the Scrutiny Inquiry into Leeds' response to Grenfell.

1. Purpose of this report

- 1.1 To provide an update to the Environment, Housing and Communities Scrutiny Board on progress in implementing the recommendations in the Scrutiny Report on Leeds' response to Grenfell, agreed by the Board in December 2017.

2. Background information

- 2.1 Following the tragic fire at Grenfell Tower in London on 14 June 2017, Executive Board received a report at its meeting on 17 July outlining the work undertaken by Leeds City Council and partners following the fire to ensure the safety of Leeds residents living in high rise. A recommendation to Executive Board was for the Environment, Housing and Communities Scrutiny Board to pick up scrutiny of the relevant actions and emerging issues relating to Council housing stock safety, resident engagement and investment decisions.
- 2.2 The Environment, Housing and Communities Scrutiny Board held evidence gathering sessions during October 2017 and produced a report in December 2017 outlining the key outcomes of the inquiry and a series of recommendations. These recommendations were considered and agreed at the Scrutiny Board meeting on 4 December 2017.
- 2.3 As part of the recommendations of the Scrutiny Report the Board requested that the Director of Resources and Housing provide regular updates on progress in delivering the recommendations, and in particular work to develop engagement and communications plans for Council high rise tenants.

3. Main issues

- 3.1 Progress has been made in delivering the six recommendations as follows:

3.2 **Recommendation 1 – Provide regular updates to Scrutiny Board on the ongoing development of engagement and communications plans for high rise residents**

- 3.2.1 Both the High Rise Strategy and Grenfell scrutiny inquiry stressed the importance of improving our engagement and communication practices with residents living in high rise, reflecting the particular tenancy and property related issues unique to this type of accommodation. During 2018 we have sought to strengthen our engagement and communication in a number of ways. There are a number of themes to our Engagement and Communication Plan for residents in High Rise:
- Strategic engagement via High Rise Strategy Group - engagement with a small number of high rise tenants who support the Council in delivering the priorities in the High Rise Strategy.
 - Operational engagement with local tenant and residents groups – working with tenant and resident groups and attending tenant meetings in order to respond to issues in particular blocks and localities.
 - Visibility of officers in blocks – engaging with residents and proactively managing local issues.
 - Improved communication with all residents, sharing more information about the management of high rise and services into blocks.

- Maximising digital communication and engagement opportunities, in order to ensure engagement and communication with a wider number of residents.
- 3.2.2 During 2018, tenants on the High Rise Strategy Group have continued to support the Council in delivering priorities in the High Rise Strategy. This has included contributing towards a review of cleaning standards and quality monitoring, advising on the approach to and content of various resident communications, supporting a review of the block champion role and contributing to various policy and procedure developments.
- 3.2.3 The Council has continued throughout 2018 to work closely with a large number of local tenant groups where they exist in blocks to share information on what the Council is doing to enhance the management of high rise and to respond to any issues which require intervention.
- 3.2.4 Following the Grenfell fire Leeds has strengthened its arrangements for officer presence in high rise blocks to ensure the fire safety of high rise residents. In addition to daily stage one fire safety checks and planned stage two checks, a more robust framework of block sweeps and inspections has been introduced. Housing Officers now undertake weekly sweeps of all blocks (daily for the enhanced management blocks) to identify any urgent tenancy management activity required and make contact with residents on particular issues. Housing Officers also undertake monthly block inspections to identify wider management issues – these inspections are promoted on the block noticeboards and residents are encouraged to attend.
- 3.2.5 Immediately following the Grenfell fire, Housing Leeds held engagement sessions at all Leeds City Council owned high rise blocks across the city to outline what the Council was doing to ensure resident safety and to respond to resident concerns. It was clear from these sessions that many residents were not aware of much of the activity undertaken by the Council to manage high rise or of service standards linked to activities. A key priority during 2018 has been to improve the way that we share information and engage with all residents living in high rise.
- 3.2.6 A programme of further engagement sessions will be undertaken with residents during the autumn / winter 2018/19, with officers visiting blocks to share the follow up work which has been undertaken by the Council with its residents, and future plans.
- 3.2.7 In March 2018 we delivered a newsletter to all high rise residents. While the primary purpose of the newsletter was to provide an update on what Leeds has done following the Grenfell fire to ensure the safety of its residents, the newsletter also outlined progress in delivering the High Rise Strategy actions, and sought to raise resident awareness of activities undertaken by the Council in high rise and service standards. The newsletter was developed in consultation with the High Rise Strategy Group. Positive feedback was received from residents about the newsletter. Further newsletters will be issued on a regular basis to provide updates on any changes linked to high rise; the next newsletter is planned for autumn 2018 to provide updates on planned resident engagement, fire safety work, the block champion role and promoting the STAR Survey.
- 3.2.8 Housing Leeds is seeking to develop its digital engagement and communications with residents in blocks in order to maximise the opportunity to communicate with a wider range of tenants in blocks. A trial has been undertaken to use emails and texting as a way to communicate with residents to promote a block inspection. We are looking to roll this out more widely during late 2018, but taking care to ensure

that residents who don't have access to the internet / texting are not disadvantaged through this approach.

3.2.9 In order to maximise the opportunity for residents to get on line, Leeds City Council has worked closely with internet service providers to seek opportunities to provide free Wi-Fi to residents living in high rise blocks in return for providers installing equipment on the roof of blocks. Housing Leeds has now implemented Wi-Fi pilots in five blocks with a further two blocks planned over the coming months; and is working with residents to access training opportunities where appropriate. One pilot currently being developed will support residents to access training along with equipment to enable internet access.

3.3 Recommendation 2 – That work is undertaken to consider the merits of all possible tenant engagement options, including the Block Champion approach

3.3.1 Housing Leeds, with members of the High Rise Strategy Group, have researched national good practice in relation to the block champion model in high rise, and compared the approaches of ten other social landlords. A proposed model which takes the best practice from other organisations will be considered by tenants at the next High Rise Strategy Group meeting on 15 October.

3.3.2 The key principles of the proposed approach to Block Champions are as follows:

- Making the opportunity available and accessible to a broad range of tenants/leaseholders by ensuring that the role is flexible to accommodate an individual's circumstances.
- Possible roles of a Champion can include the monitoring of cleaning standards, taking part in cleaning and block inspections, reporting repairs to designated contacts, reporting adhoc issues to the service and supporting resident consultation and engagement.
- Block Champions would not have responsibilities linked to managing the health and safety of the block but could support the promotion of health and safety within blocks.
- We would encourage Champions to engage with us digitally, and support the digital agenda (by also being Digital Champions if they wish)
- That the activity adds value by giving us additional feedback about the communal management of the block to complement our own internal management checks and controls and responsibilities as a landlord
- That the role is informal and mutually supportive, to help foster a partnership approach with residents.

3.3.3 Following further engagement with the High Rise Strategy Group, the service will launch the new block champion model as standard offer to all blocks during in November/December 2018 and promote within the next High Rise newsletter.

3.4 Recommendation 3 – Ensure that all blocks have communal noticeboards in use by June 2018 to display key information and develop an approach to ensuring that they are effectively kept up to date

3.4.1 A core suite of 14 posters was developed with the High Rise Strategy Group, including:

- General welcome
- Introducing the Housing Officer – key contact for issues, additional support.
- Common emergency repairs advice
- Communal door entry advice
- Anti-Social Behaviour – advice and key contacts

- Communal cleaning service standards
- Fire Safety information – service standards / expectations
- Getting Involved – key contacts
- Contents Insurance -
- Pets - policy
- Rough Sleepers – how to respond
- Satellites - policy
- Tenancy Fraud Awareness - contacts
- Useful Telephone Numbers

3.4.2 There are some small variations to the core suite dependent on the type of block and information on display is adapted to take into account the different or additional services provided to PFI and sheltered block residents.

3.4.3 The core suite is now on display in all but 15 blocks and plans are in place to roll out the remaining blocks.

3.4.4 In addition to the core suite of posters, the service is currently installing two A4 snap frames in each block to display outcome information from the fire and safety check sheets and updates about planned communal repairs.

3.4.5 The Council is also developing a pilot to use electronic noticeboards in blocks to support engagement and communication with residents, particularly on more urgent issues. As part of the pilot consideration will be given as to how electric noticeboards could be used to provide feedback on the outcomes of fire and safety checks and planned communal repairs.

3.4.6 A central register of all notice boards is now in place, recording the number of notice boards in each block, how they are accessed and a record/photo confirmation that the core suite of posters is on display and up to date. Any future changes to key information will be issued and completion monitored by the Housing Information Team.

3.5 Recommendation 4 - Explore investment opportunities for handheld technology to support the undertaking and recording of fire safety checks in high rise blocks

3.5.1 A business case was developed and approved to work with the Digital Information Service to introduce Total Mobile, a hand held solution for the stage 1 fire safety checks in high and low rise blocks across the city. The relevant forms have been designed and tested on the hand held devices and a trial is currently underway for a wedge of the city with 20 users using the electronic forms for the Stage 1 checks and replacing the paper forms.

3.5.2 The trial is being constantly reviewed and improvements made. The trial is due to conclude at the end of October with a view to undertaking a full roll out across all blocks during early 2019. This technology will supply real time accurate time and date stamped information with the ability to upload photographs of any issues so they can be quickly be identified and addressed.

3.6 Recommendation 5 – Ensure further engagement with Scrutiny to consider the impact of the Grenfell national public inquiry on the Council’s Housing Investment Plan

- 3.6.1 Housing Leeds are closely following the Grenfell national public inquiry and await any conclusions and recommendations which will inform a review of the Council's Housing Investment Plan.
- 3.6.2 Following a proactive approach to fire-safety, Housing Leeds had already prepared a programme to retrospectively fit sprinklers to eight multi-storey high rise sheltered blocks. To expand this initiative to a number of higher risk general needs blocks, £10m has been made available from the capital programme to fund further sprinkler installations. This is progressing well to programme with the work being undertaken by Leeds Building Agency. Good resident engagement with residents in the blocks has led to high access rates and very positive customer satisfaction.
- 3.6.3 An additional 21 multi-storey blocks in Burmantofts, East Leeds, will also have sprinkler systems installed alongside the renewal of the heating systems as part of the 'Leeds Pipes' district heating installation. Initial customer liaison has shown this to be a welcomed addition to the scheme.
- 3.6.4 As the capital programme continues to progress, 'fire stopping' works have been undertaken to around 97% of high rise properties to re-establish the compartmentation of the building. This in addition to fire signage, planned fire door replacements and replacement of high risk hopper heads on waste chutes.

3.7 Recommendation 6 – Ensure that further engagement is undertaken with Scrutiny Board regarding fire safety standards linked medium and low rise Council housing stock

- 3.7.1 Housing Management, Civic Enterprise Leeds and LCC's Fire Safety Manager worked together to introduce stage 1 fire safety checks for all low and medium rise flats which receive a cleaning service from January 2018. Blocks receive a check each day that they are cleaned and any issues are reported through to the housing office for action. Stage 2 fire safety checks are undertaken at least once every 6 months by Housing Office staff, although each block is risk assessed and some are checked more frequently.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The High Rise Strategy Group is a group of tenants who meet with Council on a regular basis to influence the way that services are provided to residents in Council owned high rise homes and to support the Council in effectively delivering the High Rise Strategy. The group have had an important role in supporting the Council's response to Grenfell – two members attended the inquiry's evidence gathering sessions during October 2017 and highlighted issues from a tenant's perspective, and the group has supported the implementation of the Scrutiny Board inquiry recommendations.
- 4.1.2 A number of the Scrutiny Inquiry recommendations focus on increasing engagement and communication with residents living in high rise. The report outlines progress made in delivering each of the themes of the engagement and communication plan.
- 4.1.3 The Council is planning to undertake the biannual Survey of Tenants And Residents (STAR) in autumn 2018. As part of the survey, an increased sample size will be undertaken of high rise residents in order for the results to be used to evaluate resident satisfaction with services on a block by block basis.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 A key priority of the resident engagement and communications to high rise residents is to maximise communication and engagement with as many residents in high rise blocks as possible. Housing Leeds has therefore sought to ensure a range of different communication and engagement methods, with an increased focus on digital methods.
- 4.2.2 Following the initial resident engagement sessions after the Grenfell fire we received some feedback from residents that language was a barrier to this engagement in some areas of the city where there a significant proportion of residents have limited English.
- 4.2.3 Since the engagement sessions Housing Leeds has collated a list of community and voluntary organisations who provide services / support to residents in the Little London, Lincoln Green and Burmantofts areas, where the greatest number of languages are spoken. Housing Leeds is able to use this network of contacts to be able to share key messages and encourage / request these groups signpost language support or help us relay key messages. We have good working relationships with local community groups, for example, Housing Officers in the Little London team work closely with Bahar Womens Association (who also meet at the Little London Community Centre) that informally support translation activity.
- 4.2.4 In planning future engagement and communications consideration will be given to how we can engage with these community organisations to support our engagement.

4.3 Council policies and best council plan

- 4.3.1 The Council's response to Grenfell supports a number of the Best City priorities. It supports the Housing theme of ensuring that housing is of high quality and the Safe, Strong Communities themes of keeping people safe from harm, protecting the most vulnerable, being responsive to local needs, building thriving, resilient communities and promoting community respect and resilience.

4.4 Resources and value for money

- 4.4.1 It is of major importance to the Council to ensure the safety of its residents living in high rise homes. Resources have been made available through the existing Housing Revenue Account budget to deliver the recommendations from the Grenfell Scrutiny inquiry.
- 4.4.2 Once the conclusions and recommendations of the Grenfell Scrutiny Inquiry are known, consideration will be given to the resources needed to deliver on recommendations via the Council Housing Investment Plan and the Housing Revenue Account Business Plan.

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

- 4.5.1 There are no specific legal implications related to the content of this report.

4.6 Risk management

- 4.6.1 A High Rise Implementation Plan and risk register are in place to monitor the delivery of strategy actions and manage risk in relation to the delivery of the High Rise Strategy. The recommendations following this scrutiny inquiry are outlined within the implementation plan and risks considered as part of the risk register.
- 4.6.2 Progress in delivering the implementation plan and the risk register are monitored by the High Rise Strategy Board, a Board with representation from Chief Officers of services which have a role in delivering the High Rise Strategy.

5. Conclusions

- 5.1 Significant progress has been made in implementing the recommendations from the Scrutiny report. Progress will continue to be monitored by Housing Leeds to ensure the full completion of all actions and progress monitored by the High Rise Strategy Board.

6. Recommendations

- 6.1 Members are asked to consider the update on progress in implementing the recommendations from the Scrutiny Inquiry into Leeds' response to Grenfell.

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.



Report author: Sandra Pentelow
Tel: 0113 37 88655

Report of the Head of Governance and Scrutiny Support

Report to Scrutiny Board (Environment, Housing and Communities)

Date: 3 October 2018

Subject: Draft Terms of Reference – Inquiry into Kerbside Collection and Recycling of Domestic Waste

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 Leeds City Council has an ambition to be the best city in the UK: one that is compassionate and caring with a strong economy, which tackles poverty and reduces inequalities. It wants Leeds to be a city that is fair and sustainable, ambitious, creative and fun for all with a council that its residents can be proud of: the best council in the country.
- 1.2 At the 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 that a review of current performance may be required during this municipal year, to inform the developing waste management strategy. The Best Council Plan 2018/19 – 2020/21 states an ambition that people will live in clean and well cared for places. It also identifies a key performance indicator specifically relating to the percentage of waste recycled. Following consideration of the Scrutiny Boards work programme the Board resolved to consider the scope for an inquiry, which would focus on kerbside collection and recycling of domestic waste, at the meeting on the 26 of July 2018.
- 1.3 At the meeting on the 26 of July the Board considered a report submitted by the Chief Officer, Environmental Services, which provided further clarity regarding the Waste Management Service and kerbside collections of domestic waste in Leeds. The Board also heard from Councillors M Robinson; P Wadsworth and M Dobson as signatories to the request for scrutiny submitted in June.

- 1.4 Following consideration of the information presented, the Board resolved that their inquiry for 2018/19 would focus on the refuse collection and recycling service, including current performance.
- 1.5 The attached Draft Terms of Reference relating to the Board's forthcoming inquiry into the Kerbside Collection and Recycling of Domestic Waste is tabled at today's meeting for the Board to consider and agree.
- 1.6 Following agreement of the terms of reference Session 1 on the inquiry is scheduled on the agenda for the Board's consideration.

2. Recommendation

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

- a) note the information contained within this report, and the appended draft terms of reference and make further recommendation to update the terms of reference where necessary.
- b) agree the terms of reference for the inquiry.
- c) note that the terms of reference may incorporate additional information during the inquiry should the Scrutiny Board identify any further scope for inquiry or request further witness or evidence.

3 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.

Scrutiny Board (Environment, Housing and Communities)

Inquiry into Kerbside Collection and Recycling of Domestic Waste

Terms of Reference

1. Introduction

- 1.1 At the 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 that a review of current performance may be required during this municipal year, to inform the developing waste management strategy. The Best Council Plan 2018/19 – 2020/21 states an ambition that people will live in clean and well cared for places. It also identifies a key performance indicator specifically relating to the percentage of waste recycled. Following consideration of the Scrutiny Boards work programme the Board resolved to consider the scope for an inquiry, which would focus on kerbside collection and recycling of domestic waste, at the meeting on the 26 of July 2018.
- 1.4 At he meeting on the 26 of July the Board considered a report submitted by the Chief Officer, Environmental Services, which provided further clarity regarding the Waste Management Service and kerbside collections of domestic waste in Leeds. The Board also heard from Councillors M Robinson; P Wadsworth and M Dobson as signatories to the request for scrutiny submitted in June.
- 1.4 Following consideration of the information presented, the Board resolved that their inquiry for 2018/19 would focus on the refuse collection and recycling service, including current performance.

2. Scope of the Inquiry

- 2.1 The purpose of the inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
- The strategic approach to refuse collection and recycling and how the inquiry can support the development of an improved waste management strategy.
 - Service performance relating to kerbside collections and recycling.
 - The reporting of daily collection activity to Elected Members and other external interested parties
 - Barriers and issues that hinder the collection of refuse
 - The patterns and trends of collection rates and reasons behind repeat misses in certain locations.
 - What constitutes service failure and when escalations should be made by Elected Members and residents.
 - Customer focus and the provision of advice; education and enforcement to encourage residents to become involved in improving the service.

3. Desired Outcomes and Measures of Success

3.1 It is important to consider how the Scrutiny Board will deem if its inquiry has been successful in making a difference. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

3.2 The key outcomes sought from the inquiry are:

- Establishing the quality of services provided to Leeds residents and the identification of areas where there are reoccurring challenges to service provision.
- Reassurance that the current strategy provides a framework for effective service delivery and service improvement. (Should any areas for improvement be identified during the inquiry these would be highlighted by the Board to inform the developing waste management strategy).
- Reassurance that feedback from local residents, waste personnel and local representatives is utilised to improve the service.
- Establishing the levels of communication through the provision of advice and education for residents regarding waste collection and recycling, and when enforcement action can and should be taken.

4. Comments of the relevant Director and Executive Member

4.1 In line with Scrutiny Board Procedure Rule 12.1 where a Scrutiny Board undertakes an Inquiry the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference.

4.2 Additional guidance has been sought from the Chief Officer, Environmental Services in order to develop the initial areas of focus for the submission of evidence for the inquiry.

5. Timetable for the inquiry

5.1 It is anticipated that the inquiry will take place over a number of sessions from October 2018 to conclude in December 2018. It is expected that the inquiry report will be agreed by the Scrutiny Board in March 2019. The length of the inquiry and range of evidence to be collected is however subject to change by agreement of the Board. Any changes may have an impact on the date that the inquiry report is completed and agreed by the Scrutiny Board.

6.0 Submission of Evidence

6.1 **Visit** to speak to Bin Crew Harehills - 30 August 2018

6.2 **Session 1** - 3rd October

Collection of domestic waste

Context and Background

- The national context and service framework for collecting domestic waste - The legislative framework and the duties on local authorities to undertake this work.
- The current strategy in Leeds and the local context of how the service has been delivered over the last 5 years.
- The range of the collection service offer compared to other core cities/neighbours.

Service and Performance

- The performance of collection rates over the last 5 years. This will include detail on performance differentials across the city and show the areas with the highest incidence of missed collections.
- The reasons for missed collections across the city
- The current practice of recording & reporting collection performance daily and quarterly and to recommend how that could be improved for interested parties beyond the service.
- How persistent, longer term practical issues that hinder the collections are currently dealt with.

6.3 **Potential Visit** to speak to Bin Crew Beeston - October 2018 – date to be confirmed

6.4 **Session 2** - 28th November

Collection of domestic waste

Service Standards and Engagement with Customers

- What residents need to do for their domestic waste to be reliably collected and not cause any local environmental problems. To hear of the tools and approaches used by the Council to ensure residents fulfil what is needed of them in collecting their waste.
- The service response when a collection in an area, a street and an individual address is missed on the usual collection day. Also, how the service recovers situations of repeat and longer term missed collections.
- What constitutes a collection service failure and therefore the point at which any contact needs to be made and how best to do this efficiently.
- How the service currently communicates with residents and Members, on widespread collection service interruptions, isolated and repeat missed collections in specific areas and when the service performs well.
- Current mechanisms for recording and understanding customer feedback on service delivery and how we might have a better understanding of what customers think of the service both generally & when something's gone wrong.
- To explore mechanisms by which Members and residents could have direct access to detailed, reliable and 'live' information about collections in their areas. This includes innovation by other local authorities

6.5 **Session 3** –Working Group December 2019

Recycling of Domestic Waste

- The national context and local service framework for recycling domestic waste.
- The current domestic waste recycling offer in Leeds
- Current and past performance of recycling domestic waste across Leeds, showing performance differentials across the city.
- An insight as to how comparable Councils achieve a higher rate of recycling than Leeds.
- Options to increase the recycling of domestic waste in Leeds through changes to kerbside collections.

6.6 **Future date**

Scrutiny input to directly support the development of the Waste Management Strategy before it is formally agreed.

6.7 **Inquiry Report – 13 March 2019**

To consider the Scrutiny Board's Draft report for formal approval.

7. **Witnesses**

7.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Leeds City Council Officers,
 - Communities and Environment
 - Resources and Housing
- Elected Members
- Leeds Residents
- Waste Collection Personnel
- External Stakeholders

8.0 **Consultation and Engagement**

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

9.0 **Equality and Diversity / Cohesion and Integration.**

- 9.1 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.
- 9.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.
- 9.2 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.
- 9.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual,

organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

10 Council Policies and City Priorities

This inquiry will support objectives as defined in The Vision for Leeds 2011 – 2030 and the Best Council Plan 2018/19 – 2020/21.

11 Post inquiry report monitoring

- 11.1 Following the inquiry the Scrutiny Board will publish its report which will identify clear desired outcomes. These will be reflected in the recommendations made. The implementation of the agreed recommendations will be monitored.
- 11.2 The Director or organisation to whom the recommendations have been made will be responsible for monitoring the impact of each recommendation and for advising the Scrutiny Board accordingly as the board reviews progress.

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Report of Chief Officer, Waste Management Services

Report to Scrutiny Board (Environment, Housing & Communities)

Date: 3rd October 2018

Subject: Scrutiny Inquiry into Kerbside Collection and Recycling of Domestic Waste

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

Summary of main issues

At the meeting of 26th July 2018, Scrutiny Board requested an inquiry into waste management services with the first Scrutiny meeting focusing on the performance of kerbside collections of domestic waste including:

- The legislative context;
- Range of collection services compared to other core cities and neighbouring local authorities;
- Collection performance showing missed bins across city wards over the last 5 years;
- Data quality of recording and reporting collection performance;
- Reasons for missed bins and how collections can be improved upon.

This report provides further information on the collection service in relation to the points above.

Recommendations

It is recommended that Scrutiny Board consider the information provided and discuss suggested performance improvement options.

1. Purpose of this report

1.1 At the meeting of 26th July, Scrutiny Board requested an inquiry into waste management services with a focus on missed collections, in particular:

- The legislative context;
- Range of collection services compared to other core cities and neighbouring local authorities;
- Collection performance showing missed bins across city wards over the last 5 years;
- Data quality of recording and reporting collection performance;
- Reasons for missed bins and how collections can be improved upon.

2. Background information

2.1 Current kerbside legislation and policy:

2.1.1 Leeds has a statutory duty to undertake collections of household waste under section 45 of the **Environmental Protection Act (EPA) 1990** and **Household Waste Recycling Act 2003**, which places a duty to collect at least two types of recyclable material from household waste. The recyclable waste can mean either dry recycling or organic waste for composting or anaerobic digestion. The EPA also covers the provision of Household Waste Recycling Centres (HWRC) for householders where they can deposit 'household waste' free of charge.

2.1.2 The **EU Waste Framework Directive (WFD) 2008** has been transposed into UK legislation, and sets out definitions for waste and waste management and the overarching principle of the 'waste hierarchy' shown below.



2.1.3 The hierarchy sets out the preferred options of dealing with waste with 'prevention' at the top as the most favourable environmental option, and with the least preferred option of 'disposal' at the bottom. A principal target set out in the WFD is for the UK to achieve a 50% household waste recycling rate by 2020, and this has

been passed on to local authorities. As of 2017/18, Leeds recycled 39.1% of household waste.

2.1.4 From 2015, amendments to legislation required local authorities to provide a separate recycling collection of paper, plastics, metal and glass. Leeds has demonstrated itself to have met this requirement based on the quality of recycling achieved through the sorting of the co-mingled dry recyclable materials collected in the green bins (paper, card, metal and plastic) and the network of around 350 bring bank sites provided for glass recycling.

2.1.5 Section 46 of the EPA covers enforcement powers for local authorities. This enables councils to instruct householders on how to present waste and recycling for collection (e.g. no side waste, no bins left on street and waste contained correctly) and, where these are not followed, fixed penalty notices (FPNs) can be issued as a criminal offence. However, the **Deregulation Act 2015** downgraded misuse of bins to a civil offence meaning a lower monetary level FPN can be issued, but there must be a clear process of evidence showing the Council has taken steps to educate the householder before these powers can be used.

2.2 Future legislation

2.2.1 In 2018 the EU Circular Economy Package was adopted. In spite of Brexit, DEFRA (Department of Environment, Food and Rural Affairs) has indicated that the UK is expected to adopt the principles and targets. Some specific targets and potential requirements expected to affect local authorities are as follows:

- Recycling targets of 55% by 2025, 60% by 2030 and 65% by 2035 for all municipal waste.
- Potential requirements for collections of organic wastes (e.g. food), textiles, hazardous wastes, etc.
- A greater focus on economic instruments including producer responsibility and potential deposit return schemes to ensure that producers/retailers meet the costs of waste collection, treatment and disposal associated with their products and packaging.

2.3 Current strategy in Leeds.

2.3.1 Leeds City Council currently offers a kerbside collection service to over 346,500 households and a population of over 780,000 people.

2.3.2 Alternate weekly collections (AWC) of black bins (residual waste) and green bins (mixed dry recyclables) were implemented over 4 phases between April 2013 and May 2015 covering approximately 76% of households in Leeds.

2.3.3 The remainder of the city predominantly have their black bins collected weekly and their green bins four weekly.

2.3.4 Brown bin (garden waste) collections are provided to around 63% of households. Bins are collected fortnightly between March and November.

- 2.3.5 Food waste is collected weekly from around 12,500 properties in the Rothwell area.
- 2.3.6 Defined areas of Harehills (approx 6,000 households) and Headingley (approx 2,000 households) operate an 'opt-in' green bin service as a result of high contamination rates and issues with bins on streets.
- 2.3.7 A medical waste collection service is provided for Leeds residents who meet the necessary requirements.

2.4 Kerbside collection services in other local authorities:

- 2.4.1 There is a diverse range of kerbside collection services across local authorities, with a range of collection systems, frequencies and recycled materials offered. Whilst all authorities will offer some level of kerbside collection of dry recyclables, the materials may differ, and collection frequencies will vary between weekly and four weekly.
- 2.4.2 The vast majority of local authorities now provide kerbside glass collections, and a substantial proportion provide food waste collections. A recent survey by APSE showed that of the 115 authorities surveyed, 90% have a kerbside glass collection, and 63% collect food waste.
- 2.4.3 Although still a minority, an increasing number have also reduced the frequency of black bin (residual waste) collections to three weekly, or in some cases have reduced the size of the black bin to 140 or 180 litres from 240 litres.
- 2.4.4 Most authorities provide kerbside garden waste collections, with a significant number now charging for this service.

3. Collection Rate performance

- 3.1 Missed bin data is extracted from the 'Collective' waste management database that holds data on routes, types of bins and performance. It produces each route's bin collection schedule, is linked to the vehicle in-cab system and is used to note route issues such as complaints and missed collections.
- 3.2 'Missed bins' are defined as a bin that has not been collected within 48 hours of its scheduled collection day. This is in line with the range of waste collection service policies adopted by Executive Board in 2014. Appendix B shows missed bin data between 1st June 2015 and 31st August 2018 and is based on customer contact advising that a bin has been missed. The data runs from the 1st June 2015, because this was the first full month after the final alternate weekly collection phase was implemented allowing a consistent comparison from this date onwards.
- 3.3 Some caveats to the data should be noted. It will include multiple contacts about the same missed bin per household, and also bins missed that were still within 48 hours of the due date when reported online.
- 3.4 Appendix B, Table 3 shows the wards that resulted in the majority of customer contact over missed bins from 2015 to the present.

3.5 Appendix B, Table 4 shows the missed bin collections, by collection type. The table shows that almost half of all missed bins reported tend to be black bins. Just over a quarter all of missed bins are green bins, and just under a quarter of reports are for brown garden waste bins.

4. Reasons and processes for missed collections:

4.1 Scrutiny Board Members were invited to join crews on 30th August to see examples of access issues. Members will be invited to report back at the meeting, supplemented with video footage for viewing by all Scrutiny Board Members.

4.2 The majority of missed collections are due to the following reasons:

- Access issues (e.g. parked vehicles, skips, other obstructions);
- Roadworks;
- Vehicle breakdowns;
- New developments (e.g. inaccessible roads when bins are delivered or inaccessible bin stores);
- High presentation rates (e.g. excess bins, residents not recycling resulting in heavy residual rounds or where routes may require re-alignment);
- Health and safety issues (e.g. overhanging trees, unsafe bins, uneven surface);
- Unfamiliarity (i.e. regular crew members not on a route).

4.3 As per the Waste Collection Services Policies approved by Executive Board in January 2014, bins that are not collected on their due date should be left out for for 'recovery' collection within a further 48 hours. Those bins which are not recovered in that timeframe are classed as a formal missed bin collection. On the occasions where a whole street has been missed due to access issues this is recorded directly in Collective or via the in-cab system. Where a whole route has been missed due to sickness or vehicle breakdown, this is not currently input into Collective as in these cases, a vehicle will be sent to cover these collections within 48 hours.

4.4 The main formal performance reports and reporting mechanisms out-with the service are as follows:

- Missed bins per 100,000 properties (sent monthly to operations managers, corporate performance team and team managers);
- Quarterly environmental sub-board meetings;
- As required for ward members meetings.

5. Dealing with persistent, longer-term practical collection issues

5.1 Access and parking issues are a regular occurrence that the service deal with on a daily basis. The crew deal with the majority of these themselves whilst out making collections and do not require the intervention of a team leader or other manager from the service.

- 5.2 If an access issue becomes more persistent, leading to regular missed bins, then the service would try and deal with this in a variety of ways. Outlined below is a number of steps that would be followed. However, this is not an exhaustive list as all streets and issues are different.
- 5.3 A Team Leader will meet the crew on site on the next scheduled collection day to identify the issue and possible solutions, which may include:
- Liaising or meeting with residents to discuss parking issues;
 - Writing to residents about parking and highlighting collection days;
 - Setting up a collection point for bins if this is practical;
 - Changing the collection day if this is feasible within the existing route;
 - Liaising with Ward Members/community groups/landlords;
 - Meeting with Cleaner Neighbourhoods Team and enforcement staff on site in relation to fly tipping;
 - Working with Civil Enforcement officers and the Police for persistent parking on yellow lines;
 - Working with Highways to discuss a traffic regulation order (TROs), normally a last resort.
- 5.4 Even after all of the above options have been explored, there are still some areas of the city encountering a level of missed bins, in particular including parts of Harehills, Headingley and Beeston. Also, it is not always the same locations/streets within these areas as the location of cars, skips and other obstructions vary, so the following week it may be another street.
- 5.5 The service works closely with Highways and Planning on new developments and have a robust consultation procedure that we follow. Comments from the service, especially around potential accessibility problems are not always addressed with the developer at the pre-planning stage. Residents will often move into new properties, which do not have serviceable roads or street names and the bins are delivered with an expectation that the crew will be able to collect them. This can often lead to missed collections whilst the service establish a route and collection regime that is within the safe working practices of the service.

Appendix A: Collection service offer across Core Cities and neighbouring LAs

Table 1: Collection offer in English Core Cities

Core Cities	Materials collected at kerbside				
Authority	Residual waste	Dry recyclables	Glass	Food waste	Garden waste
Leeds	Fortnightly (mostly)	Fortnightly (mostly)	No	Limited to 12,500 properties (weekly)	Fortnightly
Birmingham	Weekly	Fortnightly	Fortnightly	No	Fortnightly
Bristol	Fortnightly	Weekly	Weekly	Weekly	Fortnightly
Liverpool	Fortnightly	Fortnightly	Fortnightly	No	Fortnightly
Manchester	Fortnightly	Weekly	Fortnightly	Weekly	Weekly
Newcastle	Fortnightly	Fortnightly	Fortnightly	No	Fortnightly
Nottingham	Fortnightly	Fortnightly	Fortnightly	No	Fortnightly
Sheffield	Fortnightly	Fortnightly	Four weekly	No	Fortnightly

Table 2: Collection offer in neighbouring West Yorkshire local authorities

Neighbouring Authority	Materials collected at kerbside				
	Residual waste	Dry recyclables	Glass	Food waste	Garden waste
Bradford	Fortnightly	Fortnightly	Fortnightly	No	Four weekly
Calderdale	Fortnightly	Weekly	Weekly	Weekly	Fortnightly
Kirklees	Fortnightly	Fortnightly	No	No	On request
Wakefield	Fortnightly	Fortnightly	Fortnightly	No	Fortnightly

Appendix B: Missed bin data

Table 3: Total missed bins per year (note 2015 shows 6 months from June and 2018 shows to August)

Ward	2015	2016	2017	2018
Adel and Wharfedale	188	221	229	246
Alwoodley	342	467	323	259
Ardley and Robin Hood	220	447	435	382
Armley	644	569	402	415
Beeston and Holbeck	363	436	371	307
Bramley and Stanningley	305	284	265	324
Burmantofts and Richmond Hill	424	655	400	336
Calverley and Farsley	260	414	248	321
Chapel Allerton	742	865	781	658
Cross Gates and Whinmoor	314	492	314	373
Farnley and Wortley	616	883	1047	908
Garforth and Swillington	191	303	341	259
Gipton and Harehills	492	800	521	536
Guiselley and Rawdon	164	208	167	174
Harewood	392	490	367	419
Headingley and Hyde Park	446	674	646	451
Horsforth	246	324	248	291
Hunslet and Riverside	413	440	299	255
Killingbeck and Seacroft	486	696	728	572
Kippax and Methley	185	521	485	412
Kirkstall	449	457	586	503
Little London and Woodhouse **	235	383	268	234
Middleton Park	345	668	531	615
Moortown	418	549	420	404
Morley North	518	986	1102	1324
Morley South	364	1021	761	938
Otley and Yeadon	183	199	139	243
Pudsey	271	409	350	314
Rothwell	159	370	400	427
Roundhay	544	728	705	675
Temple Newsam	350	547	410	360
Weetwood	308	364	312	266
Wetherby	316	412	421	480

* 2015 data from June 2015, 2018 data up to the 31st August 2018

Table 4: missed bins by type June 2015-August 2018*

	Residual Misses	SORT Misses	Garden Misses	Food Misses
Adel and Wharfedale	495	161	227	
Alwoodley	474	310	605	
Ardsley and Robin Hood	471	265	708	
Armley	903	805	318	
Beeston and Holbeck	689	525	260	
Bramley and Stanningley	743	277	158	
Burmantofts and Richmond Hill	856	638	317	
Calverley and Farsley	622	326	293	
Chapel Allerton	1720	727	591	
Cross Gates and Whinmoor	646	347	496	
Farnley and Wortley	2078	795	574	
Garforth and Swillington	386	195	494	
Gipton and Harehills	1324	727	293	
Guiseley and Rawdon	318	167	226	
Harewood	761	408	493	
Headingley and Hyde Park	347	805	62	
Horsforth	562	223	320	
Hunslet and Riverside	834	459	112	
Killingbeck and Seacroft	1289	662	530	
Kippax and Methley	627	279	665	
Kirkstall	1115	755	121	
Little London and Woodhouse **	637	460	19	
Middleton Park	899	402	857	
Moortown	977	432	378	
Morley North	2039	821	1068	
Morley South	1373	897	803	
Otley and Yeadon	333	169	260	
Pudsey	733	295	314	
Rothwell	449	242	391	359
Roundhay	1263	589	791	
Temple Newsam	564	322	776	
Weetwood	668	389	190	
Wetherby	770	461	397	

* 2015 data from June 2015, 2018 data up to the 31st August 2018

**Due to density of high rise blocks i.e. bin stores, the system counts the block, not the flats inside the block

Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Environment, Housing and Communities)

Date: 3 October 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 meetings held on 25 July and 19 September 2018 are also attached as Appendix 2. The Scrutiny Board is asked to consider and note the Executive Board minutes, insofar as they relate to the remit of the Scrutiny Board; and identify any matter where specific scrutiny activity may be warranted, and therefore subsequently incorporated into the work schedule.

Developing the work schedule

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

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

Developments since the previous Scrutiny Board meeting

- 2.7 Subject to the Scrutiny Boards agreement to the terms for reference for the inquiry into kerbside collection and recycling of domestic waste, inquiry sessions and working group meetings have been provisionally scheduled.
- 2.8 Two sessions to consider the review of the Leeds Anti-Social Behaviour Service have been provisionally scheduled, following discussion at the July meeting. Other items which were previously scheduled for consideration at the Scrutiny Board have been listed as working groups to accommodate inquiry sessions and the anti-social behaviour review.

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		
		Visit with Bin Crews – 30 Aug 18

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Scrutiny Work Items Key:

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

Scrutiny Board (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
	Terms of Reference – Refuse Collection, Recycling Waste Management (including visit feedback) Inquiry Session 1 - Refuse Collection, Recycling Waste Management Inquiry into Leeds’ response to Grenfell – Formal response and update (RT) Working Group Update (26 Sept 18)	Inquiry Session 2 - Refuse Collection, Recycling Waste Management Locality Working – Priority Neighbourhoods Update (PM) Street Intervention – Consideration of Strategic Approach and Progress (PSR) – Working Group Update(s)
Working Group Meetings		
Housing Repairs – Response Management, contractual arrangements and performance (PM) – 26 Sept 18.	Standards in Private Rented Sector and Selective Licensing - Planned consultation until 31 Oct (PSR) 26 th or 31 st of October.	Horticultural Maintenance in Cemeteries – Response and Tracking (RT) (ref Council Deputation 11/07)
Site Visits		
	<ul style="list-style-type: none"> • Potential visits Priority Neighbourhoods – date to be confirmed • Visit with Bin Crews – date to be confirmed 	

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Scrutiny Work Items Key:

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

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

December	January	February
Potential Scrutiny Board to be 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) Leeds Anti-Social Behaviour Service Review (PDS) – provisional date	
Working Group Meetings		
Inquiry Session 3 - Refuse Collection, Recycling Waste Management Leeds Anti-Social Behaviour Service Review (PDS) – provisional date	Free food provision in Leeds. (PSR)	Managed Zone (PSR) Council Housing Growth Programme – linked to Gov info. (date to be confirmed) (PSR)
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

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) Inquiry Report Kerbside collection and Recycling of Domestic Waste		
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 Required

- Road traffic policing – to consider post Safer Leeds Strategy – to discuss further with Chairs (EHC and IIIG).
- Advice Provision Across Leeds.
- 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)

EXECUTIVE BOARD

WEDNESDAY, 25TH JULY, 2018

PRESENT: Councillor J Blake in the Chair

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

SUBSTITUTE MEMBER: Councillor A Lamb

APOLOGIES: Councillors A Carter and R Charlwood

32 **Substitute Member**

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, Councillor A Lamb was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

33 **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 Appendix 2 to the report entitled, 'Redevelopment of the former Kirkstall District Centre', referred to in Minute No. 46 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 financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information is subject to one to one discussions with Artisan, it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions, in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently, the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

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

35 Minutes
RESOLVED – That the minutes of the previous meeting held on 27th June 2018 be approved as a correct record.

ECONOMY AND CULTURE

36 European Structural and Investment Funds (ESIF) Programme 2014-2020 Update

The Director of City Development submitted a report which presented an update on the European Structural and Investment Funds (ESIF) Programme for Leeds City Region, detailing the progress which had been made by the Council in developing and implementing the approved projects, and which highlighted the success and achievements to date.

Responding to a Member's enquiry regarding the actions being taken to access alternative funding streams once the programme had concluded, the Board was provided with further information on this, with it being noted that Councillor Blake, in her position as Chair of Core Cities UK, had been invited to attend future meetings regarding such matters, which were organised via the Local Government Association.

RESOLVED –

- (a) That the update on the progress made to date by the Council in developing projects funded by the ESIF Programme, as detailed within the submitted report, be noted;
- (b) That support be provided to the Leeds City Council applications in appraisal, in particular Phase 2 bids for Ad:Venture and Digital Enterprise, which are aligned to the delivery of the Inclusive Growth Strategy.

COMMUNITIES

37 Draft Safer Leeds Community Safety Strategy (2018-2021)

The Director of Communities and Environment submitted a report which presented the initial proposals for the Council's Safer Leeds Community Safety Strategy, in order to seek the Board's comment and agreement for the draft document to be released for the purposes of consultation.

In presenting the submitted report, the Executive Member for Communities welcomed Steve Cotter, newly appointed Chief Superintendent for Leeds, West Yorkshire Police, together with Paul Money, Chief Officer, Safer Leeds, to the meeting.

Acknowledging a Member's suggestion, officers undertook to include within the associated consultation exercise for the draft strategy, the issue of using vehicles for anti-social and criminal behaviour.

In response to a Member's comments, the Board received further information regarding the ongoing work being undertaken with local communities in respect of the managed area for prostitution, with assurance being provided that this was an area which was being continually monitored.

RESOLVED –

- (a) That the draft Safer Leeds Community Safety Strategy for 2018–21, as appended to the submitted report, be approved for the purposes of consultation with the relevant Scrutiny Board and other stakeholders;
- (b) That support be provided for the Community Safety Partnership in its further consultation on the Strategy, prior to its resubmission to Executive Board before the draft is submitted to Full Council for approval;
- (c) That the funding allocations from West Yorkshire Police and Crime Commissioner for 2018/19, as outlined within the submitted report, be noted;
- (d) That it be noted that the Chief Officer for Community Safety (Safer Leeds) will be responsible for the implementation of the Strategy through the Safer Leeds Executive, over the next three years.

(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)

38 A Strategic Approach to Migration in Leeds

Further to Minute No. 45, 17th July 2017, the Director of Communities and Environment submitted a report providing an overview and update of migration activities, together with the support to migrant communities being delivered in Leeds. The report also highlighted the related opportunities and challenges which were being addressed by the service.

Responding to a Member's enquiry, the Board was advised that the submitted report aimed to provide a succinct overview of the wide range of work being undertaken in this area, with Board Members being offered the opportunity to receive further briefing on such matters, if required.

Regarding a Member's comments on the issue of migrants' access to healthcare and the role of community pharmacists, the Board was advised that the Health and Wellbeing Board had established a Migrant Health Board (MHB) to consider such issues, and although it was highlighted that the MHB's initial priority was around regulation changes to the charging for health care services, the MHB would be considering other related issues in due course.

Responding to a Member's enquiry, the Board received an update regarding new asylum contracts for the Yorkshire and the Humber region, and the fact that to date, the Home Office had been unable to award such contracts. The Board noted that the Council had raised its concerns with the Home Office in respect of such matters, with a reassurance being provided by the Home Office that the issue would be addressed shortly.

In conclusion, Members highlighted the valuable work undertaken by Scrutiny with regard to migration, and emphasised the partnership approach which had been taken by the Executive, officers and Scrutiny.

RESOLVED –

- (a) That approval be given to the continuation of the strengthened arrangements, which were developed following the Scrutiny Board (Citizens and Communities) inquiry into migration, and which aims for a more strategic, co-ordinated and inclusive approach towards migration, with the Board also providing its endorsement of the current and future work that is planned;
- (b) That the responsibility of the Director of Communities and Environment and the Executive Member for Communities for leading this work through the Council's Stronger Communities Breakthrough Programme be noted, with it also being noted that the Chief Officer (Communities) is responsible for leading on the work of the Strategic Migration Board;
- (c) That a further update report regarding the progress made in respect of migration activities in Leeds be submitted to Executive Board in July 2019.

(During the consideration of this item, Cllr Blake vacated the Chair and left the meeting. In accordance with Executive and Decision Making Procedure Rule 3.1.5, in the absence of Councillor Blake, Councillor Coupar presided as Chair of the Board whilst Cllr Blake was absent from the meeting)

39 Update on the Delivery of the Leeds High Rise Strategy

Further to Minute No. 96, 19th October 2016, the Director of Resources and Housing submitted a report providing an update on the delivery of each of the High Rise Strategy priorities, and where available, outlined the impact that the actions have had on resident satisfaction and management issues. In addition, following the Board's consideration of a report entitled, 'Grenfell Tower Update' on 17th July 2017 (Minute No. 44 refers), the submitted report also provided information on the actions which had been taken in response to the Grenfell Tower fire.

Responding to a Member's enquiry, the Board received an update on the actions being taken to address any potential fire risk in respect of waste management and the use of refuse chutes within high rise blocks.

In addition, responding to a Member's comment, it was acknowledged that although resident wardens for older residents had been withdrawn, Support Officers were now in place to provide regular ongoing support to residents, with examples of such provisions being provided.

RESOLVED –

- (a) That the progress made in delivering the different areas of the High Rise Strategy, be noted;
- (b) That the Director of Resources and Housing be requested to continue to monitor the progress being made in delivering the High Rise Strategy and submit a further update report to the Board in 12 months' time;
- (c) That the Board's support for the proposal to continue the concierge service pilot during 2018/19, be confirmed;
- (d) That the Board's support for the proposal to continue 'Operation Leodis' during 2018/19, be confirmed.

RESOURCES AND SUSTAINABILITY

40 Additional Clean Air Measures

Further to Minute No. 15, 27th June 2018, the Director of Resources and Housing submitted a report which provided details of the citywide clean air strategy, separate to the clean air charging zone provisions. The report highlighted the proposed partnership between Highways England and the Council to deliver a centre of excellence for ultra-low emissions vans in the south of the city and provided information on the associated public engagement campaign.

A Member made reference to work place levy schemes and suggested an initiative involving the Council working in partnership with private firms to promote the use of electric vehicles as part of their respective company car schemes. In response, the Board noted the suggestions, highlighting that the Council was open to looking at new ways of encouraging greater use of electric vehicles.

In response to Members' comments, the Board considered the need to strike the correct balance between establishing short term goals in order to improve the city's air quality to achieve compliance in line with Government regulation, with a longer term vision to ensure that further improvements were made to air quality.

Emphasis was placed upon the role of scrutiny in this area and the value of the work which had been undertaken in respect of air quality. Also, as part of the discussion, the reasons and rationale for the proposed amendment to the CAZ boundary, as discussed at the previous meeting, were reiterated.

In conclusion, the Chair emphasised the importance of a continued cross-party approach when lobbying Government to provide the Local Authority with appropriate assistance in this area.

RESOLVED –

- (a) That the necessary authority be delegated to the Director of Resources and Housing, in order to:-
 - (i) enter into the required legal agreement to support the partnership with Highways England; and
 - (ii) approve the authority to procure for the low emissions vehicles, the business engagement partner and the associated electric charging infrastructure to support the regional ultra-low emissions vehicle centre.
- (b) That a campaign to focus on anti-idling outside schools, be endorsed;
- (c) That the Highways Service be requested to examine traffic restrictions on Heavy Goods Vehicles (HGVs), with particular focus on the areas that are now excluded from the CAZ (Clean Air Zone) in the modified boundary;
- (d) That support be provided for a publicity campaign which would provide advice on cleaner travel alternatives;
- (e) That the Government be requested to provide a targeted scrappage scheme which is aimed at the most polluting older vehicles.

(During the consideration of this item, Councillor Blake returned to the meeting and resumed her position as Chair of the Board, for the remainder of the meeting. At this point, Councillor Coupar left the meeting)

41 Annual Corporate Risk Management Report

The Director of Resources and Housing submitted a report presenting the annual update of the Council's most significant corporate risks and which detailed the arrangements in place, together with the further activity planned during 2018/19 to manage them.

RESOLVED – That the annual risk management report, as submitted, together with the assurances given on the Council's most significant corporate risks, be noted, in line with the authority's Risk Management Policy and the Board's overarching responsibility for their management.

42 Financial Health Monitoring 2018/19 - Quarter 1

The Chief Officer, Financial Services submitted a report which presented the Council's projected financial health position for 2018/19, as at the conclusion of the financial year's first quarter.

Responding to a Member's enquiry regarding the budget pressures in respect of Children Looked After (CLA), the Board received further details on the range of actions and resultant improvements that had been made by the

Council in this field, with it being highlighted how Leeds had bucked the national trend by reducing the number of CLA in the city in recent years.

Members noted that the planned efficiency in 2018/19 arising from the changes to Transport provision was still projected to be achieved from the 18/19 Children and Families directorate budget despite the current pause on SEND transport changes. Responding to a Member's enquiry regarding this, the Board was provided with further information and context on the rationale for introducing such measures for the longer term.

RESOLVED – That the projected financial position of the authority, as at Quarter 1 of 2018/19, be noted.

43 Capital Programme 2018/19 - 2021/22 Quarter 1 Update

The Chief Officer, Financial Services submitted a report providing an update on the Council's Capital Programme, as at Quarter 1 of the 2018/19 financial year, which included details of capital resources, progress on spend and a summary of the economic impact of the capital programme.

RESOLVED –

- (a) That the injection of £629.6k in relation to Capital Receipts to be utilised by Ward Councillors under the Capital Receipts Incentive Scheme (CRIS), as detailed within Appendix C of the submitted report, be approved;
- (b) That the latest position on the General Fund and Housing Revenue Account (HRA) capital programmes, as detailed within the submitted report, be noted;
- (c) That it be noted that the above resolution to inject funding of £629.6k, as detailed within the submitted report, will be implemented by the Chief Officer, Financial Services.

44 Medium Term Financial Strategy 2019/20 to 2021/22

The Chief Officer, Financial Services submitted a report which presented the Council's proposed Medium Term Financial Strategy (2019/20 – 2021/22) for the Board's consideration and approval.

Following a recent announcement by the Ministry of Housing, Communities and Local Government relating to the Local Government Finance Settlement for 2019/20, the Chief Officer, Financial Services provided the Board with details of the announcement. Specifically regarding the Business Rates Retention pilot for 2019/20, the Board noted that Government had confirmed that invitations for the pilot in 2019/20 would be sought, and that the Leeds City Region would not automatically be accepted onto the scheme and would need to submit a bid. It was also noted that the 2019/20 initiative would be for the retention of 75% of Business Rates and not 100%, as in previous years.

Responding to a Member's enquiry, the Board received further information regarding the projections within the report regarding the level of resource

allocation to the Minimum Revenue Provision (MRP), with details being provided on the approach which had been agreed by the Council on the MRP policy in the 4 year period leading up to 2020/21.

In response to an enquiry, the Board received further information on the provision in the Medium Term Financial Strategy for pay awards and the Leeds Living Wage. In addition, responding to the recent Government announcement regarding an increase in public sector pay, although it was noted that Local Government salaries were separate to Government negotiations, should there be any implications for the Council arising from the recent announcement, then the Board would be kept informed, as appropriate.

RESOLVED –

- (a) That the 2019/20 – 2021/22 Medium-Term Financial Strategy for both General Fund services and the Housing Revenue Account, as detailed within the submitted report, be approved;
- (b) That it be noted that further proposals will be brought forward to address the current identified shortfall as part of the Council's budget process;
- (c) That it be noted that the Chief Officer, Financial Services will be responsible for the implementation of the above resolutions.

REGENERATION, TRANSPORT AND PLANNING

45 Update on Progress and Implementation of the Leeds Public Transport Investment Programme (LPTIP)

Further to Minute No. 17, 21st June 2017, the Director of City Development submitted a report providing an update on the significant scheme and package development of the Leeds Public Transport Investment Programme (LPTIP) during 2017/18 and the first quarter of 2018/19, and which also set out the next steps for delivering the programme.

The Board welcomed Mr Nigel Foster, Chair of the associated independent Expert Advisory Panel, who was in attendance at the meeting in order to provide detail on the composition of, and role played by the Panel. Mr Foster also introduced the key points of the Panel's report.

The Board noted the significant level of consultation which had been undertaken when developing the proposals, with the valuable role of the Expert Panel being highlighted.

In response to a Member's enquiry, the Board received further details regarding the aims of the proposed bus priority improvement schemes, with increased reliability and resilience to services being highlighted. In addition, with regard to comments made on the provision of bus services in more rural communities, the Board noted that work continued to be undertaken with bus operators and West Yorkshire Combined Authority (WYCA) on this issue.

With regard to HS2, Members received further information on the actions being taken to ensure that the HS2 station in Leeds would be integrated with the rest of the local and regional public transport network, with the development of the Integration Masterplan being highlighted.

Responding to a Member's enquiry, the Board received further details on the contractual arrangements in place between the Council, WYCA and the bus operator regarding the provision to share profits earned from park and ride facilities at Elland Road and Temple Green, with it being noted that Board Members could be provided with details of the relevant patronage levels required for such arrangements to be activated. Members were also advised that the bus operator bore the financial risk, should either of those two sites not break even. Finally, it was noted that in terms of the proposed Stourton site, such issues would be discussed with the relevant parties as part of any contractual negotiations.

In conclusion, it was highlighted to the Board that should the recommendations within the submitted report be agreed, then the Board would be giving its approval to submit the planning applications for the expansion of the Elland Road Park and Ride site and a new Park and Ride site at Stourton.

RESOLVED –

- (a) That the progress made since April 2016 on developing proposals and the public consultations, be noted;
- (b) That the report of the independent Expert Advisory Panel, as appended to the submitted report, be noted;
- (c) That the development work undertaken on the popular Park and Ride sites be noted; and that support be given on the continued roll out of the park and ride programme including:-
 - (i) Progress on the feasibility work at Alwoodley Gates in the North of the city;
 - (ii) Approval of the submission of a planning application for the expansion of the Elland Road Park & Ride site, and subject to the granting of planning permission and the funding approval of the West Yorkshire Combined Authority, approval be given to the expenditure of £5.12m from the LPTIP Capital Programme to carry out detail design and construction of the site;
 - (iii) Approval to the submission of a planning application for a new park & ride site at Stourton, and subject to the granting of planning permission and the funding approval of the West Yorkshire Combined Authority, approval be given to the expenditure of £23.74m from the LPTIP Capital Programme to carry out detail design and construction of the Park and Ride site;

- (d) That the expenditure of £11.98m from the LPTIP Capital Programme to carry out detail design and construction of the Bus Priority measures and cycling improvements on the route from the Stourton site into the city centre along Wakefield Road / Low Road / Hunslet Road, be approved;
- (e) That the expenditure of £5.19m to be funded from the LPTIP Capital Programme for the detail design and construction of the following initial schemes, be approved:-
 - (a) A647 – Bradford to Leeds: Armley Road bus gate and bus stop relocation;
 - (b) A61(N) – Alwoodley to Leeds –
 - i Harrogate Road outbound bus lane/gate at Alwoodley Lane
 - ii Harrogate Road inbound bus lane to Outer Ring Road
 - iii Harrogate Road inbound bus lane to Street Lane;
 - (c) A58 – Oakwood & Roundhay to Leeds
 - i Easterly Road verge hardening for off-carriageway parking provision
 - ii York Street bus only;
 - (d) A660 – Adel to Leeds - Holt Lane signalisation.
- (f) That it be noted that the Chief Officer for Highways and Transportation is responsible for the implementation of the resolutions as outlined within the submitted report.

(During the consideration of this item, Councillor Coupar returned to the meeting)

46 Redevelopment of the former Kirkstall District Centre

The Director of City Development submitted a report providing an update on the development schemes emerging for the former Kirkstall District Centre site and which also sought approval for the draft terms of disposal of the Council's land interests which form part of that site.

Responding to a concern raised by a Member in respect of the proposals, the Board received further information and context regarding the location, ownership and composition of the site, which had led to the recommended approach, as detailed within the submitted report.

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

RESOLVED –

- (a) That the positive progress achieved in securing a redevelopment scheme for land in the heart of Kirkstall, be noted;
- (b) That all Council owned land within the site, as detailed within the red line boundary shown in Appendix 1 to the submitted report, including that leased to Tesco, be declared as operationally surplus;
- (c) That the disposal of the Council's freehold interest in land forming the site to Artisan Real Estate UK Limited on the draft terms, as set out in exempt appendix 2 to the submitted report, be approved;
- (d) That the necessary authority be delegated to the Director of City Development to enable the Director, with the concurrence of the Executive Member for 'Regeneration, Transport and Planning', to approve the final disposal boundary and terms.

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

CHILDREN AND FAMILIES

47 Leeds Children's Services Innovation Programme and Partners in Practice: Update Summer 2018

The Director of Children and Families submitted a report providing a summary of the progress made in respect of the Children and Families directorate's Innovation Programme. In addition, the report provided an update on Leeds' support for sector led improvement as a 'Partner in Practice'.

In presenting the report, the Executive Member for Children and Families provided examples of key areas where innovative work continued to be developed and undertaken.

Responding to a Member's enquiry, the Board received further information on the work that continued to be undertaken by Children and Families in its role in developing sector led improvement, but also on the continued work to support the children and young people of Leeds, with tangible outcomes from that work being provided to the Board. It was highlighted that the Council's service provision in this field had been the subject of external evaluation, and was scheduled to be in the future, with it being noted that when the results of such evaluation were known, they would be submitted to the Board for consideration.

In response to a Member's enquiry regarding Leeds' capacity at a senior management level to deliver its own services when also providing support to Kirklees, the Board received assurances that the Authority continued to have sufficient capacity in this area, with it being highlighted that since the Council's involvement with Kirklees, the Council had received a positive outcome from an unannounced Ofsted inspection into service provision for children in care.

It was also noted that agreement had now been reached with the Department for Education (DfE) for Kirklees Council to recruit its own Director of Children's Services, with it being highlighted that such recruitment was underway.

RESOLVED – That the progress made in Leeds' Children's Services Innovation and Sector Led Improvement work, as detailed within the submitted report, be noted.

LEARNING, SKILLS AND EMPLOYMENT

48 Equality Improvement Priorities Progress Report 2017 - 2018 and Equality Improvement Priorities 2018- 2022

The Director of Communities and Environment submitted a report presenting for the Board's consideration and approval the Council's Equality Improvement Priorities Annual Report for 2017 – 2018, together with the Council's revised Equality Improvement Priorities for the period: 2018 – 2022.

Members welcomed the comprehensive report which had been submitted.

RESOLVED –

- (a) That the Equality Improvement Priorities Annual Report 2017 – 2018, as appended to the submitted report, be approved;
- (b) That the revised Equality Improvement Priorities 2018 – 2022, as appended to the submitted report, be approved.

DATE OF PUBLICATION: FRIDAY, 27TH JULY 2018

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 5.00 P.M., FRIDAY 3RD AUGUST 2018

EXECUTIVE BOARD

WEDNESDAY, 19TH SEPTEMBER, 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

49 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 Appendix 2 to the report entitled, 'Right to Buy Replacement Funding: Investment to Support the Delivery of New Supply Affordable Housing', referred to in Minute No. 54 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 which relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through grant application forms, then it is not in the public interest to disclose this information at this point in time.
- (b) That Appendix 1 to the report entitled, 'Sovereign Square: Final Development Plot', referred to in Minute No. 59 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 financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information is subject to one to one discussions and further negotiation, it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in

Draft minutes to be approved at the meeting
to be held on Wednesday, 17th October, 2018

disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (c) That Appendix 2 to the report entitled, 'Holt Park District Centre - Asda', referred to in Minute No. 61 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 financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information is subject to one to one discussions with Asda, it is not in the public interest to disclose this information at this point in time. It is also considered that the release of such information would, or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.
- (d) That Appendices 3 and 5 to the report entitled, 'Disposal of Middleton Park Complex to the Ministry for Housing, Communities and Local Government', referred to in Minute No. 62 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 this information relates to the financial or business affairs of the Council. It is considered that it is not in the public interest to disclose this information at this point in time because it is considered that the release of such information would, or would be likely to prejudice the Council's commercial interests in relation to this or other similar transactions in that prospective purchasers of this or other similar properties would have information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of any transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

50 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however, during the consideration of agenda item 15 (Holt Park District Centre – Asda), Councillor Golton drew the Board's attention to the fact that

the North West Leeds Liberal Democrat office was located in the district centre (Minute No. 61 refers).

51 Minutes

RESOLVED – That the minutes of the previous meeting held on 25th July 2018 be approved as a correct record.

ECONOMY AND CULTURE

52 City Centre Vision and Our Spaces Strategy

The Director of City Development submitted a report which provided an overview of the City Centre Vision to date and which also introduced the draft 'Our Spaces' Strategy, with a view to obtaining approval to commence stakeholder engagement, prior to the formal adoption of the strategy, currently scheduled for early 2019.

Members welcomed the proposals, and in response to specific enquiries the Board received further information on the actions being taken to build upon the ongoing work to ensure that the city centre continued to be an accessible, inclusive and safe environment for all, whilst also being an attractive location for employers and employees.

Members also discussed the importance of accessible green spaces within the city centre and in the wider community. Members also discussed the potential provision of street trees in future city centre developments, with the Board also considering alternative ways in which to promote greenspaces, with the example of 'living walls' being provided.

The Board considered the need for the further provision of shopmobility services as the city centre expanded. Members also emphasised the importance of maximising the benefit of the waterfront infrastructure within the city centre and the wider community.

In conclusion, the collaborative approach being taken with partners to progress this strategy was highlighted.

RESOLVED –

- (a) That the Vision to be the "Best City Centre by 2030" be reaffirmed, and that the aspirations for the City Centre, as contained within the submitted report, be endorsed;
- (b) That the contents, vision and ambition for the draft 'Our Spaces' Strategy be noted, and that the request to commence stakeholder engagement be approved, with a view to seeking its formal adoption in early 2019, once consultation is complete;
- (c) That it be noted that the Chief Asset Management & Regeneration Officer will be responsible for progressing the consultation on the 'Our Spaces' Strategy.

COMMUNITIES

53 Street Support: Safeguarding People in Need on the Streets, and addressing Criminality and Anti-Social Behaviour in Leeds City Centre

The Director of Communities and Environment submitted a report providing an overview of the developing 'Street Support' programme which looked to address a range of issues regarding street users and associated activity in the city centre. In addition, the report also highlighted the significant 'step-change' in how the city collectively approached such issues, with an emphasis on the establishment of an integrated, multi-agency approach for the delivery of services through 'Street Support'.

Responding to a Member's enquiry, the Board received reassurance that the aim of the initiative was not to simply relocate individuals from the city centre, but to provide a compassionate and at the same time, case management approach whereby actions would be taken to find the appropriate solutions for those affected.

Again, responding to a specific enquiry, the Board received further information regarding the provisions in place to deal with any potential issues arising from dogs which were in the care of the homeless or street users.

Members welcomed the multi-agency approach being taken with this initiative, and its links to other projects such as 'Big Change Leeds'. The Board extended its gratitude to partners for the collaborative approach and also to street cleaning teams for the valuable work they undertook.

RESOLVED –

- (a) That the 'Street Support' approach as part of the city's compassionate response towards people in need on the streets of Leeds, be endorsed;
- (b) That the progress made on introducing the new Street Support Team, to be fully effective from early autumn 2018 and which is to be led by the Chief Officer (Safer Leeds), be noted.

54 Right to Buy Replacement Funding: Investment to support the delivery of new supply Affordable Housing

Further to Minute No. 45, 17th July 2013, the Director of Resources and Housing submitted a report which provided an overview of the 'Right to Buy' Replacement Programme and which sought approval for funding contributions towards a number of affordable housing schemes being delivered by Registered Providers and the Third Sector.

Responding to a Member's enquiry, officers undertook to provide the Member in question with information on the level of Section 106 commuted sums that the Council had received arising from developments, which were ring fenced for affordable housing provision, together with details regarding geographic restrictions of where such sums could be spent.

In addition, responding to a Member's enquiry, the Board received further information on the level of Right to Buy receipts which were allocated for the delivery of affordable housing and also received details of the difficulties which were experienced when allocating Right to Buy replacement funding on the provision of affordable housing, due to the regulations in place.

When considering the difficulties associated with the allocation of Right to Buy funding for the provision of affordable housing, it was noted that such matters had been acknowledged in the Government's related Green Paper. It was highlighted that the consultation period for the Green Paper was ongoing and a response on behalf of the Council was being prepared. It was then undertaken that officers would share the proposed response with all Group Leaders and provide an opportunity to contribute to it prior to its submission.

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

RESOLVED –

- (a) That the contents of the submitted report, be noted;
- (b) That approval be given to the use of 'Right to Buy' Replacement grant funding to deliver 50 new affordable housing units and enter into funding agreements for the schemes as listed at paragraph 3.6 of the submitted report and detailed in exempt Appendix 2;
- (c) That the necessary authority be delegated to the Director of Resources & Housing to enable the Director to negotiate detailed terms and also to approve minor amendments to Right to Buy Replacement Programme grant funding allocations (within delegated authority powers).

55 Community Asset Transfer of Kentmere Community Centre & Meanwood Community Centre to Leeds Community Spaces

The Director of Communities and Environment and the Director of City Development submitted a joint report which sought approval for the community asset transfer of Kentmere Community Centre and Meanwood Community Centre to Leeds Community Spaces, and which also sought the Board's approval regarding the provision of associated grant funding.

The Board noted a Member's comments regarding the role of the Council's central lettings service when considering the process of booking community centres, and the suggestion that a review of this booking function could potentially be incorporated into any further review regarding community centres in the future.

RESOLVED –

- (a) That a 50 year full repairing and insuring lease for a peppercorn consideration to Leeds Community Spaces for Kentmere Community Centre, be approved;
- (b) That a 50 year full repairing and insuring lease for a peppercorn consideration to Leeds Community Spaces for Meanwood Community Centre, be approved;
- (c) That associated grant funding for the centres totalling £168,614, funded from the existing community centre budget, be approved and allocated on a year by year basis as follows:-
 - 2018/19 £24,692 (5 months from November 1st 2018);
 - 2019/20 £42,330
 - 2020/21 £38,097
 - 2021/22 £29,631
 - 2022/23 £21,165
 - 2023/24 £12,699
- (d) That it be noted that the Chief Asset Management & Regeneration Officer will be responsible for ensuring the leases are processed and that the Chief Officer Communities will be responsible for awarding the grant funding;
- (e) That it be noted that the estimated market value of the properties is £1.362m.

RESOURCES AND SUSTAINABILITY

56 Best Council Plan Annual Performance Report: Looking Back on 2017/2018

The Director of Resources and Housing submitted a report which presented an end of year review on performance with regard to the delivery of the 2017/18 Best Council Plan.

The Board welcomed the submitted report and noted a point raised by a Member regarding the working practices of a specific company which operated from a Council owned site. In response, it was highlighted that the Council and other organisations such as the LEP Board took matters such as employees' working conditions seriously, and that it was in the interests of all for best practice in this area to be promoted.

In considering the 'Inclusive Growth' data detailed in the report, the Board noted a number of significant and positive statistics which covered: the growth of the Leeds economy, the high employment rate and the economic output per person for Leeds being the highest in the region and above the UK average.

RESOLVED –

- (a) That the annual performance report for 2017/18 as submitted, be received, and that the progress made against the 2017/18 Best Council Plan, be noted;
- (b) That it be noted that a summarised, graphically-designed version of the full annual performance report, as detailed at Appendix 1 to the submitted report, will be produced for the purposes of publication.

(Councillor Coupar left the meeting at 1.50pm and returned at 2.00pm, during the consideration of this item)

57 Financial Health Monitoring 2018/2019 - Month 4

The Chief Officer, Financial Services submitted a report providing an update on the Local Authority's projected financial health position for 2018/19, as at month 4 of the financial year.

Responding to a Member's enquiry, the Board received an update regarding the currently projected overspend within the refuse service, with it being noted that a further update would be provided as part of the next financial health monitoring report submitted to the Board.

With regard to the reported level of legal disbursement costs within the Children and Families directorate, it was noted that a review of such costs was to be undertaken.

Also with regard to the Children and Families directorate, responding to an enquiry, the Board received further information on the progress which had been made in recent years with regard to reducing the number of external residential placements for children and young people.

Responding to an enquiry regarding street lighting, the Board noted the intention for a report regarding street lighting provision to be submitted to the Board in the near future.

RESOLVED –

- (a) That the projected financial position of the Authority, as at Month 4 of the 2017/18 financial year, be noted;
- (b) That Directors be requested to identify and implement appropriate measures so that a balanced budget position can be delivered.

REGENERATION, TRANSPORT AND PLANNING

58 Air Quality Improvement- Office for Low Emission Vehicles Grant for Electric Charge Points

The Director of City Development submitted a report which provided details of the successful grant funding application submitted to the Office of Low Emission Vehicles (OLEV) by the West Yorkshire Combined Authority and the West Yorkshire district councils, whilst it also provided information on the

additional funding from the Local Transport Plan (LTP) which was to supplement the OLEV grant funding. Furthermore, the report sought approval for the injection of such funding into the Capital Programme, for the necessary 'authority to spend' and also for approval to use a framework contract to engage a single supplier to install rapid charge points in Leeds.

It was noted that once the proposed chargers were operational, each would have 2 bays, with 1 being designated for taxi and private hire vehicles only. Responding to a Member's enquiry, the Board noted that no issues were envisaged regarding the split between private vehicle and taxi/private hire use of the facilities, but it was undertaken that the matter would be monitored.

RESOLVED –

- (a) That approval be given to inject into the capital programme, and give authority to incur expenditure of up to £1,152,000, to be grant funded from the Office of Low Emission Vehicles, including up to £360,000 of West Yorkshire LTP grant, via the West Yorkshire Combined Authority, for the installation of between 30-35 twin rapid Electric Vehicle chargers within the Leeds District;
- (b) That approval be given to inject into the capital programme, and give authority to incur expenditure of the additional sum of up to £90,000 LTP capital funding towards the costs associated with site preparation work, such as Distribution Network Operators (DNO) applications and site surveys;
- (c) That the terms of procurement of a single supplier to deliver the project across West Yorkshire following a tender process led by the West Yorkshire Combined Authority, be approved, subject to a separate legal agreement;
- (d) That approval be given to exempt the resolutions arising from this report from the Call In process, on the grounds of urgency, as detailed within section 4.5 of the submitted report.

(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 (d) above, and for the reasons as detailed within section 4.5 of the submitted report)

59 Sovereign Square - Final Development Plot

The Director of City Development submitted a report providing information on the offers and development proposals received for the final development plot at Sovereign Square. The report advised how the recommended development proposals would complement Sovereign Square and the surrounding area and how it would also contribute towards the links between the city centre and South Bank proposals.

Following the consideration of Appendix 1 to the submitted report designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That in the Board's capacity as landlord, the selection of the party, as detailed within the accompanying exempt appendix 1 to the submitted report, as purchaser of the remaining development plot at Sovereign Square, be approved;
- (b) That in the Board's capacity as landlord, and in the event of the sale to the first party falling through, the selection of another party as reserve purchaser, as detailed within the accompanying exempt appendix 1 to the submitted report, be approved;
- (c) That the Director of City Development be authorised, under the Council's Officer Delegation Scheme to consider and approve any subsequent changes to the detailed terms for the sale.

60 Leeds Bradford Airport Transport Infrastructure Package

Further to Minute No. 84, 15th October 2014, the Director of City Development submitted a report providing an update on the recent progress made in developing schemes to improve connectivity and surface access to Leeds Bradford Airport (LBA) in the context of airport growth, the proposed Employment Hub and the wider transport strategy. Also, the report sought endorsement of a proposed joint consultation exercise between the Council and the West Yorkshire Combined Authority (WYCA), and which also sought approval to enter into funding agreements with the WYCA, as may be necessary for scheme development.

Responding to a Member's concern regarding the consultation of local Ward Councillors on this issue, it was highlighted that a sub group meeting of the Outer North West Community Committee was scheduled in the near future to consider such matters. However, it was undertaken that if a further consultation meeting with local Ward Members was required, then this too could be facilitated.

It was also noted that some Board Members had received representations on this issue from a member of the public. In response it was noted that such representations would be fed into the consultation process.

RESOLVED –

- (a) That the progress made in relation to the LBA transport infrastructure package to date, be noted;
- (b) That the emerging multi-modal transport strategy for serving LBA and the LBA Employment Hub be endorsed, with the development of the wider transport context in North West Leeds and the surrounding area, being noted;

- (c) That the principle of the joint consultation exercise, covering both the LBA Link Route and LBA Parkway Station, including contacting potentially affected landowners in advance of the general release of alignment plans, be endorsed;
- (d) That engagement with landowners and Leeds Bradford Airport to explore opportunities to expedite early delivery of the LBA Parkway Station and associated LBA Station Link spur road, be endorsed, with the necessary authority being delegated to the Director of City Development to enable the Director to acquire land by agreement, if such opportunity arises;
- (e) That it be noted that officers will return to Executive Board following the consultation in order to seek future direction, including approval for the selection of the preferred option and the submission of the Outline Business Case for the LBA Link Route, and (if appropriate), in principle support for the LBA Parkway Station;
- (f) That approval be given for the injection together with the 'authority to spend' for the expenditure of the development costs of £1.785m, up to approval of the Outline Business Case, subject to the finalisation of a grant agreement with West Yorkshire Combined Authority (WYCA) in accordance with their assurance framework; and that the approval of the terms of any future funding agreements be delegated to the Chief Officer Highways and Transportation;
- (g) That it be noted that the Chief Officer Highways and Transportation is responsible for the delivery of the LBA Link Route, with an anticipated completion date of 2026/27, whilst it also be noted that responsibility for the delivery of the LBA Parkway Station rests with the Combined Authority.

(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)

61 Holt Park District Centre - Asda

Further to Minute No. 138, 17th December 2014, the Director of City Development submitted a report providing an update on the proposals emerging for the Holt Park District Centre site and which sought approval to the terms of a land transaction with Asda in order to facilitate their reconfiguration and improvement proposals.

In considering the report, Members noted and discussed the current position regarding the sitting tenants within the centre.

Following the consideration of Appendix 2 to the submitted report designated as being exempt from publication under the provisions of Access to

Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the positive progress achieved to deliver future improvements to the Holt Park District Centre and the surrounding vacant land, be noted, with it also being noted that a further report will be submitted to Executive Board in due course;
- (b) That approval be given for all Council owned land within the site boundaries, as shown in Appendix 1A and 1B to the submitted report, be declared as operationally surplus;
- (c) That the terms of the property transaction with Asda, as set out in exempt appendix 2 to the submitted report, be approved;
- (d) That the approval of the final disposal boundary and the associated terms be delegated to the Director for City Development, with the concurrence of the Executive Member for Regeneration, Transport and Planning;
- (e) That the position with the affected tenants as named within exempt appendix 2 to the submitted report, be noted; and that any future decisions deemed necessary be delegated to the Director for Resources and Housing, with the concurrence of the Executive Member for Regeneration, Transport and Planning.

(During the consideration of this item Councillor Golton drew the Board's attention to the fact that the North West Leeds Liberal Democrat office was located in this district centre)

62 Disposal of Middleton Park Complex to the Ministry for Housing, Communities and Local Government

The Director of City Development submitted a report which sought approval for the disposal of part of the Middleton Park Complex to the Ministry for Housing, Communities and Local Government in order to provide land for the new Laurence Calvert Academy Free School.

Following the consideration of Appendices 3 and 5 to the submitted report designated as being 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 heads of terms as detailed within exempt Appendix 3 to the submitted report, for the disposal of the Middleton Park complex to the Ministry for Housing, Communities and Local Government in order to allow the construction of a new school for the recently approved Laurence Calvert Academy Free School, be approved;

- (b) That the necessary authority be delegated to the Director of City Development in order to enable the Director to negotiate the final freehold disposal terms;
- (c) That the purchase and installation of a new modular unit for South Leeds Family Childcare at 100 Middleton Park Grove, be approved.

HEALTH, WELLBEING AND ADULTS

63 Local Authority Healthy Weight Declaration

The Director of Public Health submitted a report providing details of the Local Authority's proposed Healthy Weight Declaration, which consisted of 14 standard commitments and 6 locally chosen priorities which would look to spearhead the development of the Declaration.

RESOLVED –

- (a) That the Local Authority Healthy Weight Declaration, as detailed within the submitted report, be adopted;
- (b) That the local priorities, which form part of the Declaration, be adopted, and that consideration be given by directorates to the incorporation of these within Council work programmes;
- (c) That it be noted that the Director of Public Health will be responsible for the implementation of this matter.

64 Better Lives for People with Care and Support Needs in Leeds: The 2017-18 Annual Adult Social Care Local Account

The Director of Adults and Health submitted a report which presented the 2017-18 Local Account of Adult Social Care Services in Leeds, which detailed information on the Council's 'Better Lives' priorities for adult social care and the progress made against such priorities. In addition, the report provided details of the progress being made against the adult social care outcomes framework indicators (ASCOF).

Members discussed the composition of, and attendance at the Better Lives Board, highlighted its valuable role and received an update on the work being undertaken to relaunch it.

Responding to a Member's enquiry, the Board received further detail on the work of the Care Quality Team; the support being made available to service providers in the sector and the take-up levels of such support by private care homes. Following further discussion on such matters, officers undertook to submit a report to a future Executive Board meeting in order to provide further detail.

RESOLVED –

- (a) That the contents of the submitted report, be noted; with the Local Account: *'Creating Better Lives for People with Care and Support*

Needs in Leeds, together with the supporting ASCOF and 'Better Lives' measures, also being noted;

- (b) That agreement be given to a published version of the Local Account being produced and made available to public and partners, including being placed upon the Council website.

65 West Yorkshire Financial Exploitation and Abuse Team

The Director of Adults and Health submitted a report providing details of the innovative approach which was being taken across West Yorkshire to create a co-located, specialist, multi-disciplinary team to investigate the financial exploitation and abuse of vulnerable and older residents in West Yorkshire in relation to scams, frauds and door step crime. In addition, the report specifically detailed the work of the team, the outcomes which had been achieved to date and the future plans to progress the initiative.

Susan Betteridge and Linda Davis of West Yorkshire Trading Standards, were in attendance at the meeting in order to provide the Board with a brief overview of the initiative, to outline the achievements to date, to identify future plans and to highlight the level of workload that the team were experiencing.

Responding to a Member's enquiry, the Board received further information on how the impact of the initiative was being monitored.

The Board also received further information regarding the establishment of 'cold calling zones', with it being highlighted that representatives of West Yorkshire Trading Standards could liaise further with Members interested in such matters, as appropriate.

RESOLVED –

- (a) That the positive impact of the West Yorkshire Financial Exploitation and Abuse Team in the early identification of risk, harm and need in respect of the financial abuse of vulnerable adults, be noted;
- (b) That Executive Board support be provided to the planned Leeds Safeguarding Adults Board Campaign in 2019 which will look to address financial abuse, with the aim of ensuring that all parties are engaged in this campaign.

CHILDREN AND FAMILIES

66 Children and Families Services Workforce - progress and next steps

The Director of Children and Families submitted a report which reviewed the progress made in Leeds in developing the Children and Families Services workforce, and which also sought the Board's support for the next steps in the ongoing strategy for improvement.

RESOLVED – That the proposed next steps for continuing to develop the Children and Families workforce, as detailed within the submitted report, be endorsed.

LEARNING, SKILLS AND EMPLOYMENT

67 Outcome of Statutory Notice on a proposal to increase learning places at Moor Allerton Hall Primary School

Further to Minute No. 29, 27th June 2018, the Director of Children and Families submitted a report detailing the outcome of a Statutory Notice which had been published regarding a proposal to expand primary school provision at Moor Allerton Hall Primary School and which sought a final decision in respect of this proposal.

Concern was raised by 2 Members regarding the submitted proposal, with reference being made to the representations which had been received as part of the consultation process and the recommendation of the School Organisation Advisory Board (SOAB), as appended to the submitted report. In considering this matter, Members discussed the level and nature of the responses which had been received to the proposals.

Clarification was provided to Members regarding the pool of membership for the Advisory Board, and that there were the required number of attendees at the meeting of SOAB on 15th August 2018 to make a formal recommendation.

Responding to a Member's enquiry regarding whether SOAB still held the concerns it raised at its meeting, the Board noted that the process was that following SOABs consideration of the proposals and their subsequent recommendation, the recommendation of SOAB was included within the Executive Board report for the Board's consideration as part of the final determination. In considering this, the Board was advised that it was felt that the concerns raised by SOAB had been addressed, and in response to a Member's request, officers undertook to provide further detail to SOAB members confirming that their concerns had been duly considered by Executive Board and also explaining how it was felt that such concerns had been addressed.

As part of the discussion, a request was made that consideration be given to the role of SOAB, with this to be picked up as part of any future review on related matters.

In conclusion, it was confirmed to the Board that no new concerns had been raised further to those referenced by SOAB or which had arisen from the consultation, with the Board noting that it was felt that those existing concerns had been addressed. As such, Members considered the recommendations in the submitted report, and it was

RESOLVED –

- (a) That the 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 implementation of resolution (a) (above) is subject to feasibility and planning permission, as indicated at paragraph 3.9.15 of the submitted report, with it also being noted that the proposal has been brought forward in time to allow places to be delivered for 2019;
- (c) That it be noted that the responsible officer for the implementation of such matter is the Head of Learning Systems.

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

ENVIRONMENT AND ACTIVE LIFESTYLES

68 Development of a City Physical Activity and Sport Ambition in Leeds

The Director of City Development and the Director of Public Health submitted a joint report which highlighted the benefits of physical activity, outlined the progress being made on the development of a new physical activity and sport 'ambition', and detailed some of the work being undertaken in this area by the Active Leeds Service.

Members discussed the extent of the new approach that the ambition was proposing and highlighted the need for such an initiative to be undertaken collaboratively across directorates and agencies, with officers reiterating the 'whole system' approach, as detailed within the submitted report.

Members also emphasised the existing commitment to physical activity which had been highlighted via the Health and Wellbeing Strategy and the Best Council Plan for instance, and referenced the valuable and continuing role played by Scrutiny in the development of the ambition.

Emphasis was also placed upon the importance of monitoring the impact of the ambition, with it being noted that the intention was to submit further reports to the Board in future in order to monitor the progress being made.

RESOLVED –

- (a) That the overriding evidence base in support of the importance of physical activity, as outlined in the submitted report, be noted;
- (b) That the development of a new physical activity and sport ambition, together with the need to adopt a systems based approach, be supported;
- (c) That the statement made by the former 'Inclusive Growth, Culture and Sport' Scrutiny Board, as detailed within the submitted report, together with the Scrutiny Board's desire to increase the significance of physical activity in future Council plans, be noted;

- (d) That approval be given for the 'Adults, Health and Active Lifestyles' Scrutiny Board to continue to be engaged in the development of the new Physical Activity and Sport Ambition;
- (e) That the role that the Active Leeds Service together with Public Health are playing in driving forward this agenda, be supported;
- (f) That the final city Physical Activity and Sport Ambition be submitted to Executive Board in due course, with the submitted report highlighting the wider implications of this initiative for the Council;
- (g) That it be noted that the Head of Active Leeds is responsible for the implementation of such matters.

DATE OF PUBLICATION: FRIDAY, 21ST SEPTEMBER 2018

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 PM, FRIDAY, 28TH SEPTEMBER 2018