



EXECUTIVE BOARD

Meeting to be held remotely on
Wednesday, 22nd April, 2020 at 1.00 pm

MEMBERSHIP

Councillors

J Blake (Chair)	A Carter	S Golton
R Charlwood		
D Coupar		
J Lewis		
L Mulherin		
J Pryor		
M Rafique		
F Venner		

Note to observers of the meeting:

To remotely observe this meeting, please click on the '*View the Webcast*' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=102&MId=9778>

CONFIDENTIAL AND EXEMPT ITEMS

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

A G E N D A

Item No K=Key Decision	Ward	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 15.2 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 15.2, written notice of an appeal must be received 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> <p>1 To highlight reports or appendices which officers have identified as containing exempt information within the meaning of Section 100I of the Local Government Act 1972, 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.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If the recommendation is accepted, to formally pass the following resolution:-</p> <p>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 those parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information.</p>	

Item No K=Key Decision	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>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.</p>	
5			<p>MINUTES OF THE PREVIOUS EXECUTIVE BOARD MEETING AND NOTES OF THE REMOTE EXECUTIVE CONSULTATIVE MEETINGS</p> <p>To confirm as a correct record the minutes of the previous Executive Board meeting held on 12th February 2020, and to note the notes of the remote consultative meetings of the Executive held on 18th and 25th March 2020.</p> <p><u>CLIMATE CHANGE, TRANSPORT AND SUSTAINABLE DEVELOPMENT</u></p>	9 - 40
6 K	Armley; Beeston and Holbeck; Burmantofts and Richmond Hill; Hunslet and Riverside; Little London and Woodhouse		<p>REGENT STREET FLYOVER ESSENTIAL MAINTENANCE FUNDING</p> <p>To consider the report of the Director of City Development which seeks approval to authorise the procurement of the design and build contract via the Scape Civil Engineering contract, authorise expenditure of £31m for the Regent Street Flyover Maintenance Scheme, and which requests that the Leader of Council writes to the Secretary of State to express concerns regarding the delay of the bid decision and to seek clarification on timescales.</p>	41 - 56

Item No K=Key Decision	Ward	Item Not Open		Page No
7 K	Guiseley and Rawdon		<p><u>LEARNING, SKILLS AND EMPLOYMENT</u></p> <p>APPROVAL TO SPEND REQUEST FOR THE LEARNING PLACES PROGRAMME REBUILD & EXPANSION OF BENTON PARK SCHOOL</p> <p>To consider the report of the Director of Children and Families providing an update on the first phase of the Benton Park School redevelopment tender process, seeking approval to set the holistic project budget at £28.5m and provide 'authority to spend' on this figure, subject to submission of future design and cost reports. Also, the report seeks delegation of future approvals to the Director of Children and Families, in conjunction with the School Places Programme Board and in consultation with the Executive Member for Learning, Skills and Employment.</p>	57 - 74
8			<p><u>HEALTH, WELLBEING AND ADULTS</u></p> <p>UPDATE ON CORONAVIRUS (COVID-19) PANDEMIC</p> <p>To consider the report of the Director of Public Health providing an update on the actions of the Leeds Health and Social Care system and Leeds City Council, working with broader partners, in response to the cases of Coronavirus (COVID-19) in Leeds.</p> <p><u>(Report to follow)</u></p> <p><u>RESOURCES</u></p>	
9 K			<p>DECISION MAKING ARRANGEMENTS DURING CORONAVIRUS PANDEMIC</p> <p>To consider the report of the City Solicitor which sets out arrangements made to enable the publication and recording of officer decision making during the Coronavirus pandemic.</p>	75 - 96

Item No K=Key Decision	Ward	Item Not Open		Page No
10 K			<p>FINANCIAL HEALTH MONITORING 2019/20 - PROVISIONAL OUTTURN</p> <p>To consider the report of the Chief Officer, Financial Services which presents the Council's provisional financial outturn position for the 2019/20 financial year and which seeks approval to use the Council's General Reserve to fund any overspend when compared to budgeted assumptions once the final position is known.</p>	97 - 130

Item No K=Key Decision	Ward	Item Not Open		Page No
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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 named 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.

Webcasting

Please note – the publically accessible parts of this meeting will be filmed for live or subsequent broadcast via the City Council’s website. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed.

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EXECUTIVE BOARD

WEDNESDAY, 12TH FEBRUARY, 2020

PRESENT: Councillor J Blake in the Chair

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

137 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, ‘Delivering the East of Otley Relief Road and Housing Allocation’, referred to in Minute No. 140 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that Appendix 2 contains information that sets out the principles of a Collaboration Agreement between the Council and developers which is yet to be fully agreed and contains information that is commercially sensitive, which relates to the financial or business affairs of third parties. It is therefore considered that it is in the public interest for this element of the report to be designated as being exempt from publication on the grounds as detailed above.

138 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting.

139 Minutes

RESOLVED – That the minutes of the previous meeting held on 7th January 2020 be approved as a correct record.

CLIMATE CHANGE, TRANSPORT AND SUSTAINABLE DEVELOPMENT

140 Delivering the East of Otley Relief Road and Housing Allocation

Further to the Minute No. 18, 26th June 2019, the Director of City Development submitted a report providing an update on the positive progress which had been made on the various strands of the East of Otley development project. Also, the report sought approval regarding the ‘Authority to Spend’ £2.245m to enable the completion of critical preliminary works, which would enable the full costing of the East of Otley Relief Road (EORR) scheme to take place, the submission of a planning application and the

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th March, 2020

provision of essential information which would inform the Collaboration Agreement.

In presenting the submitted report, the Executive Member for Climate Change, Transport and Sustainable Development highlighted the level of affordable / social housing proposed as part of the development, together with details of the wider benefits for Otley town centre.

Officers responded to a Member's enquiries regarding the process for the drawdown of the Housing Infrastructure Fund grant, the associated development viability check and in relation to potential issues arising from the complexity of the project.

Responding to a specific enquiry regarding the potential impact upon sports pitches, it was emphasised that any development would require appropriate planning consent and in securing this, any replacement of pitch provision would need to be agreed with Sport England as a statutory consultee and also with the affected sports clubs.

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, and which included officers providing further information to the Board in response to Members' enquiries on the content of the exempt appendix, it was

RESOLVED –

- (a) That the continued positive progress which is being made on the East of Otley scheme, including entering into contract with Homes England for the Housing Infrastructure Fund, be noted;
- (b) That the proposed environmental measures to be implemented as part of the design and delivery of the EORR and the wider East of Otley development to help towards supporting the reduction of the climate impacts that the scheme may have, be noted;
- (c) That the drawdown of £2.245m from the Capital Programme (Scheme 33010) for the provision of funding to cover further fees and additional costs to progress the EORR project up to and through the planning process, be approved; and that the necessary Authority to Spend be delegated to the Director of City Development in consultation with the Executive Member for Climate Change, Transport and Sustainable Development; with it being noted that these costs will be recovered to the Capital Programme following the first drawdown of the Housing Infrastructure Fund grant in respect of the costs associated with the EORR or from the landowners via the Collaboration Agreement in respect of the costs incurred as part of the wider residential led mixed use scheme;

- (d) That the positive progress which has been made towards completing a Collaboration Agreement, as set out in exempt Appendix 2 to the submitted report, be noted, and that approval be given for the necessary authority to be delegated to the Director of City Development to enable the Director to enter into detailed terms with developers of the East of Otley site;
- (e) That the detail, as set out in exempt Appendix 2 to the submitted report in terms of potential claims for compensation under Part 1 of the Land Compensation Act 1973 (LCA 1973) and the Agricultural Holdings Act, be noted;
- (f) That the positive progress which has been made in relation to the disposal of the Council's land within the East of Otley allocation, be noted, and that the intention to enter into an Agreement with Persimmon Homes to facilitate the delivery of infrastructure and development at the East of Otley site also be noted;
- (g) That it be noted that the Head of Land and Property will be responsible for overseeing the detailed terms of the disposal and the agreement.

141 Connecting Leeds: Corn Exchange Gateway

The Director of City Development submitted a report which outlined the next steps for delivering the detail design and construction of the Corn Exchange Gateway as part of the 'Connecting Leeds' programme, and which sought specific approvals regarding injections into the 'Connecting Leeds' programme and the associated authorisation of expenditure.

Responding to a Member's enquiry, it was acknowledged that a level of disruption was being experienced as a result of the work being undertaken in the city centre, however, the multi-agency approach being taken to mitigate such disruption was highlighted. The importance of an effective communications strategy was emphasised, with assurance also being provided that liaison continued to be undertaken with bus operators on such matters.

Also in response to a Member's enquiry, the Board was provided with further information regarding the traditional Department for Transport (DfT) methodologies used when appraising such projects, with it being noted that liaison continued to take place with colleagues in the West Yorkshire Combined Authority appraisal team and also with the DfT. It was highlighted that representations were being made to the DfT regarding the need for appraisal methods to give appropriate recognition to the different modes of transport and active travel provision that cities such as Leeds were aiming for.

Emphasis was also placed on the importance of ensuring that robust enforcement mechanisms were put in place to maintain the transport systems which were established in the city centre via schemes such as this in order to maximise the benefit for those using them.

In conclusion, the Executive Member for Climate Change, Transport and Sustainable Development highlighted that a number of funding streams affecting projects in the city centre had tight timescales, and although work was ongoing to minimise levels of disruption wherever possible, such timescales did create challenges and meant that it was necessary for some projects to be progressed at the same time.

RESOLVED –

- (a) That the progress which has been made since April 2016 in developing the programme of schemes for construction benefiting from the ‘Connecting Leeds’ funding, together with the subsequent public consultation responses, be noted;
- (b) That the injection of £6.1m from the City Centre Package programme (funded by the West Yorkshire plus Transport Fund) into the ‘Connecting Leeds’ programme, for the design and delivery of the Meadow Lane aspect of the Corn Exchange Gateway Scheme and its associated linkages into the city centre core, be approved;
- (c) That the injections of S106 Developer contributions of £905,564 for the Corn Exchange Gateway scheme, be approved;
- (d) That expenditure of £21.5m from the ‘Connecting Leeds’ Capital Programme, which will be used to carry out detail design and construction of the Corn Exchange Gateway, be authorised;
- (e) That it be noted, that subject to consultation with the Executive Member for Climate Change, Transport and Sustainable Development, the Chief Officer, Highways and Transportation will approve the final version of the designs for construction;
- (f) That it be noted that the public realm proposals for the Corn Exchange will also be subject to further approval when such proposals have been refined and developed.

HEALTH, WELLBEING AND ADULTS

142 The Quality of CQC Regulated Services operating in the Leeds City Council boundary

The Director of Adults and Health submitted a report detailing the progress which had been made in achieving and sustaining an improved trend in the quality of regulated services operating within the Council boundary. In addition, the report set out the work which was being undertaken within the Adults and Health directorate and with wider partners to ensure improvements in the quality of services were being maintained and provided details of the Care Quality Commission (CQC) inspection outcomes for social care providers since 2017.

Members welcomed the content of the submitted report, with emphasis being placed upon the need to continue to promote and embed good practice in

such services. A Member also specifically highlighted the positive work being undertaken in respect of Home Care provision.

In conclusion, on behalf of the Board, officers undertook to thank those teams who had been involved in the supportive actions taken to improve the quality of care provided in the independent sector.

RESOLVED –

- (a) That the steady improvement made in the quality of the regulated care sector as a result of the Council's focused action, be noted;
- (b) That it be noted that the Best Council Plan target of 80% of all CQC regulated care services be rated as 'Good' or 'Outstanding' has now been met and exceeded;
- (c) That it be noted that the Deputy Director of Integrated Commissioning will be responsible for continuing the work throughout the next year, with partners, to raise the quality of regulated adult social care services in the city;
- (d) That on behalf of the Board, officers be requested to thank those teams who have been involved in the supportive actions taken to improve the quality of care provided in the independent sector.

CHILDREN AND FAMILIES

143 Director of Children and Families

On behalf of the Board, the Chair welcomed Sal Tariq OBE to the meeting, as it was his first attendance at Executive Board following his recent appointment as Director of Children and Families.

144 Child Friendly Leeds Annual Report

The Director of Children and Families submitted a report which provided an update on the key areas of work currently being undertaken by the Child Friendly Leeds team.

In presenting the submitted report, the Executive Member for Children and Families provided further detail on a number of the initiatives being undertaken as part of Child Friendly Leeds, highlighted the role of the Child Friendly Ambassadors across the city and referenced the award for Public Services which had been presented to the Council at the National Leadership Forum for the Child Friendly Leeds city centre initiative.

Also, it was noted that the Director of Children and Families was scheduled to submit a report to the March 2020 Executive Board presenting statistical information regarding Looked after Children in Leeds.

Responding to a Member's enquiry, the Board was provided with further information regarding the Child Friendly Leeds ethos which, via a cross-directorate and multi-sector approach, aimed to improve outcomes for all

children and young people across the city, with additional focus being placed on those who were from disadvantaged backgrounds.

In response to a Member's request, officers undertook to provide Executive Members with further statistical information regarding those children and young people who were benefitting from the range of initiatives delivered as part of Child Friendly Leeds.

RESOLVED –

- (a) That the progress which has been made since 2012 on the ambition for Leeds to be a Child Friendly City, be supported;
- (b) That the work which has been developed in supporting the role and remit of the Corporate Parenting Board in terms of enriching the lives of children and young people in care and care leavers, be supported;
- (c) That the work of the Child Friendly Leeds team and the focus of the team on achieving the Council's Child Friendly ambitions, be supported;
- (d) That the partnership approach being adopted by the Child Friendly Leeds team and its partners to enhance the life experiences of children in care and care leavers through the development of an 'enrichment offer', be endorsed;
- (e) That the Enrichment Newsletter, as appended to the submitted report, which provides a more in depth understanding of the enrichment offer as it evolves, be noted;
- (f) That the broader impact which the development of the ambition has had on the Council's capacity to make progress in terms of the obsessions and priorities regarding children and families services, as expressed in the Council's Children and Young People's Plan, be supported;
- (g) That further statistical information regarding those children and young people who are benefitting from the range of initiatives delivered as part of Child Friendly Leeds be provided to Executive Members in due course.

145 Approval to Spend for the Refurbishment of the former Burley Park PRU to Support Early Years Provision and LCC Office Space

The Director of Children and Families and the Director of City Development submitted a joint report presenting the background to, and proposals regarding the refurbishment of the former Burley Park Pupil Referral Unit (PRU), and which sought authority for Capital expenditure to facilitate the construction work and for the associated fees to facilitate the refurbishment.

Members welcomed the proposals detailed within the submitted report.

RESOLVED –

- (a) That capital expenditure for the sum of £1,800,000 from Capital Scheme number 33043/000/000 for the construction work and associated fees to facilitate the refurbishment of the vacant Burley Park PRU building, be authorised, with it being noted that this sum includes the value for the refurbishment of both the nursery provision and the Leeds City Council office space together with a client held contingency commensurate with a project of this size and complexity;
- (b) That it be noted that the Asset Management and Regeneration team will be responsible for the implementation of the works as described in the submitted report;
- (c) That approval be given for Shire View to be declared as surplus to the Council's requirements.

LEARNING, SKILLS AND EMPLOYMENT

146 Determination of School Admissions Arrangements for 2021/22

The Director of Children and Families submitted a report which sought approval of the Local Authority Admissions Policy and Admissions arrangements for entry to voluntary controlled and community schools in September 2021.

Responding to a Member's enquiry regarding the high demand for secondary school places in North Leeds, the Board received further information on how such demand was linked to levels of provision in other parts of the city, with details being provided on the actions being taken to manage the situation as a whole.

RESOLVED –

- (a) That in determining the school admissions arrangements for 2021, the admissions policies for the Leeds Community and Voluntary Controlled Primary and Secondary schools, as detailed at Appendices A and B to the submitted report, be approved, with approval also being given to the one year reduction in the Published Admission Number (PAN) of Roundhay All Through School (secondary site) to 210 for 2021;
- (b) That the following be noted:-
 - (i) That the Published Admission Number (PAN) of Allerton High School has been permanently increased from 189 to 220;
 - (ii) That there are no changes to the admission policy for Primary and Junior schools;
 - (iii) The Co-ordinated schemes for admissions arrangements for entry in September 2021, as detailed at Appendices C and D to the submitted report, and that there are no changes to the 2020 arrangements other than updates to timelines and to some minor wording to ensure procedural accuracy;

- (c) That the resolutions of the Board in respect of this submitted report, as detailed within this minute, be exempted from the Call In process, for those reasons as set out in paragraph 4.5.2 of the submitted report;
- (d) That it be noted that the officer responsible for the implementation of such matters is the Lead for Admissions and Family Information Service, and that the date for implementation (i.e. determination of the policies) is no later than 28 February 2020, with the policy being published by 15 March 2020.

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

147 Outcome of consultation and request to approve funding to permanently increase learning places at Allerton Grange School from September 2021

The Director of Children and Families submitted a report presenting the outcome of a consultation exercise regarding a proposal to expand secondary school provision at Allerton Grange School and which sought a decision to fund the delivery of a scheme to create the additional learning places required.

RESOLVED –

- (a) That the publication of a Statutory Notice on a proposal to permanently expand secondary provision at Allerton Grange School from a capacity of 1200 pupils to 1500 pupils in years 7 to 11, with an increase in the admission number from 240 to 300 and with effect from September 2021, be approved;
- (b) That provisional approval for Authority to Spend (ATS) of £4.8m (based on a Department for Education (DfE) funding rate of £16,056 per new secondary place) to deliver the proposed permanent expansion of Allerton Grange School, be granted;
- (c) That it be noted that the implementation of the proposal is subject to funding being agreed based upon the outcome of further detailed design work and planning applications, as indicated at sections 4.4.1 and 4.4.3 of the submitted report, with it also being noted that the proposal has been brought forward in time for places to be delivered for 2021;
- (d) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

148 Outcome of consultation to establish a new specialist free school in Headingley from September 2021

Further to Minute No. 107, 25th November 2019, the Director of Children and Families submitted a report presenting the outcome of the consultation exercise undertaken regarding a proposal to establish a new 150-place specialist free school for children and young people aged 4-16 at Rose Court, Buckingham Road, Headingley, and which sought permission to launch the competition stage of the free school presumption process in order to identify a preferred sponsor to run the new school.

RESOLVED –

- (a) That the outcome of the consultation exercise undertaken on the proposal to establish a new 150-place specialist free school for children and young people aged 4-16 at Rose Court, Buckingham Road, Headingley, be noted;
- (b) That the commencement of a free school presumption process under the terms as set out in the Education and Inspections Act 2006 (section 6A), which allows the Local Authority to launch a competition seeking to identify a preferred sponsor to run the new free school, be approved;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

COMMUNITIES

149 Addressing Food Poverty in Leeds: Ensuring Residents have Access to Affordable, Nutritious Food

The Director of Communities and Environment and the Director of Adults and Health submitted a joint report presenting information regarding the current position in respect of food poverty in the city and which outlined a number of areas in which the Council was working with partners in the voluntary, health and private sectors to address this issue.

RESOLVED –

- (a) That the work undertaken to tackle food poverty and insecurity, as set out within the submitted report, be noted, and that the partnerships and joint working established to support families out of poverty, be acknowledged;
- (b) That the work of the Leeds Food Partnership be endorsed, with it being noted that this group helped Leeds achieve the Bronze Sustainable Food Cities Award in 2019 and is working on an action plan for partners across the city to achieve the Silver Sustainable Food Cities award in 2021;
- (c) That the concerns around residents' ability to access a reliable and sustainable quantity of affordable, nutritious food, as outlined in the submitted report, be noted, together with the ways in which the Council

and partners can do more to improve co-ordination, awareness and access to food provision.

150 Director of Public Health

On behalf of the Board, the Chair paid tribute to and extended her thanks to Dr. Ian Cameron, as he was attending his final Board meeting prior to retiring from his position as Director of Public Health.

INCLUSIVE GROWTH AND CULTURE

151 2020/21 Revenue Budget and Council Tax report, including reports on the Capital Programme and Treasury Management Strategy

Further to Minute No. 128, 7th January 2020, the Chief Officer, Financial Services, submitted a suite of reports regarding: proposals for the City Council's Revenue Budget for 2020/21 and the Leeds element of the Council Tax to be levied during the same period; proposals regarding an updated Capital Programme for 2020-2024 and also a proposed updated Treasury Management Strategy for 2020/21.

(A) 2020/21 Revenue Budget and Council Tax

RESOLVED -

- (a) That Council be recommended to note the recommendation of the Council's statutory officer (the Chief Officer – Financial Services) that the proposed budget for 2020/21 is robust and that the proposed level of reserves is adequate, as set out at Section 12 of the submitted report;
- (b) That Executive Board recommends to Council the adoption of the following:-
- (i) That the revenue budget for 2020/21 totalling £525.7m, be approved. This means that the Leeds element of the Council Tax for 2020/21 will increase by 1.99% plus the Adult Social Care precept of 2%. This excludes the Police and Fire precepts which will be incorporated into the report to be submitted to Council on the 26th February 2020;
 - (ii) That approval be given to grants totalling £65.7k to be allocated to parishes;
 - (iii) That approval be given to the strategy at Appendix 9 of the submitted report in respect of the flexible use of capital receipts;
 - (iv) That in respect of the Housing Revenue Account, Council be recommended to approve the budget with:-
 - An increase of 2.7% (CPI+1%) in dwelling rents;
 - A 2.4% RPI increase in charges for all District Heating schemes;
 - The service charges for low/medium and multi-storey flats being increased by RPI of 2.4%;
 - The charge for tenants who benefit from the sheltered support service being increased to £14.71 per week to

- reflect full cost recovery. The charge being eligible for Housing Benefit;
 - The subsidy for tenants who are not eligible for benefits but receive the sheltered support service being set at £4.71 per week. Therefore the amount payable by these tenants will increase from £8 per week to £10 per week;
 - Any overall increase to tenants in respect of rents, service and sheltered support being no more than £3.50 per week.
- (v) That in respect of the Schools Budget, approval be given to the High Needs Block budget for 2020/21, as set out in paragraph 5 of the Schools Budget Report as detailed at Appendix 8 of the submitted report;
- (c) That Executive Board's approval be given to authorise officers to grant relief against business rates liability in line with Business Rates Information Letter (1/2020), for which the Council will be fully compensated for any loss of income;
- (d) That Executive Board's thanks be conveyed to Scrutiny Boards for the comments and observations made as part of Scrutiny's consideration of the Council's Initial Budget Proposals.

(B) Capital Programme Update 2020 – 2024

RESOLVED –

- (a) That Executive Board recommends to Council:
- (i) the approval of the Capital Programme for 2020-2024 totalling £2,009.9m, including the revised projected position for 2019/20, as presented in **Appendix A** to the submitted report;
 - (ii) the approval of the MRP policy statement for 2020/21 as set out in **Appendix C** to the submitted report; and
 - (iii) the approval of the Capital and Investment Strategy as set out in **Appendix D** to the submitted report;
- (b) That Executive Board approval be given to the following injections into the Capital Programme:-
- £146.0m of annual programme injections as set out in **Appendix A(iii)** and listed at **Appendix A(iv)** of the submitted report, to be funded by £129.7m Leeds City Council borrowing and £16.3m of specific resources;
 - £75.9m of major programme injections, as set out in **Appendix A(iii)** and listed at **Appendix A(iv)** of the submitted report, to be funded by £54.1m Leeds City Council borrowing and £21.8m of specific resources;
 - £322.2m of other injections, primarily relating to the roll forward of the HRA Programme and annual capital grant allocations, as set out in **Appendix A(iii)** of the submitted report, to be fully funded by specific resources.

- (c) That it be noted that the above resolutions to inject funding of £544.1m will be implemented by the Chief Officer (Financial Services).

(C) Treasury Management Strategy 2020/21

Members extended their thanks to finance officers for the work that had been undertaken in the re-profiling of the Authority's borrowing, with the financial benefits for the Council being noted.

Responding to a Member's request for further information on the London Inter Bank Overnight Rate (LIBOR) dispute as referenced within the submitted report, officers undertook to provide the Member in question with a separate briefing on such matters.

RESOLVED -

- (a) That the Treasury Strategy for 2020/21, as set out in Section 3.3 of the submitted report be approved by the Executive Board, and that the review of the 2019/20 strategy and operations, as set out in Sections 3.1 and 3.2, be noted;
- (b) That the proposals for forward funding, as detailed in 3.3.6 to 3.3.9 of the submitted report, be noted by Executive Board;
- (c) That full Council be recommended to set the borrowing limits for 2019/20, 2020/21, 2021/22 and 2022/23, as detailed in Section 3.4 of the submitted report and to note the changes to both the Operational Boundary and the Authorised limits;
- (d) That full Council be recommended to set the treasury management indicators for 2019/20, 2020/21, 2021/22 and 2022/23, as detailed in Section 3.5 of the submitted report;
- (e) That full Council be recommended to set the investment limits for 2019/20, 2020/21, 2021/22 and 2022/23, as detailed in Section 3.6 of the submitted report.

(The matters referred to in Minute Nos. 151 (A)(a) – 151(A)(b)(v) (Revenue Budget and Council Tax); 151(B)(a)(i) – 151(B)(a)(iii) (Capital Programme) and 151(C)(c) – 151(C)(e) (Treasury Management Strategy), given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

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

RESOURCES

152 Best Council Plan 2020 to 2025

Further to Minute No. 131, 7th January 2020, the Director of Resources and Housing submitted a report presenting the Best Council Plan for 2020 to 2025 for the Board's consideration and approval that it be recommended for adoption by Council on 26th February 2020.

RESOLVED –

- (a) That full Council be recommended to adopt the Best Council Plan 2020 to 2025, as detailed at annexe 1 to the submitted report, at its meeting on 26th February 2020;
- (b) That Scrutiny Boards and others be thanked for their comments throughout the development and consultation processes which have informed the proposed Plan;
- (c) That, subject to the Best Council Plan being adopted by Council on 26th February 2020, it be noted that further development and graphic design work will take place prior to the publication and launch of the Best Council Plan 2020 to 2025 around 1st April 2020.

(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)

153 Financial Health Monitoring 2019/20 – Month 9 (December)

The Chief Officer (Financial Services) submitted a report which presented the Council's projected financial health position for 2019/20 as at Month 9 (December 2019) of the financial year.

Responding to a Member's enquiry, the Board received further information on the causal factors regarding the deficit position in respect of the Business Rates Collection Fund, as at month 9 of the financial year, together with the actions being taken to correct the position in future years.

In response to a Member's enquiry on the Council's current underspend regarding the Early Years block of the Dedicated School Grant (DSG), the Board received further information on how the underspend occurred, which related to the disparity between how the Government calculated funding and the payments made by the Council. Also, it was noted that given the underspend, consideration was being given to potentially increasing the hourly rate paid in 2020/21 to childcare providers in the city. However, it was also noted that the Council was permitted to use DSG block underspends to offset over-spending blocks, and as such the correct balance needed to be struck.

RESOLVED –

- (a) That the projected financial position of the Authority as detailed within the submitted report, as at Month 9 of the 2019/20 financial year, be noted;
- (b) That with regard to the risk that the budgeted level of capital receipts may not be receivable in 2019/20, the progress which has been made to date and the fact that work is ongoing to identify budget savings proposals which will contribute towards the delivery of a balanced budget position in 2019/20, be noted.

154 North and West Yorkshire Business Rates Pool

The Chief Officer (Financial Services) submitted a report which provided an update on the successful application for a new 2020/21 North and West Yorkshire 50% Retention Business Rates Levy Pool and which sought agreement to: the formation of a new Joint Committee to oversee that Pool; the associated governance arrangements and also the Leader's position on the Joint Committee.

RESOLVED –

- (a) That the update on the new 2020/21 North and West Yorkshire Business Rates Pool, as detailed within the submitted report, be noted;
- (b) That the revoking of the 2019/20 North and West Yorkshire 75% Retention Business Rates Pool on 31st March 2020 be noted, and that agreement be provided to disband the current North and West Yorkshire Pool Joint Committee on the same date;
- (c) That agreement be given to appoint the Leader to a new Joint Committee to oversee the new 2020/21 North and West Yorkshire Business Rates Pool, with such a Joint Committee consisting of the Leaders of the Authorities as specified in paragraph 3.3.3 of the submitted report and to have the Terms of Reference as set out in Appendix C;
- (d) That the Memorandum of Understanding for the 2020/21 North and West Yorkshire Business Rates Pool, as presented at Appendix B to the submitted report, be noted and agreed;
- (e) That the Terms of Reference for the 2020/21 North and West Yorkshire Business Rates Pool Joint Committee, as presented at Appendix C to the submitted report, be noted and approved;
- (f) That the City Solicitor be delegated with the necessary authority to seek the formal agreement of the other 12 members of the Pool to the new arrangements.

DATE OF PUBLICATION: FRIDAY, 14TH FEBRUARY 2020

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY 21ST FEBRUARY 2020

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th March, 2020

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EXECUTIVE MEMBER PRIVATE CONSULTATION MEETING

WEDNESDAY, 18TH MARCH, 2020

PRESENT: Councillor J Blake in the Chair
(REMOTELY)
Councillors A Carter, R Charlwood,
D Coupar, S Golton, J Lewis, L Mulherin,
J Pryor, M Rafique and F Venner

Following the cancellation of the 18th March 2020 Executive Board meeting due to the restrictions placed upon public gatherings and social contact due to the outbreak of Coronavirus, a private consultative meeting of the Executive together with Corporate Leadership Team was held and attended remotely to enable a consultation exercise to be undertaken ahead of any officer delegated decisions arising from the Executive's recommendations:

INCLUSIVE GROWTH AND CULTURE

1 Devolution Deal for West Yorkshire - Review of Governance Arrangements

In noting the submission of the report of the Chief Executive entitled, 'Devolution Deal for West Yorkshire – Review of Governance Arrangements', it was

AGREED – That this matter be deferred for further consideration next week.

2 Our Spaces Strategy - Outcome of Engagement and Strategy Update

The Executive Member for 'Inclusive Growth and Culture' introduced the report of the Director of City Development providing an update on the 'Our Spaces' Strategy by sharing the key findings from the public engagement exercise on the draft strategy and confirming what had changed in response to that feedback. In addition, Members' views were sought on the updated version of the Strategy and on the publication of it.

In considering the report, it was requested that consideration be given to the ways in which the accessibility of public realm and greenspaces across all communities in the city could be maximised.

RECOMMENDED –

- (a) That the outcomes of the public engagement exercise undertaken on the draft 'Our Spaces' Strategy be noted, with the changes made to the strategy to reflect the feedback also being noted;
- (b) That the final version of the 'Our Spaces' Strategy, as appended to the submitted report, be approved, and that the publication of 'Leeds: Our Spaces Strategy (city centre version)' be endorsed;

- (c) That the 'Our Spaces' projects which have been delivered over the last year since the launch of the public engagement, be noted, together with those in the pipeline for delivery at a future point in time;
- (d) That it be noted that the Director of City Development is responsible for overseeing the delivery of the 'Our Spaces' strategy and related Leeds City Council projects, with it also being noted that it is anticipated that proposals for public realm at the Corn Exchange, Meadow Lane and City Square will be presented to Executive Board in 2020/21.

RESOURCES

3 Financial Health Monitoring 2019/20 - Month 10

The Executive Member for 'Resources' introduced the report of the Chief Officer (Financial Services) which set out the Council's projected financial health position for the 2019/20 as at Month 10 of the financial year.

Responding to an enquiry, it was undertaken that Executive Members would be kept informed of the financial implications for the Council arising from the ongoing situation in respect of COVID-19, and also regarding the actions being taken to address the currently projected overspend in the Children and Families directorate.

RECOMMENDED –

- (a) That the projected financial position of the Authority, as at Month 10 (January) of the 2019/20 financial year, be noted;
- (b) That in regard to the risk that the budgeted level of capital receipts may not be receivable in 2019/20, approval be given to the use of the Council's general reserve to fund any shortfall in the level of capital receipts receivable when compared to budgeted assumptions;
- (c) That it be noted that an update on the position regarding capital receipts and any amount required from the general reserve will be confirmed in the provisional and final outturn Financial Health reports which are timetabled to be received at April 2020 and June 2020 Executive Boards respectively, with it also being noted that the officer responsible for the implementation of the above resolutions is the Chief Officer Financial Services.

4 Improving Air Quality in the City (Clean Air Zone Update)

The Executive Member for 'Resources' introduced the joint report of the Director of Resources and Housing and the Director of City Development providing an update on both the implementation and operational aspects of the Clean Air Charging Zone (CAZ). The report also sought Members' views on progressing the necessary variations to the CAZ Charging Order.

In considering the report and acknowledging the current position regarding COVID-19, Members supported the recommendation to make the necessary

variations to the CAZ Charging Order, as detailed, and further consider the 'go live' date when appropriate.

RECOMMENDED –

- (a) That the variation to the Leeds Clean Air Zone Charging Order, as set out in paragraph 3.52 of the submitted report, be approved;
- (b) That Members will further consider the 'go live' date when appropriate, in light of the current position regarding COVID-19.

5 Disposal of the Lisbon Street Site, Leeds

The Executive Member for Resources introduced a report of the Director of City Development which canvassed Members on the selection of both a preferred and a reserve bid for the disposal of the Lisbon Street site and also on proceeding to contract.

It was brought to Members' attention that a late bid had been received, which they took into consideration in coming to their conclusions.

In considering the submitted report and appendices, it was requested that Executive Members would be kept informed of developments regarding the proposals for this site.

RECOMMENDED –

- (a) That the selection of the preferred and reserve bid, as identified in section 5.1 of exempt appendix 2 to the submitted report, be approved, and that the remaining shortlisted bids be rejected;
- (b) That officers be requested to progress negotiations with the preferred bidder in order to agree detailed heads of terms, on the basis of the offer received, and enter into a suitable legal agreement;
- (c) That the necessary authority to approve any amendment to the heads of terms relating to the offer, and/or revert to the reserve bidder, be delegated to the Director of City Development, subject to such delegated authority being in consultation with the Executive Member for Resources.

CLIMATE CHANGE, TRANSPORT AND SUSTAINABLE DEVELOPMENT

6 Redevelopment of City Square

The Executive Member for 'Climate Change, Transport and Sustainable Development' introduced a report of the Director of City Development providing information on and which sought Members' views on a proposal to commission a design competition to determine design options for the potential redesign of City Square.

In considering the submitted report, Members received further indicative financial information for the project, and in terms of proposed processes, Members were advised that the intention would be to appoint a design

advisor, with Members supporting a proposal for the design brief to be submitted to Executive Board at the appropriate time.

RECOMMENDED –

- (a) That the commissioning of a Royal Institute of British Architects (RIBA) led design competition to determine design options for the future redesign of City Square, be approved;
- (b) That it be noted that a design brief is to be developed with RIBA to support the design competition, with it being agreed that the design brief be submitted to Executive Board at the appropriate time;
- (c) That it be noted that the Director of City Development is responsible for overseeing the delivery of the re-design of City Square;
- (d) That it be noted that the outcome of the design competition will be presented back to Executive Board for consideration and endorsement of the preferred bidder.

7 Morley Town Deal

The Executive Member for 'Climate Change, Transport and Sustainable Development' introduced a report of the Director of City Development providing details of the government's Towns Fund and advising of the opportunity to develop an investment plan for Morley that could enable access up to £25m of this funding.

In responding to an enquiry, Members were provided with assurances regarding the local involvement in the process and with regard to local representation on the Morley Town Deal Board.

RECOMMENDED –

- (a) That the Council's role as accountable body in developing a Morley Town Investment Plan, be supported;
- (b) That the principles of governance and membership, as set out at paragraphs 3.5 – 3.17 of the submitted report be agreed, and that the necessary authority be delegated to the Director of City Development, to enable the Director, in consultation with Executive Member for Climate Change, Transport and Sustainable Development, to establish and support the operation of a Morley Town Deal Board;
- (c) That the boundary, as shown at Appendix 1 to the submitted report, be agreed as the defined area for the Morley Town Deal;
- (d) That a further report be submitted to the Executive Board to validate and approve the Morley Town Investment Plan prior to its submission to government.

HEALTH, WELLBEING AND ADULTS

8 Leeds Mental Health Strategy

The Executive Member for 'Health, Wellbeing and Adults' introduced a report of the Director of Adults and Health which presented the new all-age Leeds Mental Health Strategy, outlined the consultation and engagement processes undertaken, and which set out the next steps required to deliver this strategy.

In considering the submitted report, Members noted comments made regarding the likely impact upon mental health services arising from the COVID-19 outbreak, and separately, regarding workforce levels and recruitment.

RECOMMENDED –

- (a) That the Mental Health Strategy and the associated Delivery Plan, as appended to the submitted report, be supported;
- (b) That the vision of a collective and unified system-wide approach towards mental health and its fit with the Leeds Health and Wellbeing Strategy and Leeds Health and Care Plan, be supported;
- (c) That the citizen and wider stakeholder engagement which has informed the development of the strategy and the priorities set out within it, be noted;
- (d) That the ongoing work being undertaken to engage the Leeds business sector as mindful employers, be noted.

9 Update on Leeds City Council's Preparations for Coronavirus (Covid-19) Outbreak

The Executive Member for 'Health, Wellbeing and Adults' introduced a report of the Director of Public Health providing an update on the preparations that the Leeds Health and Social Care system and Leeds City Council, working with broader partners, was making in response to the cases of Coronavirus (COVID-19) in Leeds.

It was highlighted that given the fast paced nature of this issue, an updated report was provided to Board Members for their consideration on 16th March 2020.

The Director of Public Health provided an update on the current position nationally and in Leeds, together with details of the arrangements in place across the city to deal with the outbreak.

Members discussed the current position regarding school provision across the city, the need for the Council's strategy to adapt to the changing situation, the current position regarding Council employees and the continuity plans which were in place regarding service provision.

Emphasis was placed upon the need to ensure the safeguarding of the most vulnerable in the community during such challenging times, with further information on this being provided at the meeting.

Members also received further information on the actions being taken to harness the growing levels of volunteers looking to assist across communities, with Members requesting that Ward Councillors continue to receive up to date information regarding any impact that the outbreak was having upon Council services and also on how volunteers could become involved.

Emphasis was placed upon the importance of the communications strategy for Members and their respective communities as a whole, and responding to an enquiry, officers undertook to look into incorporating helpful information on the corporate Council email footer.

Consideration was also given to how the Council's response to the outbreak was being managed across directorates.

RECOMMENDED –

- (a) That the national context and local response to the coronavirus (COVID-19) outbreak, which was up to date at the time of writing on 15 March 2020, be noted;
- (b) That the response and recovery plan, together with the governance arrangements, as set out in the submitted report and appendix, be agreed;
- (c) That the verbal update, as provided to the Executive, be noted.

CHILDREN AND FAMILIES

10 Children Looked After

The Executive Member for 'Children and Families' introduced a report of the Director of Children and Families providing an update on the national and local pressures on Children's Services which had led to an increase in the number of children being taken into care nationally. The Executive Member outlined the approach being taken in Leeds to address such challenges which has led to less of an increase than the rest of the country and a specific decrease in the number of children coming into care from our most deprived neighbourhoods.

RECOMMENDED –

- (a) That the contents of the submitted report, be noted;
- (b) That the proposed approach for the next stage of the strategy, which will be progressed by the Director of Children and Families over the next 12 months, be endorsed, with it being noted that a further update will then be provided to Executive Board.

LEARNING, SKILLS AND EMPLOYMENT

11 Disability Equality Improvement Work

The Executive Member for 'Learning, Skills and Employment' introduced a report of the Director of Communities and Environment outlining the range of current work which was taking place across the Council to support disabled people and which looked to make services disability accessible.

RECOMMENDED –

- (a) That the current and ongoing work being undertaken across the Council to support disabled people and to make services disability accessible, as presented within the submitted report, be noted;
- (b) That the continuation of the Council's approach towards tackling disability inequality and improving disability inclusion, be endorsed;
- (c) That work to develop a cross-Council action plan on Disability Equality be endorsed, with an annual progress report being submitted to Executive Board in March 2021;
- (d) That it be noted that the responsibility for the resolutions above and the development of the Disability Equality Action Plan will rest with the Director of Communities and Environment.

12 The Great Jobs Agenda, Anchor institutions and The Living Wage Foundation Living Wage

The Executive Member for 'Learning, Skills and Employment' introduced a joint report of the Director of Resources and Housing and the Director of City Development highlighting the measures that the Council had taken both as an employer and through its place based leadership role, to meet and promote the standards of the 'Great Jobs Agenda' campaign.

In considering the report, it was highlighted that liaison would continue with Executive Members regarding the challenges faced in the employment market as a result of the COVID-19 outbreak and the actions being taken.

RECOMMENDED –

- (a) That support continue to be provided for the aims of the Great Jobs Agenda, with support also being given for the Council continuing to seek to meet the standards regarding the provision of better jobs that offer a living wage and good working conditions;
- (b) That the aligned strategies and place based programmes currently being progressed under the Leeds Inclusive Growth Strategy to engage with the Leeds Anchors Network and a wider range of employers to provide good employment, be noted;
- (c) That the approach being taken towards securing the Council's Living Wage Foundation accreditation as a Living Wage Employer, together with the work being undertaken to tackle low pay and in-work poverty

through the Living Wage Foundation's Living Wage Places model, which will promote Leeds as a Living Wage City, be endorsed;

- (d) That it be noted that the officer responsible for all employment issues within the Council, including engagement with the trade unions is the Chief Officer Human Resources, with it also being noted that the officers responsible for the aligned intervention to support wide employer engagement, as outlined in the submitted report, are the Chief Officer Economic Development and the Chief Officer Employment and Skills.

COMMUNITIES

13 Locality Working - Update on Progress and Key Developments in 2019

The Executive Member for 'Communities' introduced a report of the Director of Communities and Environment which provided an update on the Locality Working place based approach being taken to tackle poverty, reduce inequality and address vulnerability in some of the poorest neighbourhoods in Leeds.

RECOMMENDED –

- (a) That the contents of the submitted report, be noted;
- (b) That the positive comments of the Environment, Housing and Communities Scrutiny Board on the strong progress made to date, be noted;
- (c) That the Executive Member for Communities be requested to work with the Chair of the Environment, Housing and Communities Scrutiny Board to consider the engagement of other Scrutiny Boards in this work;
- (d) That the Director of Communities and Environment and the Director of Resources and Housing be requested to consider the implications of the work to date for organisational development in the Council;
- (e) That the Directors of Communities and Environment; Housing and Resources; and City Development be requested to consider the implications of the progress made to date for further improving the connectivity of the city's most disadvantaged neighbourhoods to economic opportunities and aligning capital investment programmes.

14 Community Hubs - Update

The Executive Member for 'Communities' introduced a report of the Director of Communities and Environment providing an update on the roll out of the Community Hub programme and which provided information regarding proposals in respect of the Phase 3, Year 3 Community Hub programme.

RECOMMENDED –

- (a) That the contents of the submitted report, specifically the progress which has been made on delivering the Community Hubs as part of Phase 1, Phase 2, Phase 3 and the Mobile Community Hub approach, be noted;
- (b) That the injection of £2.73m for Phase 3 - Year 3 (2020/21) schemes of the Community Hub programme, be noted, with it also being noted that the Senior Community Hub Development Manager is responsible for submitting updated business cases for individual Hub schemes that will require authority to spend, in line with the current capital approvals process;
- (c) That it be noted that a further Phase 3 business case will be submitted by the Senior Community Hub Development Manager around February/March 2021 to request a further injection of funding for the remaining Phase 3 Projects.

15 Council Housing Growth Programme - Off the Shelf New Build Property Acquisitions

The Executive Member for 'Communities' introduced a report of the Director of Resources and Housing which set out proposals for increasing the delivery of affordable housing through the Council Housing Growth Programme across the city, which would be done by working with a range of partners to purchase 'off the shelf' new build properties.

During the consideration of the submitted report and appendices, Members received further information regarding the acquisition cost for the first batch of houses.

RECOMMENDED –

- (a) That the establishment of a new programme of off the shelf, new build property acquisitions, with an initial target of purchasing 150 homes from a range of partners over the next 3 years, be approved, with the proposed investment of £30m also being approved;
- (b) That having taken into consideration a breakdown of the associated costs and the terms of the acquisitions, as detailed in exempt Appendix A, the necessary authority to complete on the purchases, together with the relevant 'Authority to Spend' in relation to the first batch of 21 acquisitions in Killingbeck and Seacroft ward, be granted;
- (c) That decisions which are required to acquire future batches of properties, be delegated to the Director of City Development, with the necessary authority also being provided to the Director of City Development to enable the Director to authorise any variations to the terms of the acquisition in relation to the initial batch;

- (d) That the use of retained right to buy receipts and/or any funding bids required to optimise the funding mix for each batch of acquisitions, be supported, and that the necessary authority be delegated to the Director of Resources and Housing to enable the Director to make decisions about the specific funding mix for each batch of properties together with the relevant 'Authority to Spend' for the same.

ENVIRONMENT AND ACTIVE LIFESTYLES

16 City Centre Park Delivery

The Executive Member for 'Environment and Active Lifestyles' introduced a joint report of the Director of City Development and the Director of Communities and Environment seeking support on measures that would bring forward the delivery and secure the management of the long standing City Centre Park ambition and seeking endorsement of the related delivery of the Sovereign Street footbridge.

During the consideration of the submitted report and appendices, Members received further information in response to an enquiry which had been received linked to the delivery of the city centre park regarding highways matters.

RECOMMENDED –

- (a) That the progress being made on the delivery of the city centre park across both phases, as detailed within the submitted report, be noted;
- (b) That the detailed terms of the proposed legal agreements between the Council and Vastint, as set out within exempt appendix 5 to the submitted report, for the maintenance and operation of the park, be agreed;
- (c) That the necessary authority be delegated to the Director of City Development, in consultation with the Director of Communities and Environment and the Director of Resources and Housing, to enable the Director to make any future decisions on the management and maintenance of the city park, and also to approve the Council entering into all necessary legal agreements and ancillary documents to facilitate the establishment and future maintenance and operation of the city park;
- (d) That the proposed next steps on the disposal of Council land at Meadow Lane, be agreed, and that the necessary authority be delegated to the Director of City Development to enable the Director to determine and implement the disposal as per the principles contained within paragraphs 3.26-3.28 of the submitted report;
- (e) That a report be submitted to a future Executive Board on the detailed design of the Meadow Lane green space and Sovereign Square Footbridge;

- (f) That it be noted that the Council's revenue contributions towards the maintenance of the park to Green Flag standards will be approved on an annual basis as part of the budget setting process, as per the terms set out in exempt appendix 5 to the submitted report, with it also being noted that the Director of Communities and Environment will be responsible for overseeing the maintenance of the park.

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EXECUTIVE MEMBER PRIVATE CONSULTATION MEETING

WEDNESDAY, 25TH MARCH, 2020

PRESENT: Councillor J Blake in the Chair
(REMOTELY)
Councillors A Carter, R Charlwood,
D Coupar, S Golton, J Lewis, J Pryor,
M Rafique, and F Venner

APOLOGIES: Councillor L Mulherin

Due to the recent restrictions placed upon public gatherings and social contact as a result of the outbreak of Coronavirus, a private consultative meeting of the Executive together with Corporate Leadership Team was held and attended remotely. This was to enable a consultation exercise to be undertaken with the Executive on the submitted report, so that the recommendations of the Executive could be taken into consideration as part of any related officer delegated decisions made in the future.

INCLUSIVE GROWTH AND CULTURE

1 DEVOLUTION DEAL FOR WEST YORKSHIRE - REVIEW OF GOVERNANCE ARRANGEMENTS

The Executive Member for 'Inclusive Growth and Culture' introduced a report of the Chief Executive which sought Member endorsement of the "minded to" Deal, as appended to the submitted report, of a statutory Review to be undertaken jointly by Constituent Councils and the Combined Authority, and for a further report to be prepared in due course to include a draft Scheme of governance for consideration.

Members received a summary and an update on the key points of the devolution deal.

It was acknowledged that although the process would be moved forward in line with the current timeframe wherever possible, slippage in the decision making timescales may be required, due to the current position regarding the Coronavirus outbreak. Regardless of any slippage that may occur, the key importance of ensuring and maintaining plans for appropriate and robust scrutiny, formal Member debate and public consultation on the deal was highlighted.

Members discussed, raised enquiries and received further information on a number of specific issues which included:

- proposed processes regarding spatial planning powers and compulsory purchasing powers;
- the key role of scrutiny by relevant parties in the development of the deal;

- the current position regarding the accessibility of funding for Mayoral Combined Authorities and whether any slippage in the current timeframe due to the Coronavirus outbreak would affect West Yorkshire's ability to access appropriate funding during this time;
- the implications of the deferral of the 2020 Police and Crime Commissioner elections;
- proposed powers regarding public transport, with specific reference to bus service provision – with the ongoing work and liaison with relevant parties in this area being noted;
- proposed powers that a Mayoral Combined Authority would have regarding income generation, together with accessibility to funding streams;
- the ongoing work being undertaken with other Local Authorities regarding the implications of the deal for constituent Councils;
- the role of Opposition representation on the Mayoral Combined Authority;
- the potential for the further devolution of powers, where appropriate and agreed, in the future.

Further to such discussion, officers undertook to provide a briefing note to Executive Members on several key matters raised.

In conclusion, Executive Members' endorsement of the recommendations in the submitted report was sought. The Members present provided their endorsement, with Cllr A Carter providing his endorsement, subject to the specific caveats which he had raised during the discussion, and it was

RECOMMENDED –

- (a) That the Deal agreed, as attached as Appendix 1 to the submitted report, be noted and endorsed;
- (b) That agreement be given for Leeds City Council to be party, together with the Combined Authority and the other four constituent Councils of Bradford, Calderdale, Kirklees and Wakefield to a Review of the Combined Authority's constitutional arrangements and of the functions carried out by the Combined Authority over its area, as set out in section 3 of the submitted report and pursuant to S111 of the Local Democracy, Economic Development and Construction Act 2009;
- (c) That authority be provided to the Combined Authority's Managing Director, to enable the Managing Director, in consultation with the Chief Executive of each constituent Council, to carry out the Review on behalf of each constituent Council and the Combined Authority;
- (d) That authority be provided to the Combined Authority's Managing Director, to enable the Managing Director, in consultation with the Chief Executive of each constituent Council, and on behalf of each constituent Council and the Combined Authority, to prepare a draft Scheme for consideration by the constituent Councils and the Combined Authority, subject to the outcome of the Review;

- (e) That in acknowledging the comments made regarding timeframes during the discussion, the provisional timetable, as set out in Appendix 4 to the submitted report together with the next steps, be noted, which includes, if appropriate, the submission of a summary of the consultation to the Secretary of State by the end of July 2020, so that a mayoral combined authority model and associated changes may be adopted and implemented by May 2021, as set out in the Deal;
- (f) That the necessary authority be delegated to the Chief Executive, to enable the Chief Executive, in consultation with the Leader of Council to take any action and decisions necessary which would ordinarily be taken by Executive Board, to ensure progress of the required statutory process and procedural steps for the timely progression of the Deal. With such authority only being exercised if there is disruption / cancellation of Executive Board / Council meetings, and it excludes authority to take the decision to give the Council's required consent to an Order;
- (g) That the recommendation to exempt these matters (had they have been determined by Executive Board) from the Call In process on the grounds of urgency, as set out in paragraph 4.5.3 of the submitted report, be noted and endorsed;
- (h) That officers be requested to provide a briefing note to Executive Members covering the relevant key points raised during the consideration of the submitted report.

(As above, Councillor A Carter provided his endorsement to the above recommendations, subject to the specific caveats which he had raised during the discussion)

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Report of Director of City Development

Report to Executive Board

Date: 22 April 2020

Subject: Regent Street Flyover Essential Maintenance Funding

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name(s) of ward(s): Little London and Woodhouse; Hunslet and Riverside; Beeston and Holbeck; Armley; and Burmantofts and Richmond Hill	
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the decision be open for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number:	
Appendix number:	

Summary

1. Main issues

- Regent Street Flyover is a reinforced concrete structure, built in the late 1960s, that carries the A64(M) Inner Ring Road (IRR). Similarly to other concrete structures of this age, the structure suffers from a number of problems, including deterioration of the load-bearing capacity of critical elements. Extensive feasibility work has concluded that the most cost-effective and beneficial solution is to replace the existing structure.
- Leeds City Council submitted a bid for external funding to the Department for Transport (DfT) Local Highways Maintenance Challenge Fund on 31st October 2019 and a decision was expected in December 2019. The DfT have now confirmed that a decision is not expected before summer 2020.
- The urgent need for this work to be carried out has been raised with the Department for Transport on multiple occasions over the last 12-18 months and was raised with Leeds MPs at a meeting earlier this year.
- Owing to the continued deterioration of the structure and the commencement of other impactful works across the city over the next 12 months, intervention is required now to preserve the resilience of the A64(M) Inner Ring Road and the wider city network. The report seeks Executive Board approval to authorise the procurement of the design and build contract via the Scape Civil Engineering contract, allow works to proceed and press The Department for Transport for a positive decision in the summer.

- Over the next 5-10 years, Leeds city centre will be the focus of major changes through a series of infrastructure investments aimed at betterment and transformation of public transport and public realm. The reliability of Regent Street Flyover is fundamental to the resilience of the highway network during construction of this extensive programme of works.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

The Regent Street Flyover scheme is designed to align with the following Leeds City Council's Best City priorities as laid down in the Best Council Plan 2019/20 – 2020/21:

Sustainable Infrastructure

- Delivers renewed and reliable infrastructure, reducing maintenance needs, and the cost and congestion associated with manging condition-related risks on the Inner Ring Road.
- Delivers improved resilience of this key element of the city's infrastructure.
- Through the wider Meadow Lane, Bishopgate Street, Armley Gyratory, Regent Street and City Square (MBARC) combined programme, facilitates the overall reduction in through traffic within the city centre, City Square and the around the train station.

Inclusive Growth

- Delivers the major regeneration of dated and deteriorating highway infrastructure.
- Boosts the local economy through social investment and locally-sourced workforce.
- Facilitates business rate growth and entices new investment by upgrading public infrastructure.
- Delivery of the scheme facilitates refreshing key public spaces within the city centre core, through the wider MBARC programme.

3. Resource Implications

- The total cost to design and implement the scheme is £31.0m of which £20.4m has been requested within the bid submission to the DfT Local Highways Maintenance Challenge Fund. Until a decision is made on this allocation and following discussions with finance colleagues last year, it is now recommended that Leeds City Council bring forward £4.7m of LCC borrowing injected by Full Council in Feb 2020 to financial year 2020/21. It is anticipated that, should the Challenge Fund bid be successful and funds received, this borrowing will be replaced by DfT funding.
- Leeds City Council's funding contribution has been injected into the Capital Programme by Full Council in February 2020.
- Should the funding bid submission to DfT expected in the Summer be unsuccessful, Leeds City Council will fund the works from borrowing of £26.4m and Local Transport Plan funding of £4.6m.
- Reduced risk of Contractor conflict between individual schemes and improved management of the local highway network throughout the programme. A combined MBARC programme will increase Contractor agility and reduce the likelihood of incurring associated stand down costs.
- Internal staff resource required to manage the MBARC programme is not as great as that required to manage the projects individually.

- Early commercial input and market access via the Contractor to provide cost and quality surety and achieve timely, cost-effective and buildable solutions.
- Reduced risk of a lack of contractor interest in a buoyant market and failure to deliver to ambitious timescales.

Recommendations

Executive Board is recommended to:

- i) Note the decision by Full Council in February 2020 to inject LCC borrowing into the capital programme of £23.0m for the Regent Street Flyover Maintenance Scheme alongside the existing £8.0m within the Highways Bridges & Structures Programme giving a total funding package of £31m.
- ii) Authorise the procurement of the design and build contract via the Scape Civil Engineering Framework.
- iii) Request the Leader of Council write to the Secretary of State to express concerns with the delay of the bid decision and seek clarification on timescales.
- iv) Agree that the Director of City Development proposes to inject external bid funds into the Capital Programme upon receipt of the relevant approvals in accordance with his existing delegated authority.
- v) Authorise the total expenditure of £31.0m for the design and implementation of the Regent Street Flyover Essential Maintenance Scheme funded from £26.4m LCC borrowing and £4.6m Local Transport Plan funding.
- vi) Note that the Chief Officer Highways and Transportation will be responsible for the implementation of these works.

1. Purpose of this report

- 1.1 This report seeks the approval from Executive Board to authorise the procurement of the design and build contract via the Scape Civil Engineering contract, authorise expenditure of £31m for the Regent Street Flyover Maintenance Scheme.
- 1.2 The report also requests that the Leader writes to the Secretary of state to express concerns with the delay of the bid decision and seek clarification on timescales.

2. Background information

- 2.1 Regent Street Flyover is a three-span, reinforced concrete structure, built in the late 1960s, that carries the A64(M) Inner Ring Road over A61 Regent Street. Similar to many other highway bridges of this age, the structure suffers from a number of issues. The most critical of these for Regent Street Flyover is the load-bearing capacity of the east abutment beams, one of which spans the entrance to New York Road tunnel.
- 2.2 Leeds City Council has managed the deteriorating condition of Regent Street Flyover through the implementation of a rigorous monitoring process in accordance with national standards, with public safety at the forefront of this decision-making process.

- 2.3 Extensive feasibility work has been undertaken and identified that the most economical solution was to replace the structure. These findings resulted in the Council making an initial allocation of £6m match funding to progress the design work.
- 2.4 Following the unsuccessful exploration of a number of potential capital funding sources, officers submitted a bid to the DfT Local Highways Maintenance Challenge Fund on 31st October 2019. The latest information received week beginning 13th March 2020 is that a decision on this bid has been delayed until summer 2020 requiring Leeds City Council to proceed at risk and deliver the scheme through LCC capital borrowing.
- 2.5 The condition of structure has necessitated the early implementation of enabling works, including crossover construction and the part-installation of an extensive propping system. These measures were approved by Highways Board in July 2019.

3. Main issues

Regent Street Flyover Essential Maintenance

- 3.1 Regent Street Flyover suffers from a number of issues the most critical of which is the load-bearing capacity of the east abutment beams, especially that spanning the entrance to New York Road tunnel.
- 3.2 Rigorous monitoring of the structure continues to be undertaken on a monthly basis to assess the condition of its critical elements. The results of recent inspections have identified similar deterioration in adjacent elements.
- 3.3 Significant intervention and essential maintenance works are required to preserve the long-term resilience of the Inner Ring Road and to mitigate against future demand following the proposed closure of City Square to through traffic. The works are been designed in detail and will take around two years to construct on site.
- 3.4 To enable the major works discussed above and to minimise disruption and congestion during construction, the south span of the bridge has been proactively propped and vehicular crossover points constructed on the eastern and western approaches to enable future traffic management options and minimise disruption and congestion.
- 3.5 A funding bid submission was made to the DfT Challenge Fund in October 2019 and a £20.4m allocation was requested to implement the project. A decision on this allocation has been delayed and is not expected until summer 2020. It is now recommended that Leeds City Council bring forward £4.7m of LCC borrowing injected by Full Council in Feb 2020 to financial year 2020/21 to allow materials and service orders to be placed in line with the current programme. This will permit works to progress until June 2020.
- 3.6 A further contract issue will be required to progress with demolition and construction operations. To maintain existing programmes and limit the impact on subsequent, high priority schemes, this contract is programmed to be issued by the latest date of early June 2020.
- 3.7 Detailed design of the essential maintenance scheme was substantially completed in January 2020 and was subject to an extensive early contractor involvement (ECI) phase to aid the development of the design, undertake buildability and value engineering checks and determine the target cost for the construction of the scheme.

- 3.8 Construction is programmed to commence in spring 2020, with the construction phase programmed for 2 years. A comprehensive communications plan has been produced and implemented and will be adapted now to take into account reduced traffic flows arising from the Coronavirus crises. The nature of the construction will require extensive traffic management and continued liaison is required to minimise impact which in normal conditions has the potential to cause considerable congestion

Traffic Impact and Mitigation Measures

- 3.9 The design team has been working closely with the Contractor and key stakeholders to plan appropriate, and adaptive, mitigation to manage the potential impact of the works on traffic disruption, bus service routing and local businesses. These measures include:
- The use of advance warning signs on strategic routes into the city to inform of the works and advise alternative routing.
 - A positive and proactive communications strategy promoting alternative, sustainable travel options while maintaining awareness that Leeds is open for “business as usual”
 - Enhancing the collaborative approach between Leeds City Council, WYCA and bus operators to limit impact on services through the promotion of public transport usage which will, in turn, reduce numbers of vehicular traffic on the network.

Programme Management and Governance

- 3.10 Regent Street is one of a number of high-profile and potentially disruptive schemes including Armley Gyratory, Meadow Lane, City Square, Bishopgate Street Enhancement and Neville Street all of which are designed to deliver a key Council objective of closing City Square to general through traffic by 2023.
- 3.11 The complexity and interdependencies between individual projects is such that there is a strong risk of scope overlap, abortive works and dissonance should be managed separately.
- 3.12 Managing and procuring these schemes holistically would facilitate works on the ground to be comprehensively programmed as a sequence of overlapping schemes, designed by a series of separate and appropriate organisations and then constructed within a single point of established governance, and importantly only one contractual link between the council and works on the ground.
- 3.13 Accordingly, the Director of City Development has approved proposals for using a procurement framework that facilitates the coordinated delivery of the programme outlined.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The Executive Member for Climate Change, Transport and Sustainable Development has been consulted on Regent Street Flyover and the other individual schemes which form the MBARC programme and the principles behind the management approach.

Regent Street Flyover

- 4.1.2 In collaboration between Connecting Leeds, the design team and the Contractor, a communications strategy has been developed with the key messages that Leeds is open for “business as usual” and the promotion of alternative travel opportunities to reduce the number of vehicles on the network.
- 4.1.3 Following a briefing with the Executive Member for Climate Change, Transport and Sustainable Development on 11th February 2020, letters were sent to all Ward Members immediately impacted by the works. This consultation was extended to include adjacent wards indirectly effected by travel disruption.
- 4.1.4 On 26th February 2020, an extensive letter drop was carried out to inform local businesses within the extended area of works. This exercise targeted key stakeholders, informing them of the likely impact of the works on their business, offering opportunities for further, detailed discussion and inviting them to a public information event to be held on the 15th April 2020. In anticipation of likely restrictions on public gatherings in response to the coronavirus crises, the project team are also making contingency arrangements to inform the public. Letters have also been distributed by post to inaccessible and residential units inviting the same level of discussion.
- 4.1.5 A focused event was hosted on 27th February 2020 for residents and staff at Ladybeck Close who are in the immediate vicinity of the bridge and have been identified as being impacted by construction noise and to establish the need for pre-emptive interventions. As a result of this consultation and other discussions with residents, a package of mitigation measures has been agreed by Leeds Environmental Action Team. The team is also undertaking noise level assessments before and during the works to monitor if additional mitigation is required
- 4.1.6 Connecting Leeds and the design team are meeting regularly with WYCA and bus operators to develop a mitigation package for the potential disruption to services and routes during the works.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An Equality, Diversity Cohesion and Integration Screening (EDCI) has been undertaken on this report. Individual schemes within the wider programme will also have their quality impacts assessed as they progress through the approval process, where the appropriate EDCI assessment procedure will be invoked.

4.3 Council policies and the Best Council Plan

- 4.3.1 The Regent Street Flyover scheme is designed to align with the following Leeds City Council’s Best City priorities as laid down in the Best Council Plan 2019/20 – 2020/21:

Sustainable Infrastructure

- Delivers renewed and reliable infrastructure, reducing maintenance needs, and the cost and congestion associated with manging condition-related risks on the Inner Ring Road.
- Delivers improved resilience of this key element of the city's infrastructure.
- Through the wider MBARCS programme, facilitates the overall reduction in through traffic within the city centre, City Square and the train station.

Inclusive Growth

- Delivers the major regeneration of dated and deteriorating highway infrastructure.
- Boosting the local economy through social investment and locally-sourced workforce.
- Facilitates business rate growth and entice new investment by upgrading public infrastructure.
- Delivery of the scheme facilitates refreshing key public spaces within the city centre core, through the wider MBARCS programme.

Climate Emergency

- 4.3.2 There will be some unavoidable negative effects during construction, such as embedded carbon involved with materials, construction traffic etc. Leeds City Council will work with the Contractor to explore opportunities to reduce carbon emissions in line with the Council's climate emergency targets and will advise on this and the details of any measures they take to minimise carbon emissions, including effectively managing waste and transporting plant and goods through recycling of materials.
- 4.3.3 A key objective the MBARC programme will deliver is an increase in green planting and bio-diversity across its main projects with specific focus within the boundaries of Armley Gyratory, City Square and Meadow Lane.
- 4.3.4 The communications plan for Regent Street is closely aligned with that of Connecting Leeds which continues to promote a modal shift in travel behaviour and encourages greater use of greener, sustainable travel options, including public transport and active travel.

4.4 Resources, procurement and value for money

4.4.1 Capital Funding and Cashflow

Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2019 £000's	FORECAST			
			2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LAND (1)	0.0					
CONSTRUCTION (3)	28000.0		1300.0	20400.0	5600.0	700.0
FURN & EQPT (5)	0.0					
DESIGN FEES (6)	3000.0		3000.0	0.0		
OTHER COSTS (7)	0.0					
TOTALS	31000.0	0.0	4300.0	20400.0	5600.0	700.0
Total overall Funding						
(As per latest Capital Programme)	TOTAL £000's	TO MARCH 2019 £000's	FORECAST			
			2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LCC Supported Borrowing	26400.0		2000.0	18100.0	5600.0	700.0
LTP/ TSG Grant	4600.0		2300.0	2300.0		0.0
Total Funding	31000.0	0.0	4300.0	20400.0	5600.0	700.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0

- 4.4.2 This procurement approach for the MBARCS programme would allow for individual schemes to be packaged together into a holistic programme of development and improvement works. This facilitates optimisation of efficiencies with works to be comprehensively programmed as a sequence of overlapping schemes, designed by a series of separate and appropriate organisations and then constructed within a single point of established governance.
- 4.4.3 Only one contractual link would exist between the council and works on the ground., allowing contract management teams to exert more efficient control over ongoing network resilience concerns
- 4.4.4 Early engagement with design and construction delivery partners will minimise cost uncertainty and maximise value engineering opportunities.
- 4.4.5 The programme will allow for an overarching communications and delivery strategy, especially in light of potential impact of long/medium-term disruption, and build long-term relationships with key internal and external stakeholders and managers of existing infrastructure and investment programmes to maximise collaborative working opportunities.

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

- 4.5.1 There are no legal implications for the contents of this report.
- 4.5.2 This is a key decision and is eligible for call-in.

4.6 Risk management

- 4.6.1 Due to Covid19 the intention is to now progress the scheme with a two stage phased award. This will allow a further assessment of where the industry confidence and supply chain capabilities are at the end of stage one, (likely to be late June 2020) before awarding the demolition and main works under a second stage to the contract.
- 4.6.2 This early package of works will include the facility to prop the beams adjacent to the entrance to New York Road Tunnel, layout and maintain the significant level of contraflow traffic management, and undertake some smaller elements of non-destructive demolition such as preparatory works to the carriageway.
- 4.6.3 If approval of the procurement method fails to receive authorisation, there is a risk of significant delay to project implementation. This may require officers to undertake a lengthy tendering process, incurring additional costs not already accounted for.
- 4.6.4 Any delay to the construction programme may also necessitate the installation of a long-term propping solution and the resultant closure of New York Road tunnel. This would have implications on the wider highway network and the delivery of other key schemes.
- 4.6.5 Should the inspection of Regent Street Flyover identify further deterioration of the critical elements prior to the commencement of construction operations, this may result in the closure of the structure and the installation of the propping solution described above. This would remain in place until the essential maintenance can be undertaken resulting in extensive traffic congestion on this strategic route.
- 4.6.6 While it is anticipated that the DfT bid submission will continue to proceed to a final decision in summer 2020, there is a risk that Central Government will not support

the bid and Leeds City Council will fund the works from borrowing of £26.4m and Local Transport Plan funding of £4.6m.

- 4.6.7 The need to issue the works as a series of contracts rather than a single design and build contract means that there is a risk that the Council will be contractually obliged to cover preliminary costs and overheads in the event that the coronavirus response causes site operations to cease.
- 4.6.8 If the Regent Street Flyover scheme within the MBARC programme is not successfully managed under a holistic approach, the complex interdependencies between the schemes and the tight time constraints on both delivery and funding elements could result in the loss of funding packages and an inability to realise key elements of the MBARC programme. This would result in a reduction in the overall benefits that could be achieved by the programme and would limit the individual success of the schemes.

5 Conclusions

- 5.1 Regent Street Flyover is in need of urgent and significant intervention to maintain its operational effectiveness. Leeds City Council in February 2020 injected the balance of funding £23m together with an existing £8m totalling a £31m package of funding. This provision is made up of £26.4m LCC borrowing and £4.6m of LTP funding which has been allocated from Highway Bridges and Structures programme. This allocation is to allow the project to proceed at risk in anticipation of a decision from the DfT in summer 2020.
- 5.2 Subject to the approval of the proposed procurement method for the works and authority to spend £31m, construction is expected to start on site in spring 2020 and last for two years.
- 5.3 In addition, the complexity and strong interdependencies between Regent Street and other individual MBARC projects are such that there is a high risk of scope overlap, abortive works and dissonance should they continue to operate autonomously.
- 5.4 In order to maximise the success of each of these projects and minimise the wider impact the works will have on the existing road network, the MBARC programme should be managed as one holistic programme of development and improvement works. This would provide opportunity for works on the ground to be comprehensively scheduled as a sequence of overlapping schemes with a single contractual link between Leeds City Council and the works promoter.

6 Recommendations

- 6.1 Executive Board is recommended to:
- i) Note the decision by Full Council in February 2020 to inject LCC borrowing into the capital programme of £23.0m for the Regent Street Flyover Maintenance Scheme alongside the existing £8.0m within the Highways Bridges & Structures Programme giving a total funding package of £31m.
 - ii) Authorise the procurement of the design and build contract via the Scape Civil Engineering Framework.
 - iii) Request the Leader of Council write to the Secretary of State to express concerns with the delay of the bid decision and seek clarification on timescales.

- iv) Agree that the Director of City Development proposes to inject external bid funds into the Capital Programme upon receipt of the relevant approvals in accordance with his existing delegated authority.
- v) Authorise the total expenditure of £31.0m for the design and implementation of the Regent Street Flyover Essential Maintenance Scheme funded from £26.4m LCC borrowing and £4.6m Local Transport Plan funding.
- vi) Note that the Chief Officer Highways and Transportation will be responsible for the implementation of these works.

7 **Background documents**¹

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.

Equality, Diversity, Cohesion and Integration Screening



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

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

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

Directorate: City Development	Service area: Highways and Transportation
Lead person: Philip Mitchell	Contact number: 87577

1. Title: Regent Street Flyover Essential Maintenance		
Is this a:		
<input type="checkbox"/> Strategy / Policy	<input checked="" type="checkbox"/> Service / Function	<input type="checkbox"/> Other
If other, please specify		

2. Please provide a brief description of what you are screening
<p>Regent Street Flyover is a reinforced concrete structure, built in the late 1960s, that carries the A64(M) Inner Ring Road (IRR). Similarly to other concrete structures of this age, the structure suffers from a number of problems, including deterioration of the load-bearing capacity of critical elements.</p> <p>Leeds City Council has managed the deteriorating condition of Regent Street Flyover through the implementation of a rigorous monitoring process in accordance with national standards, with public safety at the forefront of this decision-making process.</p> <p>Significant intervention and essential maintenance works are required to preserve the long-term resilience of the Inner Ring Road and to mitigate against future demand following the proposed closure of City Square to through traffic. The works are being designed in detail and will take around two years to construct on site starting in May 2020.</p>

The design work has concluded that the most cost-effective and beneficial solution is to undertake a phased demolition and reconstruction of the two bridge decks and other supporting structural elements, and this scheme is the subject of this screening. This solution delivers renewed and reliable infrastructure, reducing maintenance needs, and the cost and congestion associated with managing condition-related risks on the Inner Ring Road.

Regent Street Flyover is the first of a series of major interventions throughout the city centre, including the upgrade of infrastructure at the Armley Gyratory, in order to facilitate the removal of general through traffic from City Square and public realm/green space enhancements within the city.

3. Relevance to equality, diversity, cohesion and integration

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

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

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

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

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

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

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

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

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

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

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

Regent Street Flyover is a key structure carrying the A64(M) Inner Ring Road over the A61 Regent Street. These streets provide connectivity to key city infrastructure, including the main Leeds hospitals, for a combined total of 70,000 vehicles a day with the Inner Ring Road allowing traffic to move across the city without travelling through the city centre.

The local area is a mix of commercial, hospitality and residential use with a number of businesses, churches and charitable organisations providing support for underrepresented groups. These include: Ladybeck Close Supported Living, Emmaus, Leeds Society for the Deaf and Blind, St Vincent's, Leeds Irish Centre, Bridge Community Church and other places of worship.

The project team has undertaken a number of face-to-face meetings, localised drop-in events and letter drop engagement sessions to ensure the needs of all local groups have been captured and regular review exercises are carried out to evaluate changing needs. The team has worked with the organisations who have identified specific requirements to develop solutions which limit the impact of the works on their organisations.

A face-to-face public engagement session was planned for the 15th April 2020; however, as a result of the impact of Covid-19, this was cancelled and alternative methods of engagement have been undertaken and explored. These include letter drops to residents and adjacent businesses, the creation of an interactive webpage on the CommonPlace platform and regular newsletter updates all aimed at encouraging ongoing engagement between communities and the project teams.

This engagement further builds upon the wider consultation started by the Transport Conversation and Leeds Our Spaces Strategy.

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

From both the Transport Conversation and the Our Spaces Strategy engagement and previous policy documents, transport has the potential to have a differential impact on all equality groups, with particular regard to the following;

- Gender; Research shows that women and men have persistently different transportation needs, travel behaviours and levels of access to services and infrastructure. Women tend to travel shorter distances, closer to the home, and make more trips; they travel for a wider variety of purposes; they walk more; they have less access to a car and are the main users of public transport, they make more chained trips; their travel patterns tend to be shaped as polygons as compared to the more frequent commuting trips made by men. Women are more sensitive to safety concerns and tend to self-limit their movements and activities because of perceptions of risk, in the UK, they are less likely to cycle. Women are also overrepresented in social groups with specific transport needs and greater transport disadvantage: older people, people with special needs, single parents, and working parents who take responsibility for most caretaking tasks. Women's overall comparative disadvantage in terms of access to transportation negatively affects their professional development, economic status, leisure time, and personal wellbeing.
- Disability; Differential access to the transport system and the effect of transport policies, particularly (but not restricted to) for those with physical and sensory impairments, mental health issues or learning disabilities. Disabled people travel more frequently by bus than others, so public transport plays a vital role in ensuring that they can participate in community life and avoid social exclusion. They also may be affected to a greater extent by issues of reliability of public transport, modal integration (or lack thereof) and interchange and by issues such as overcrowding/ space availability. The availability of accessible infrastructure and walkable, level routes and access to information, including on board and at stops, will also have a differential impact on this equality group.

Disability can lead to a greater reliance on private transport (own car or taxi, or lifts from friends/ relatives etc). Journey times, distance and destinations as well as modal choice may be affected by disability.

- Race; Differential access to the transport system and the effect of transport policies, particularly for Black, Asian and Minority Ethnic people are around impacts on access to employment, education and training, which are vitally important issues for BAME communities as a means of overcoming disadvantages in the job market. Studies have also shown a differential impact in terms of the impact of traffic and road safety. They are also underrepresented among cyclists. It is thought that enabling travel by active modes may particularly benefit some members of the BAME communities in addressing health inequalities, including Type II diabetes and cardio-vascular health.
- Age; Both younger and older people are more at risk of being involved on a road traffic collision and suffer greater consequential effects – initiatives that contribute to road safety, especially of active modes, will have a beneficial impact on these sections of the population.

Young people rely very much on public transport, although many have personal security concerns when using public transport and this is coupled with the fact that in terms of actual risk they are the age group which are most likely to be the

victims of violence and/or assault. Children exposed to traffic related air pollution are more at risk of asthma and child inactivity is a cause for future health concerns, which can be addressed through enabling the use of active travel modes.

Many older people are not able to drive because health conditions related to their age or find the cost of running a car prohibitive. Like with disabled people, there will be a differential impact in terms of distance travelled (including to access public transport in the first place), reliability, overcrowding and the need to interchange or change modes. The presence and availability of evening and weekend services and infrastructure at stops/ stations will also have a differential impact in terms of the ability to access activities and leisure opportunities. The inter-district connectivity enabling access to local services has also been found to be particularly important to older people and people with disabilities.

While it is expected that there will be significant short term disruption during construction, undertaking these essential maintenance works at Regent Street Flyover ensures that wider network resilience is preserved and that the Inner Ring Road is still able to support existing levels of traffic movements and connectivity to key city centre infrastructure e.g. hospitals, commercial and finance units. This will unlock other areas of the city for interventions which further improve bus connectivity and reliability and enhance the public realm/green space ask within Leeds.

- **Actions**

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

Sustainable Infrastructure and Inclusive Growth is at the forefront of the Regent Street Flyover proposals with the objective being the major regeneration of the city's dated highway infrastructure to maintain connectivity to many of the city's key destinations and removing through traffic from city centre roads.

The proposals, along with other interventions within the wider package of works, seeks to provide the city with modern, connective routes compatible with all forms of transport and developed with the needs of all Leeds' citizens in mind. The desire for a child-friendly city has resulted in the design of the Our Spaces Strategy which seeks to ensure that all Leeds' public realm will be inclusive, hospitable, engaging and sustainable. Streets and spaces will be designed for people, enabling a greater range of activities and create environments where they choose to stay for longer.

The Regent Street Flyover team are engaging with stakeholders at all levels and working with those directly impacted by the scheme to develop solutions which incorporate accessibility and sustainability as key components alongside the outcomes of these discussions.

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

Date to scope and plan your impact assessment:	
--	--

Date to complete your impact assessment	
---	--

Lead person for your impact assessment (Include name and job title)	
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6. Governance, ownership and approval

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

Name	Job title	Date
Gary Bartlett	Chief Officer (Highways and Transportation)	

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

Date screening completed	
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Date sent to Equality Team	
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Date published (To be completed by the Equality Team)	
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Report of the Director of Childrens & Families

Report to the Executive Board

Date: 22nd April 2020

Subject: Approval to Spend request for the Learning Places programme rebuild & expansion of Benton Park School



Are specific electoral wards affected? If yes, name(s) of ward(s): Guiseley & Rawdon	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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

1. Main Issues

- The purpose of this report is to update the Executive Board on the proposal to redevelop and expand the 11 to 16 provision at Benton Park School and seek 'approval to spend' for a capital expenditure sum of £28.5m from capital scheme number 32735/000/000. This will re-provide the main teaching block and expand the published admissions number (PAN) from 1,200 to 1,500 places with effect from September 2021.

- Re-development of Benton Park School is necessary to address legacy condition issues and provide supplementary accommodation for the proposed increase in pupil numbers effective from September 2021. This will increase the published admissions number from 245 pupils per year to 300. Expansion and refurbishment of the existing facility is not financially or logistically feasible, as such full replacement of the core teaching accommodation is the most economically viable solution long-term. The project proposes to retain one legacy block, for use as Sixth Form provision, and demolish the remainder. With this then being re-provided over a multi-phase construction programme, resulting in a new 1,500 place main teaching block aligned to Department for Education (DfE) standards and specifications. The scheme will ensure continuity of a SEN partnership base located on-site. This base will provide the same physical space as previous with potential to accommodate 30 SEN pupils. This accommodation is outside of the schools increased net capacity of 1,500 pupils.

- Following completion of the first phase of a competitive tender process, facilitated by the Local Education Partnership (LEP) and aligned to the DfE procurement model, BAM Construction Limited have been appointed as the 'preferred' contractor, having scored the

highest based on a 'price / quality' evaluation. BAM have now progressed into the 'Pre-Construction Services Agreement' (PCSA) phase, key activities from which include the submission of the planning application and progression of the design through to financial close. This 'Stage 2' tender submission will be subject to further review and rigour before the contract is entered into, with market testing evidenced by the contractor.

- The current construction programme presumes planning determination in May 2020 and a start on-site of 22nd June 2020. With the construction programme split into two consecutive phases; the first of which constructs the new 1,500 pupil occupancy teaching block on the sports pitches and the second phase demolishing the identified legacy accommodation and completion of the associated landscaping works. Phase One is due to commence on 22nd June 2020 and complete on 23rd August 2021, it will ensure sufficiency of accommodation for the commencement of the September 2021 academic year. Phase Two will run until 30th June 2022, with all the works then due for completion for the commencement of the September 2022 academic year, bar any sports pitch maturation periods.
- Planning was submitted on 17th February 2020 and is scheduled for determination in May 2020, prior to financial close and signing of the construction contract.
- Due to the constrained construction programme, placed under further pressure by the escalation of the condition issues with the legacy accommodation which have resulted in school shut downs in February 2020, it is necessary to secure 'approval to spend' of the identified scheme budget of £28.5m in advance of financial close. This will ensure that once the 'Stage 2' tender has been reviewed and ratified by the Authority's independent technical and financial consultants, NPS Leeds. Ltd., the award of the contract can be enacted, in-line with the critical path programme dates, at the approval of the Director of Childrens & Families, in consultation with the Executive Member for Learning, Skills and Employment, the Director of City Development and the Director of Resources and Housing via the School Places Programme Board.
- The impact of the Covid-19 pandemic on project risk, programme and cost is currently unknown, this is being actively managed by the Project Team to ensure the scheme remains within the tolerances outlined herein.

2. Best Council Plan Implications

- This scheme is due to be delivered under the City Council's Learning Places Programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. In providing places close to where the children live the proposals will improve accessibility of local and desirable school places, and thus reduce any risks of non-attendance.
- This contributes to the 2019/2020 Best Council Plan outcomes for everyone in Leeds to 'Do well at all levels of learning and have the skills they need for life'; 'Be safe and feel safe' and 'Enjoy happy, healthy, active lives'. It also supports the vision in the supporting Children and Young People's Plan 2018-23, 'Leeds to be the best city in the UK and the best city for children and young people to grow up in. We want Leeds to be a child friendly city'. The programme seeks to deliver a supply of good quality accessible local school places which can contribute to these outcomes.

3. Resource Implications

- Development of the wider scheme is due to complete on the 26th May 2020 when financial close is scheduled. The tender was competitively assessed by Norfolk Property Services Limited (Leeds) where confirmation was provided that the BAM Construction Limited bid offered value to the Authority. Design development has since taken place and will be

subject to future analysis and a separate tender acceptance report. Deviation from this cost, within tolerance, is expected as the design details are completed.

- The proposed full scheme figure of £28.5m, sought for 'approval to spend' within this report' is inclusive of all development costs, design fees, the full extent of the construction contract, decant costs, utilities, loose furniture & equipment, off-site Highways works, client held contingency etc. The project team will work within the advised budget and ensure this is not exceeded.
- Note, following completion of the competitive tender the Authority entered into a PCSA agreement with the Leeds Local Education partnership for BAM Construction to complete the detailed design phase up to financial close. A fee of £1,380,965.40 is applicable to this period, with £150,000 payable upon submission of the planning application. These costs are included within the cost envelope of BAM's winning tender submission. The PCSA, coupled with the early design development fees of £444,372.33, represents an exposure of £1,822,411.33 to the Authority to date on the Benton Park School redevelopment project.
- The cost will be met through capital scheme number 32735 000 000 as part of the Learning Places Programme and the Capital Maintenance Programme.

4. Recommendations

The Executive Board is requested to:

- a) Set the overall project budget for the redevelopment of Benton Park School at £28.5m and provide 'approval to spend' on this figure, subject to future design cost reports and approvals at the appropriate juncture. Noting that the figure of £28.5m is inclusive of all aspects of the project, including; the construction contract figure, off-site highways works, client held contingency, furniture and equipment, decant costs, service connections etc.
- b) Delegate the approval of future design and cost reports associated with the redevelopment of Benton Park School to the Director of Children's & Families, in conjunction with the School Places Programme Board and in consultation with the Executive Member for Learning, Skills and Employment.
- c) Note the programme dates identified in section 3.2 of this report, in relation to the implementation of this decision, represents the critical path for project success and must be adhered to where possible.
- d) Note that the officer responsible for implementation is the Head of Service Learning Systems.

1.0 Purpose of this report

1.1. The purpose of this report is:

- To update the Executive Board on the first phase of the Benton Park School re-development tender process.
- Seek approval to set the holistic project budget at £28.5m and provide 'authority to spend' on this figure, subject to submission of future design and cost reports.
- Seek delegation of future approvals to the Director of Childrens & Families, in conjunction with the School Places Programme Board and in consultation with the Executive Member for Learning, Skills and Employment.

2.0 Background information

- 2.1. The Learning Places programme represents the Council's response to the demographic growth pressures in school place provision. The increasing birth rate in Leeds has required Leeds City Council to approve an increasing number of new school places since 2009 in order to fulfil its statutory duty. The scale of the response cannot be met through the existing estate; therefore the expansion of existing schools or the creation of new schools has been required in many instances. The capital school building solutions to the demographic need is managed via Childrens & Families Learning Places Programme. Project management of schemes arising from this process are delivered by City Development's Projects & Programmes Team in Asset Management and Regeneration.
- 2.2. Following identification of pressures in the North West area of Leeds a public consultation was held between 29th June and 27th July 2018 to propose increasing the admission number at Benton Park School, from 245 places per year to 300 per year with effect from September 2021. This statutory proposal was subsequently ratified by Executive Board in February 2019.
- 2.3. The proposed scheme for Benton Park School is a full rebuild of the school. The school has significant condition issues and, along with the key benefit of providing the additional places needed, a rebuild would ensure that the school could continue to operate without the need to continually inject significant condition funding over a period of several years. Some of the most significant condition issues present include failing concrete and structural supports. The latest Condition Survey for Benton Park, last revised in 2015, highlights that approximately £2.4m of high priority maintenance work is required. However, this figure does not encompass some of the lower priority works, which were also identified in the survey, and are now becoming more pressing, along with new condition issues arising or legacy issues worsening. It also takes no account of where some of the blocks are no longer fit for purpose and require re-building. Finally, it should be noted that, as the building has reached the end of its lifespan, it cannot be fully repaired and restored, merely maintained year-on-year. A new build would also ensure that disruption to students, school staff and the wider community was managed within a shorter timeframe and that the impact on teaching and learning was minimised to allow the school to deliver its curriculum and ensure positive outcomes for its students.
- 2.4. As a consequence of the ongoing condition issues with the building, funding has been committed from the Capital Maintenance Programme to provide essential year-on-year maintenance works, necessary to ensure the building can remain open and is safe to occupy. This has included; roofing works in 2015, structural works in 2016, concrete repairs in 2017 and again in 2018. The main block was closed for two weeks in February 2020 due to high winds and rain causing the roof to become unsecure. Reactive emergency works were immediately commissioned by the Authority to secure the site and to remove unsafe and redundant roofing materials. Works are currently underway to replace the damaged roof to ensure the building is safe, warm and watertight. This further highlights the urgency

in redeveloping Benton Park School to ensure continuity of service and suitability of the facilities. The Authority will continue a programme of planned and reactive works, where necessary, during the period until the new build is occupied.

- 2.5. The existing main block at Benton Park School is subject to ongoing monitoring by specialist surveyors to ensure the identified issues do not deteriorate further. This process will continue throughout the redevelopment programme to ensure the legacy accommodation can be occupied, with any works identified to maintain this position undertaken as necessary.
- 2.6. The proposed scheme is to be funded from a combination of the Learning Places and Planned Maintenance Programmes, reflecting the increase in admission numbers whilst addressing existing building condition issues. Funding streams would be primarily through Basic Need Grant, council borrowing, Community Infrastructure Levy and School Condition funding.
- 2.7. As a consequence of the combination of school expansion and condition based rebuild the proposal at Benton Park School will be delivered under the following programmes; Learning Places Programme & Capital Maintenance Programme.
- 2.8. The proposal to redevelop and expand Benton Park School has been developed by City Development's Projects & Programmes Team on behalf of Childrens & Families. Under the exclusivity arrangements detailed within the Strategic Partnering Agreement (SPA) the Leeds Local Education Partnership have been appointed to deliver the proposals for Benton Park School.
- 2.9. The proposal detailed within this report have been procured under the Strategic Partnering Agreement (SPA) between the LLEP and Leeds City Council. The associated procurement rules applied to this process has been adhered to. The exclusive supplier arrangements, detailed under CPR 3.1.5, have been invoked in this instance. Construction contracts developed through the SPA are delivered by Leeds D&B One Ltd., with the winning bidder acting as subcontractor to the LLEP via a pass-down contract.
- 2.10. To ensure value the LLEP facilitated a 'Department for Education' style procurement exercise, wherein contractors were invited to propose solutions set against a standardised set of specifications coupled with a school specific brief, constraints drawing and a formal response from Leeds City Council Planning Department following review of the pre-application planning process. The project was then tendered on a 'design & build' basis, with the preferred contractor appointed after the first phase and then ratified in the second, following submission of a compliant and competitive set of contractors proposals. Three bidders were invited to tender for project with engagements held with the school during the tender period, in addition to consultation with the Planning Department, to ensure that each proposed design responded to the 'end user' requirements. Each submission was then evaluated on a 'Price / Quality' basis, via a panel consisting of the General Manager of the LLEP, Leeds City Council Project Manager and NPS technical consultants (Architectural & Quantity Surveyor). Any bid exceeding £26m for the construction element was immediately discounted as non-compliant, this clause was not required with all three contractors providing a competitive and compliant bid.
- 2.11. Each bidder's submission was subject to a full technical and financial review by NPS Leeds Ltd. to ensure compliance to the specification, school specific brief and robustness of the price build-up. NPS have advised that the preferred tender, from BAM Construction Ltd., is fully compliant and that they should be appointed to the project to develop their proposals further.
- 2.12. Following completion of the 'Stage 1' tender BAM Construction Limited were appointed as preferred contractor. In January 2020 they commenced the 'Pre-Construction Services Agreement' (PCSA) activities, valued at £1,380,965.40. The key tasks of which were

submission of the planning application and the completion of detailed design up to financial close. The latter will then be assessed by Norfolk Property Services Limited (Leeds) for value and technical compliance as part of the 'Stage 2' tender activities.

- 2.13. Development of the scheme continued between January 2020 and February 2020, culminating in the public pre-planning consultations and submission of the planning application on the 17th February 2020. Detailed design is to continue, in-line with the PCSA agreement, whilst the planning application follows the statutory determination process. Determination of which is anticipated for May 2020.
- 2.14. The proposals for Benton Park School continue to be developed in conjunction with the school management team and associated statutory consultees, in-line with accommodation standards detailed within 'Building Bulletin 103: Area Guidelines Mainstream Schools'.
- 2.15. These proposals form part of the Council's Learning Places Programme and Capital Maintenance Programme that embeds the 'One Council' approach in terms of shared ownership of proposed solutions across the various departments involved.

3.0 Main Issues

3.1. Design proposals and full scheme description

- 3.1.1. The works at Benton Park School, necessary to facilitate the proposed increase in pupil numbers and address legacy condition issues, consists of the following essential components;
 - Demolition of life expired accommodation, including for removal of asbestos and disconnection of utilities.
 - Construction of a three storey 1,500 place teaching block to replace all legacy accommodation and provide additional capacity for the increased admissions number. Proposed new accommodation is to be based on Department for Education standardised designs and specifications, including for mandatory Leeds enhancements and response to Planning Policy regarding climate change.
 - Re-provision of the SEN Partnership for pupils aged 11 to 16.
 - Provision of fixed furniture and equipment where appropriate.
 - Redevelopment of external car parking provision including realigned bus terminal.
 - Provision of a new FA standard 3G artificial turf pitch with associated floodlighting.
 - Retention of the two storey 'Block 7' for use as a dedicated Sixth Form provision. Works within the project relate purely to disconnection of legacy facilities and reconnection to the newly constructed main block. This allows for extension of the fire alarm and security coverage.
 - Associated landscaping and external works.
 - Off-site highways works as necessary to support the redeveloped school.
- 3.1.2. The planning application for the proposed works was submitted on the 17th February 2020 and is scheduled for determination in May 2020. Prior to submission, briefings were held with the Executive Member for Learning, Skills and Employment and Ward Members for Guiseley and Rawdon. In addition a number of public pre-planning drop-in sessions, held at Benton Park School, were completed on the 29th January 2020. Constituting a morning, afternoon and evening session. Throughout the pre-planning consultation period the

proposals were made available online via BAM Construction Limited's planning consultant for residents and members of the community to view and comment on. Additional sessions were held specifically for school staff.

- 3.1.3. Procurement & Commercial Service will provide legal and contractual support with the drafting of the construction contract at the appropriate juncture. This will take the form of a NEC3 contract between LCC and D&E One Co. (the LLEP). Signing of the head contract will be subject to the evidence of the agreed 'step-in' requirements being enacted in all the pass down contracts.
- 3.1.4. Due to a combination of the legacy condition issues causing school closure and the increase in pupil numbers, with effect from September 2021, BAM Construction Limited have been challenged to deliver Phase One of the redevelopment, constituting the new teaching block, for August 2021. Whilst achievable this remains a challenging timeline which leaves little room for delays. To ensure the critical path is met it is necessary to attain 'approval to spend' on the holistic project budget, set at £28.5m, and to delegate future approvals to the Director of Childrens & Families. This will allow for expedited approval of the final 'Stage 2' tender figures and completion of the construction contract, necessary to ensure that the work on-site starts on-time from 22nd June 2020.
- 3.1.5. To date £1,822,411.33 has been committed to the project to enable its development, constituting; professional services fees, surveys and other essential development costs.
- 3.1.6. Any delay to a July 2020 commencement of construction activities will have a multiplying affect at the back end of the programme. Due to the necessity of whole school decant it is not possible to relocate into the new block outside of a lengthy school shut down period, optimally the summer break in 2021.

3.2. Programme

3.2.1. The key milestones for the project are noted below;

Milestone	Date
'Virtual' Plans Panel	May / June 2020
Approval of 'Authority to Spend'	22 nd April 2020
Planning permission granted	May 2020
Final 'Contractor's Proposals' issued	26 th May 2020
Tender Acceptance & Design Cost Report	June 2020
Contract award	8 th June 2020
Mobilisation period	8 th June to 19 th June 2020
Start on-site	22 nd June 2020
Phase 1 build period (New Block)	22 nd June to 3 rd September 2021
Phase 1 decant period	23 rd August to 3 rd September 2021
Phase 1 completion	3 rd September 2021
Phase 2 build period (demolition & externals)	6 th September to 4 th July 2022
Phase 2 completion	4 th July 2022

- 3.2.2. Approval of 'authority to spend' and delegation of future approvals is vital to ensure the critical path dates noted above are met and the school delivered for decant in August 2021 and occupation by pupils in September 2021.
- 3.2.3. Note, the formal timetable for Plans Panel has been interrupted by the outbreak of the Covid-19 Pandemic. Planning are looking at means of hosting these virtually and it is anticipated that Benton Park will be required to be table at one of these forums. The assigned Planning Officer is contacting Ward Members to determine the necessity for the application to be taken to Plans Panel, it is highly anticipated that this will be the case at this juncture.

- 3.2.4. Failure to meet the critical path dates noted and, crucially, the August 2021 handover of Phase One will exponentially increase the probability of temporary decant accommodation being required. The cost for this is currently unknown and will be logistically challenging and complex to deliver due to the lack of space at Benton Park School during the construction programme. Wherein the legacy accommodation is maintained whilst the new build is constructed on the playing fields, there is little remaining capacity in which to deploy temporary accommodation such as modular classrooms.
- 3.2.5. Note; the programme detailed in section 3.2.1 reflects the position prior to the outbreak of the Covid-19 pandemic and the lockdown measures imposed on the 23rd March 2020. Whilst the project team is endeavouring to meet these dates, with no impact on the detailed design period noted by the contractor as of 24th March 2020, they remain a guide at this time. The critical path remains as such and will be targeted regardless of a delayed start or the impact upon availability of labour and materials.

4.0 Corporate considerations

4.1 Consultations and engagement

- 4.1.1. A report to Executive Board on the 13th February 2019 summarised the outcome of the consultation process associated with the expansion, via rebuild, of Benton Park School. This proposed the expansion of Benton Park School from an admissions limit of 245 pupils up to 300 pupils, with effect from September 2021. An extensive consultation on this proposal was facilitated by the Sufficiency & Participation Team and is summarised in the 'Outcome of Statutory Notice to permanently increase learning places at Benton Park Secondary School from September 2021' Executive Board report. The proposal was subsequently approved by Executive Board at the aforementioned February 2019 meeting.
- 4.1.2. The proposed permanent expansion scheme has been subject to consultation with key stakeholders including; Childrens & Families officers, Guiseley & Rawdon Ward Members and the Executive Member for Learning, Skills and Employment. Consultation has also involved school staff and governors, the local residents and other colleagues within the Council.
- 4.1.3. Engagement and consultation with the school management team and Governing Body has been extensive throughout project development. Representation of the School Management Team has been present at all design development meetings. Both the School Management Team and representation from the Governing Body were part of the tender scoring process. Further to this full briefing so the Governing Body have been completed as necessary upon request.
- 4.1.4. Consultation with statutory consultees, namely Planning, Landscape, Highways and Urban Design, has been ongoing since project inception and will continue following award of the project to BAM Construction Limited. The scheme has been subject to a pre-planning application, the information arising from this process has been included within the tender pack with the expectation that each contractors bid is cognisant of, and responds to, the concerns raised.
- 4.1.5. As part of the tender process each bidder, including the preferred bidder BAM Construction Limited, held an engagement with Planning, Landscape, Highways and Urban Design. These comments were responded to within the bid and were used as part of the quality assessment.
- 4.1.6. Prior to the submission of the planning application a full public consultation on the proposals was convened and managed by BAM Construction Limited and their associated professional consultant partners. This took place on the 29th January 2020 across three

sessions and included access to an online portal wherein the full planning drawing suite could be viewed.

- 4.1.7. Officers from City Development's Projects & Programmes Team have routinely briefed Ward Members throughout the projects inception. This will continue throughout the detailed design process and ultimate delivery on-site.

4.2. **Equality and diversity / cohesion and integration**

- 4.2.1. The recommendations contained in this report do not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared for this scheme (attached at Appendix A) and the outcome of the screening is that an independent impact assessment is not required for the proposals set out in this report.

4.3. **Council policies and the Best Council Plan**

- 4.3.1. This scheme is due to be delivered under the City Council's Learning Places Programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places. In providing places close to where the children live the proposals will improve accessibility of local and desirable school places, and thus reduce any risks of non-attendance.

- 4.3.2. This contributes to the 2019/2020 Best Council Plan outcomes for everyone in Leeds to 'Do well at all levels of learning and have the skills they need for life'; 'Be safe and feel safe' and 'Enjoy happy, healthy, active lives'. It also supports the vision in the supporting Children and Young People's Plan 2018-23. , 'Leeds to be the best city in the UK and the best city for children and young people to grow up in. We want Leeds to be a child friendly city'. The programme seeks to deliver a supply of good quality accessible local school places which can contribute to these outcomes.

4.4. **Climate emergency**

- 4.4.1. Full sustainability proposals will be developed in detail as part of the next stage of design and, ultimately, included within the planning application in order to meet the requirements of the associated planning policies, such as EN1 and EN2.

- 4.4.2. Requirements to meet the following planning policy requirements were included as part of the Authority's tender requirements.

a) Policy EN1 – Climate Change – Carbon Dioxide Reduction

In the expectation that the development will exceed 1,000m² of floor space the following will be required:

- i. Reduce total predicted carbon dioxide emissions to achieve 20% less than the Building Regulations Target Emission Rate until 2016 when all development should be zero carbon, and
- ii. Provide a minimum of 10% of the predicted energy needs of the development from low carbon energy.

Carbon dioxide reductions achieved through criteria (ii) will contribute to meeting criteria (i).

Criteria (ii) will be calculated against the emissions rate predicted by criteria (i) so reducing overall energy demand by taking a fabric first approach will reduce the amount of renewable capacity required.

b) Policy EN2 – Sustainable Design & Construction

Adhere to the Leeds BREEAM standard of 'Excellent' for non-residential buildings. A BREEAM pre-assessment is to be undertaken at the earliest available opportunity to determine the most cost effective solutions to this requirement.

c) Policy EN8 – Electric Vehicle Charging Infrastructure

All applications for new development which include provision of parking spaces will be required to meet the minimum standard of provision of electric vehicle charging points. This requires:

- ii. Office / Retail / Industrial / Education: charging points for 10% of parking spaces ensuring that electricity infrastructure is sufficient to enable further points to be added at a later stage.

d) The project should respond to the sustainable travel policies outlined in the 'Leeds Core Strategy', particularly in reference to the following:

- i. Policy T1 – Transport Management
- ii. Policy T2 – Accessibility requirements and new developments
- iii. Policy P10 – Design

Noting the requirements outlined in the 'Parking SPD', 'Travel Plan SPD' and 'Sustainable Educational Travel Strategy for Schools and Colleges 2017 – 2021'.

4.4.3. BAM Construction Limited have implemented a 'fabric first approach' to meeting these criteria, wherein the construction methodology maximises the performance of the components and materials that make up the building. This ensure the building is as passively energy efficient as possible in its operation, before mechanical and electrical solutions are utilised to supplement and further improve this criteria. Examples of this in action include; maximising air tightness, high insulation, utilising the thermal mass of the building etc. This is then supplemented, where necessary, with active measures, such as photovoltaic panels.

4.4.4. Further opportunities to exceed the requirements noted within Planning Policy EN1 are being sought in partnership with the Authorities Climate Change Team.

4.4.5. A sustainable approach to design will continue into the next phase of development to ensure a cost effective and resource efficient facility is delivered. The following elements will be considered as the proposals and logistical plans developed:

- Optimises passive design measures, including fabric first principles.
- Minimises the use of all resources.
- Reducing the demand for energy and water use during the 'Works Period' and in use.
- Minimises construction waste and CO₂ emissions during the 'Works Period'.
- Allows opportunities for recycling during the 'Works Period'.

4.4.6. The contractor for the proposed development will need to demonstrate a robust Waste Management Plan, be registered with the 'Considerate Constructors Scheme', of which, the main consideration of the scheme falls into three categories: The general public, the

workforce and the environment. Contractors will also need to be sympathetic to the 'Leeds Talent and Skills Plan' by seeking to employ local trades where possible thus reducing the impact of extended travel.

4.4.7. The following standard planning conditions will be addressed as the project develops:

- Development of the school 'Travel Plan' to seek sustainable travel options, the project will respond to the requirements of the Travelwise Team and colleagues from Highways to ensure appropriate pedestrian and cycle provisions are allowed for.
- To protect and enhance the visual amenity approved plans will need to include a programme of replacement tree planting at a 3:1 ratio. Tree loss will be kept to a minimum with any replacement anticipated to be 'extra heavy standard'.
- In the interests of promoting sustainable travel opportunities electrical vehicle charging points will be provided as part of the scheme at the appropriate ratio.

4.4.8. Consultation will be sought at the earliest opportunity with the Leeds Climate Commission to assess opportunities for meeting the aforementioned policies, and ensuring a sustainable project is developed.

4.5. **Resources, procurement and value for money**

4.5.1. The contractor has been appointed via the Strategic Partnering Agreement (SPA) between the LLEP and Leeds City Council. The associated procurement rules applied to this process has been adhered to. The exclusive supplier arrangements, detailed under CPR 3.1.5, have been invoked in this instance.

4.5.2. The first phase of the tender has been analysed by NPS Leeds Ltd. on behalf of the Authority and the LLEP, from both a technical and financial perspective. The NPS Quantity Surveyor has confirmed that the tendered figure from Leeds D & B One Ltd, via BAM Construction Limited, offers value to the Authority and minimises the associated scheme risk.

4.5.3. NPS Leeds Ltd. will provide the necessary technical advisory services to assure that the construction works carried out by BAM Construction Limited is aligned with the requirements of the brief, meets the standards set in the output specification, offers value financially and is delivered within the parameters of the programme.

4.5.4. A 'Tender Acceptance & Design Cost Report' for the full scheme budget will be submitted following completion of 'Stage 2' of the tender scheduled for late May 2020. This will build on the 'Stage 1' tender price following completion of the PCSA activities and will represent the final contract sum for constructing the building.

4.5.5. Potential labour resource availability and procurement delays as a consequence of the Covid-19 pandemic are currently being investigated, regardless the programme and cost tolerances noted within this report remain the critical path and every endeavour will be made by the project team to adhere to them.

4.5.6. Note, in the event the project is terminated midway any costs incurred as part of the PCSA fee will be assigned as abortive work against the revenue budget. This will cover professional fees and surveys completed to the date of termination. The PCSA figure is part of the tender price and is drawn down early to facilitate design development and commercial close.

4.5.7. The cost will be met through capital scheme number 32735 000 000 as part of the Learning Places Programme and the Capital Maintenance Programme.

4.6. Revenue Effects

4.6.1. Any additional revenue consequences that may arise as a result of the project will be managed within the school budget.

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

4.7.1. The approval of this report constitutes a 'Key Decision' and as such will be subject to 'call-in'.

4.7.2. The tender has been procured in accordance with the Leeds City Council's contract procedure rules.

4.8. Risk management

4.8.1. The outbreak of the Covid-19 pandemic and imposition of lockdown measures on the 23rd March 2020 remain an escalating risk to the project, whilst it is too early to assess the full impact of this virus on project success every endeavour is being made by the Project Team to manage this risk and ensure the scheme remains within the tolerances outlined herein.

4.8.2. Risk has been managed through application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' risk methodology. Project management resource from City Development is tasked with ensuring the project remains within the predetermined risk tolerances.

4.8.3. A joint risk log will be developed with the appointed contractor to ensure all construction related risks for the project are identified together with the relevant owner of the risk. The Council's project risk log will continue to be maintained and updated throughout the project and escalation of any risks that sit outside of the agreed tolerances will be managed via the Head of Projects and Programme, City Development.

4.8.4. The key risk to the project at present remains the potential for delay. BAM Construction Limited's programme is predicated on works commencing on 22nd June 2020 in order to facilitate handover of Phase One in August 2021. Any delay in signing the construction contract will have a cumulative effect at the back end of the programme and result in critical noisy activities taking place in term time, as opposed to the summer holidays. This will result in disruption to the end user and the need for temporary accommodation to cover the delay period. Approval of 'authority to spend' is critical to mitigate this risk, by providing approval of the £28.5m project budget in advance of financial close it will allow a swifter turnaround time for future reports. Thus ensuring the critical path is met.

5.0 Conclusion

5.1.1. Re-development of the Benton Park School site is necessary to respond to the ongoing, and economically unsurmountable long-term, conditions issues and the increase in admissions numbers effective from September 2021. The latter will increase the published admissions number from 245 pupils to 300, bring the total school population (excluding Sixth Form) to 1,500 pupils. Due to the site constraints it is not possible to provide the necessary additional accommodation outside of a whole-sale rebuild.

5.1.2. Following completion of 'Stage 1' of a two stage tender exercise BAM Construction Limited have been appointed to deliver the expansion and redevelopment of Benton Park School. Their bid was predicated on an August 2021 handover of Phase 1 of the new build, this is a challenging but not unrealistic timeline providing no major delays are encountered.

5.1.3. In order to ensure the critical path programme dates are met, and Phase One of the redevelopment open in August 2021, it is essential to provide 'authority to spend' on the

proposed project budget of £28.5m. This will allow future reports to be approved in-line with the construction programme, thus ensuring the key dates can be met.

- 5.1.4. To ensure that rigour and value are maintained throughout this process Norfolk Property Services Limited (Leeds) will undertake financial and technical review of the 'Stage 2' tender submission from BAM Construction Limited, due in 26th May 2020. This will provide a robust third party analysis of the proposal and will ensure value is achieved for the Authority.
- 5.1.5. The impact of the Covid-19 pandemic on the successful delivery of the project is subject to continual monitoring and mitigation measures, the overall risk remains an unknown at present however the Project Team are taking every step to ensure the project remains within the critical path and funding tolerances detailed herein.
- 5.1.6. The delivery of the works at Benton Park School will be managed by City Development's Projects & Programme's Team in Asset Management and Regeneration on behalf of Childrens & Families in conjunction with the joint venture partners (NPS), the Leeds Local Education Partner (LLEP), BAM Construction Limited, the school and other key stakeholders.

6.0 Recommendations

- 6.1. The Executive Board is requested to:
 - 6.1.1. Set the overall project budget for the redevelopment of Benton Park School at £28.5m and provide 'approval to spend' on this figure, subject to future design cost reports and approvals at the appropriate juncture. Noting that the figure of £28.5m is inclusive of all aspects of the project, including; the construction contract figure, off-site highways works, client held contingency, furniture and equipment, decant costs, service connections etc.
 - 6.1.2. Delegate the approval of future design and cost reports associated with the redevelopment of Benton Park School to the Director of Children's & Families, in conjunction with the School Places Programme Board and in consultation with the Executive Member for Learning, Skills and Employment.
 - 6.1.3. Note the programme dates identified in section 3.2 of this report, in relation to the implementation of this decision, represents the critical path for project success and must be adhered to where possible.
 - 6.1.4. Note that the officer responsible for implementation is the Head of Service Learning Systems.

7.0 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.

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Equality, Diversity, Cohesion and Integration Screening



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

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

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

Directorate: Children’s Service	Service area: Built Environment
Lead person: Chris Gosling	Contact number: 0113 2475351

1. Title: Approval to Spend request for the Learning Places programme rebuild & expansion of Benton Park School

Is this a:

Strategy / Policy

 Service / Function

 Other

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

- **Main aim**
The rapidly increasing birth rate in Leeds has resulted in the need to provide an additional amount of pupil places for secondary age children across the city. Benton Park School was identified as one of the schools required to meet pupil placement needs in the local area via the Learning Places Programme. The school will duly be expanded from 245 places to 300 per year with effect from September 2021. As a consequence of this increase in pupil numbers new teaching accommodation is required for the commencement of the 2021/22 academic year. Coupled with the expansion requirements wholesale rebuild of Benton Park is required to address the long-standing condition issues associated with the legacy accommodation, which is now reaching the end of its design life.
- **Purpose**
To enable the delivery of the new school building at Benton Park School with effect from September 2021 it is necessary to construct a new 1,500 place main teaching block, 3G pitch, revised car parking and bus access, associated

landscaping and demolition of the legacy facilities. The activities detailed in this assessment relate to the full works package for delivering this essential redeveloped accommodation, which is currently in the detailed technical design stage.

3. Relevance to equality, diversity, cohesion and integration

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

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

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

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

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

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

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

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

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

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

- **How have you considered equality, diversity, cohesion and integration?**

- **Consultation and Involvement**

- Consultation has taken place with key stakeholders throughout the development of the proposed accommodation for Benton Park School.

- **Consultation with Planning & Highways Officers**

- Periodic discussions have taken place with colleagues at key junctures within the wider Learning Places Programme. All comments have been incorporated into the final proposals for projects requiring planning submissions.

- **School Briefing Sessions**

- The schools senior management team and governing body have been intrinsically involved in the development of the proposals and key considerations regarding accessibility of the design have been included in the proposals by the design consultant. Representation from the school management team was included within the tender evaluation exercise.

- **Councillor Briefing Sessions**

- Local ward members have been informed briefed throughout the development process to date.

- **School Governing Body**

- The school governing body have been part of the development process and have been consulted throughout. Representation from the Governing Body was included within the tender evaluation exercise.

- **Key findings**

- The proposal detailed within this report is for granting of 'Approval to Spend' in order to facilitate the project, it has no impact on equality, diversity, cohesion and integration. The construction contract will be subject to a future design cost report, the design itself is being developed to ensure accessibility in-line with national and local policy. It will adhere to Leeds City Council's aspirations and requirements in this regard.

- **Actions**

Access to the Building

The new building has been designed to adhere to the Disability and Discrimination act; as such the building will be fully accessible and conform to building regulations.

Consultation

Extensive consultation has taken place both during the expansion project and also the statutory approval for increased the published admissions number at the school.

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

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

6. Governance, ownership and approval

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

Name	Job title	Date
Jane Walne	Head of Projects & Programmes	24rd March 2020

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

Date screening completed	
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	

Report of City Solicitor

Report to Executive Board

Date: 22nd April 2020

Subject: Decision Making Arrangements During Coronavirus Pandemic

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

Summary

1. Main issues

- This report sets out arrangements made to enable publication and recording of officer decision making during the Coronavirus pandemic.

2. Best Council Plan Implications (see the [latest version of the Best Council Plan](#)) **and Resource Implications**

- The arrangements detailed in this report enable best use of officer resources available during the pandemic to meet urgent service delivery needs, whilst ensuring that decision making remains transparent and open to democratic oversight and scrutiny.

Recommendations

- a) Executive Board are requested to
- Note the arrangements set out for officer decision making during the course of the coronavirus pandemic;
 - Retrospectively endorse the decisions taken during the period between 16th March and 6th April set out in Appendix D attached; and
 - Exempt this decision from call in for the reasons set out in this report.

1. Purpose of this report

- 1.1 This report sets out arrangements made to enable publication and recording of officer decision making during the Coronavirus pandemic.

2. Background information

- 2.1 Appendix A attached sets out the statutory and constitutional provisions relevant to the arrangements detailed in this report.

3. Main issues

- 3.1 The Director of Resources and Housing, City Solicitor and Chief Finance Officer have considered the legislative and constitutional requirements in relation to oversight and recording of officer decision making and the way in which arrangements can be made to ensure that officers are able to act in an agile and responsive way to ensure the continued delivery of key services within the city; to facilitate best use of resources and partnership working to meet the needs of the council and the city; to protect Members, staff, partners and citizens during the course of the Coronavirus pandemic; and to ensure that arrangements for decision making remain lawful and robust.

Officer delegations

- 3.2 Directors derive their authority to take decisions through the Officer Delegation Scheme set out in the Constitution. In turn each Director sub-delegates that authority to officers of suitable experience and seniority through their sub-delegation scheme. Schemes may reserve some decisions to the Director but provide for decisions to be taken in their absence on leave (including annual leave, sick leave and special leave.)
- 3.3 Each Director has amended their scheme in the following terms:
- 3.4 “Strictly in exceptional circumstances, such as a global pandemic, where officers with the requisite delegations are incapacitated or absent, functions may be exercised by any officer within the council with suitable experience and seniority who has been appropriately briefed and has sufficient understanding of the matter to be decided”
- 3.5 These arrangements will only be used in extremis but will enable business continuity in the event that the council or directorate’s human resources are significantly compromised by the pandemic.

Emergency Government Funding

- 3.6 The Government has made £22M available to the Council to spend in meeting the Coronavirus emergency.
- 3.7 The Director of Resources and Housing, in discharge of his delegated authority in relation to the council’s citywide resilience and emergency planning functions, approved a key decision giving authority to spend the full amount in accordance with the purposes for which it has been given. All decisions which flow from that will be considered a direct consequence of that authority to spend and treated as significant operational decisions.

- 3.8 The decision was taken under the statutory special urgency provision and was taken with the agreement of the Chair of the Scrutiny Board (Resources) that the decision was urgent and could not be delayed. However all Scrutiny Chairs were briefed in relation to the decision and received assurance that they will be briefed weekly on those decisions which flow as direct consequences in relation to matters within their remit.

Reporting of key decisions

- 3.9 In the normal course of events officer Key Decisions are recorded on the same template used for committee reports across the council, and published alongside a delegated decision notice which gives formal notification of the decision made. However completion of these reporting arrangements is heavily dependent on officer time and resource and is impracticable to achieve in the current circumstances as staff and resource are flexibly deployed to meet the requirements of service provision through the pandemic.
- 3.10 Taking into account the legislative requirements and the provisions of the Constitution the City Solicitor has therefore prepared a shortened form (attached at Appendix B) for reporting key decisions taken by officers. This provides a simplified format, meeting the statutory requirements for reporting whilst setting out relevant considerations in making each decision and capturing arrangements for transparency and political oversight.
- 3.11 This form meets all legal requirements for recording of key decisions.

Key Decisions Relating To Pandemic Emergency

- 3.12 The statutory provisions relating to key decisions require that notice of the proposed decision is published 28 clear calendar days in advance of the decision being taken. Where the decision is required to be taken earlier the statutory General Exception procedure allows the decision to be taken after five clear working days' notice. Where even this is impracticable the decision can be taken immediately under the statutory Special Urgency procedure with the agreement of the relevant Scrutiny Chair that the decision is urgent and cannot be deferred.
- 3.13 Given the pace and volume of decisions being taken in response to the Coronavirus pandemic it may be impracticable to obtain individual approvals in respect of each decision in respect of Special Urgency. This could have serious consequences for the council and the city.
- 3.14 The Scrutiny Board Chairs have therefore given their combined agreement that all key decisions taken in relation to the emergency response to and in consequence of the Coronavirus Pandemic are of 'Special Urgency' and can be taken forthwith. In so doing the Scrutiny Chair's drew reassurance from the commitment that officers would use their best endeavours to brief Scrutiny Chairs ahead of urgent decisions, and that Directors would provide weekly briefings in respect of any decisions taken under this overarching consent. The approval is time limited and will be reviewed on or before 4th May 2020. A copy of the approval is attached as Appendix C to this report.
- 3.15 There is no proposal to seek any overarching exemption from call in arrangements. Instead individual decision makers will take the decision in relation to each decision and record the reasons for any exemption on the decision itself.

Key Decisions Relating to Business as Usual

- 3.16 Key decisions which are not taken in relation to the emergency response or in consequence of the pandemic will remain subject to the usual requirements in relation to prior publicity and oversight.
- Each decisions will be published to the List of Forthcoming Key Decisions (and a link circulated to all Members) not less than 28 days before the decision is taken unless
 - The decision fits the statutory General Exception – in which case notice will be published 5 clear days in advance of the decision being taken (and circulated to all Members); or
 - The decision fits the statutory criteria for Special Urgency – in which case the relevant Scrutiny Chair will be asked to agree that the decision is urgent and cannot be delayed.
 - The short form report setting out each decision will be published five clear days in advance of the decision being taken.
 - The decision will be open for call in – unless exempted by the decision maker for reasons set out in the report.

Reporting Of Significant Operational Decisions

- 3.17 The recording of Significant Operational Decisions taken by officers is also achieved by the combined publication of Delegated Decision Notice and formal supporting report. This is required to take place as soon as reasonably practicable after the decision has been taken.
- 3.18 Taking into account the legislative requirements and the provisions of the Constitution it is proposed that arrangements are made for the batch publication of Significant Operational Decisions by each Director on a weekly basis in order to ensure that the council maintains transparency in relation to decision making whilst ensuring administrative resource can be directed to priority services.
- 3.19 Each Director will publish weekly reports bringing together all Significant Operational Decisions taken in pursuance of their delegated authority in one schedule. This schedule will form the Council's published record of these decisions, and will be shared with Scrutiny Board Chairs alongside their weekly briefings.

Retrospective Endorsement of Decisions

- 3.20 It has been recognised that in the early days and weeks of the emergency a number of decisions have been taken by officers seeking to give effect to government guidance and to enable the Council's emergency response. Given the pace and volume of decisions taken it was not possible to formally record all of those decisions as they were taken.
- 3.21 The Council prides itself on being open, honest and trusted and strives to take a transparent approach to decision making. It is therefore important to use best efforts to bring together a record of those decisions taken during the emergency response period.
- 3.22 The Schedule attached at Appendix D of this report set out the decisions which have been identified as having been taken within each Directorate in the period from 16th March to 6th April. Executive Board are asked to note the information provided and retrospectively endorse the decisions taken.

- 3.23 It is recognised that this schedule provides high level information, and that it may be incomplete. Further work will continue to identify any additional decisions taken during this period and these will be reported to executive board as soon as practicable when that work is complete.
- 3.24 This schedule, and details of any further decisions identified, will be shared with Scrutiny Chair's and opportunity given for discussion in regular weekly briefings with Directors.

Monitoring and Review

- 3.25 Arrangements have been made to ensure that there will be regular liaison between officers representing the Chief Finance Officer, the Monitoring Officer and Director's governance support to ensure that these arrangements are communicated and routinely complied with.
- 3.26 The arrangements set out above will be the subject of continuous review by the City Solicitor, in consultation with the Chief Finance Officer to ensure that they remain necessary, appropriate and fit for purpose.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Arrangements are set out in the body of the report.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 There are no implications for this report.

4.3 Council policies and the Best Council Plan

- 4.3.1 The arrangements detailed in this report enable best use of officer resources available during the pandemic to meet urgent service delivery needs, whilst ensuring that decision making remains transparent and open to democratic oversight and scrutiny

Climate Emergency

- 4.3.2 There are no implications for this report

4.4 Resources, procurement and value for money

- 4.4.1 Decisions taken by officers will continue to fulfil usual requirements in relation to Contracts Procedure Rules and Financial Regulations and the requirement to ensure value for money.

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

- 4.5.1 See Annex A for relevant statutory provisions.
- 4.5.2 The provisions set out in the Executive and Decision Making Procedure Rules and in the Access to Information Procedure Rules, and the arrangements made and detailed in this report to meet those Rules during the course of pandemic are compliant with these requirements.

- 4.5.3 The decision set out in this report was published to the List of Forthcoming Key Decisions on 6th April 2020. This decision is being taken under the General Exception set out in Executive and Decision Making Procedure Rule 2.5 as it is impracticable to defer the arrangements set out and decisions taken in response to the emergency.
- 4.5.4 It is recommended that this report is exempt from call in in accordance with Rule 5.1.3 of the Executive and Decision Making Procedure Rules. Decisions taken include measures to promote and secure public health, to provide help and assistance to vulnerable citizens and to provide support to local business and industry. To delay or pause the implementation of these would have potential to seriously prejudice the interests of both the council and the public.

4.6 Risk management

- 4.6.1 The arrangements described will ensure that officers are able to respond at pace to the risks presented by the coronavirus pandemic.

5. Conclusions

- 5.1 The Director of Resources and Housing, City Solicitor and Chief Finance Officer have considered the legislative and constitutional requirements in relation to oversight and recording of officer decision making and proposed arrangements to ensure that officers are able to act in an agile and responsive way to ensure the continued delivery of key services within the city, to facilitate best use of resources and partnership meeting to meet the needs of the council and the city, and to protect Members, staff, partners and citizens during the course of the Coronavirus pandemic.
- 5.2 The arrangements set out will be the subject of continuous review by the City Solicitor to ensure that they remain necessary, appropriate and fit for purpose.

6. Recommendations

- 6.1 Executive Board are requested to

- Note the arrangements set out for officer decision making during the course of the coronavirus pandemic;
- Retrospectively endorse the decisions taken during the period between 16th March and 6th April set out in Appendix D attached; and
- Exempt this decision from call in for the reasons set out in this report.

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.

Statutory Provisions

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 make provision in respect of executive decision making. In particular

- Regulations 9-11 set out requirements in relation to publicity in connection with key decisions
- Regulation 13(4) sets out requirements for recording executive decisions taken by officers. The regulation requires that a written statement is prepared as soon as practicable after a decision is taken setting out
 - (a) a record of the decision including the date it was made;
 - (b) a record of the reasons for the decision;
 - (c) details of any alternative options considered and rejected by the officer when making the decision;
 - (d) a record of any conflict of interest declared by any executive member who is consulted by the officer which relates to the decision; and
 - (e) in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.

The Openness of Local Government Bodies Regulations 2014/2095 make provision for the recording of decisions taken by officers under council delegations. In particular:

- Regulation 7(3) requires that a written record be produced as soon as practicable detailing
 - (a) the date the decision was taken;
 - (b) a record of the decision taken along with reasons for the decision;
 - (c) details of alternative options, if any, considered and rejected; and
 - (d) where the decision falls under paragraph (2)(a), the names of any member of the relevant local government body who has declared a conflict of interest in relation to the decision.

Constitutional Provisions

Article 13 of the Constitution sets out the definition for each decision category. In brief these are:-

- Key Decisions (subject to specified exemptions)
 - a. Decisions valued in excess of £500K
 - b. Decisions with a significant impact on communities living and working in an area the size of one ward or more.
- Significant Operational Decisions
 - a. Decisions which would have been administrative but are not within budget or policy framework;
 - b. Decisions which would have been key but for an exemption set out in the definition;
 - c. Decisions valued in excess of £100K
 - d. Decisions which require a published record for reasons of transparency and accountability
- Administrative decisions

The Executive and Decision Making Procedure Rules set out the procedure to follow to ensure that executive decisions are taken in accordance with statutory requirements in relation to publicity and recording of decisions. In particular:

- Rules 2.4 – 2.6 require that key decisions are published to the List of Forthcoming key Decisions not less than 28 clear calendar days before a decision is taken unless:-
 - It is impracticable to do so by virtue of the date by which the decision must be taken in which case the General Exception permits the decision to be taken on advising the relevant scrutiny chair and giving five clear working days' notice of the decision; or
 - If the date by which the decision must be taken is such that the General Exception cannot be used, Special Urgency permits the decision to be taken with the approval of the relevant scrutiny chair that the matter is urgent and cannot reasonably be deferred.
- Rule 4.3 requires the recording of key and significant operational decisions taken by officers.

The Access to Information Procedure Rules set out the procedures to follow to ensure that council decisions are taken in accordance with statutory requirements. Rule 6.2 makes provision for the publication of council decisions taken by officers.

Both the Executive and Decision Making Procedure Rules and the Access to information Procedure Rules require officers who take decisions to prepare and publish a written record, together with a report in relation to a decision taken by an officer. The intention in this is to ensure that together the two documents (record and report) include the prescribed information. Both rules require the record to include:

- record of the decision including the date it was made,
- a statement of the reasons for it,
- details of any alternative options considered and rejected by the officer at the time of making the decision, and
- a record of any interest declared by any Executive Member consulted by the officer who made the decision together with a note of any dispensation granted in respect of that interest.

In addition Executive and Decision Making Procedure Rule 3.1 sets out the local (non-statutory) requirement that reports relating to key delegated decisions to be taken by Directors are published not less than five working days in advance of a decision being taken.

Key Delegated Decision

This form is the written record of key decision taken by an officer and is used in place of corporate report template and delegated decision notice during the course of the coronavirus pandemic¹.

Lead director²:		
Contact person:		Telephone number:
Subject³:		
Decision details:	What decision has been taken? ⁴	
	A brief statement of the reasons for the decision ⁵	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision	
Affected wards:		
Details of consultation undertaken⁶:	Executive Member	
	Ward Councillors	
	Others	

¹ Use of this short form report will be monitored and reviewed on a regular basis.

² The Director with responsibility and accountability for this decision in accordance with the officer delegation scheme as set out in the Constitution.

³ If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

⁴ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁵ Include any significant financial, procurement or legal implications

⁶ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

Implementation	Officer accountable, and proposed timescales for implementation		
List of Forthcoming Key Decisions	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s)		
	Signature		Date
Call In	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ⁷		
	Signature		Date

⁷ Give the post title of the officer with appropriate delegated authority to take the decision who will sign the decision.

APPROVAL OF SPECIAL URGENCY

Rule 2.6 Executive and Decision Making Procedure Rules in relation to the emergency response to and in consequence of the Coronavirus Pandemic

It is a general requirement of the Council Constitution that advance notice of Key Decisions will be given in the List of Forthcoming Key Decisions. Paragraph 2.6 of the Executive and Decision Making Procedure Rules details 'Special Urgency' procedures to be applied where notice of a Key Decision has not been included in the List and where the decision is of such urgency that it cannot be deferred.

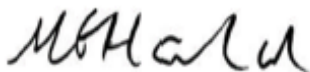
Whilst best endeavours will be made to seek the agreement of Scrutiny Chairs on such decisions in advance, Chairs of each Scrutiny Board have agreed that all Key Decisions taken in relation to the emergency response to and in consequence of the Coronavirus Pandemic are by their nature of 'Special Urgency' and may be taken forthwith.

This agreement will remain in place until Monday 4th May 2020 when it will be reviewed.

It is agreed that these decisions cannot be deferred and must be exempted from forward notification and call-in requirements in order to prevent prejudice to the council or the public in the light of the pandemic.

It is noted that Directors will provide weekly briefings for Scrutiny Chairs in relation to decisions taken in accordance with this approval for matters within their remit.

I agree that the decisions referred to above are of special urgency and can be taken forthwith.



Councillor Mary Harland
Chair Scrutiny Board
(Strategy and Resources)



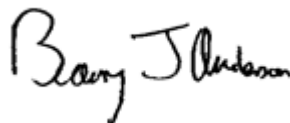
Councillor Alan Lamb
Chair Scrutiny Board
(Strategy and Resources)



Councillor Paul Truswell
Chair Scrutiny Board
(Infrastructure, Investment
and Inclusive Growth)



Councillor Helen Hayden
Chair Scrutiny Board (Adults,
Health and Active Lifestyles)



Councillor Barry Anderson
Chair Scrutiny Board
(Environment, Housing and
Communities)

Date of Collective
Agreement

3rd April 2020

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					APPENDIX D								
Schedule of Decisions Taken Between 16th March and 6th April 2020													
Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement implications (if any)
16th March	Director of Communities and Environment	SOD	Leeds Arium – suspension of annual bedding plant production to reduce wastage	To avoid wastage	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	There will be around £100k on 'in bloom' bedding sales.	None	None	None	None
16th March	Chief Officer Elections & Regulatory	SOD	To delay processing of new applications for taxi and private hire drivers and vehicles	To prioritise renewing licences for existing drivers and vehicles as an increase in contact about renewing existing licences	Status quo would have left the service unable to deal with demand and protect staff in terms of face to face contact	all	None	Majority of licence holders and applicants are male, BME, Muslim but decision applies equally to all applicants	Approx £40 k per month	TPHL costs are contained in a ring-fenced account and covered by licence fees - will need to fully consider implications of delay	A decision will need to be made about future TPHL fees and funding	None identified	Driver training is via contracts which expire during 2020. Backlog may increase pressure on applications, training, inspections when normal service resumes.
17th March	Chief Officer Housing Leeds	SOD	Suspend non essential visits	To comply with national measures to avoid non essential travel / visits	Maintaining visits - would not comply with national measures	All	None	Decision ensured that we continue to provide services, particularly to vulnerable residents	None	None	None	Activity risk assessed to ensure that legislative activity which required visits continued.	None
17th March	Director of City Development	SOD	Leeds Young Film Festival Postponed.	To respond quickly to the global spread of the Coronavirus and to protect the people and officers following Government guidance relating to large scale events	None	N/A	None	No implications identified	None	None	Loss of income	None	None
17th March	Director of City Development	SOD	Memberships and school bookings paused / cancelled for Museums and Galleries	To respond quickly to the global spread of the Coronavirus and to protect the people and officers following Government guidance.	Business as usual, but does not provide public protection	N/A	None	No implications identified	None	None	Loss of income	None	None
17th March	Director of Communities and Environment	SOD	Community centre bookings cancelled and being refunded.	Following national guidance on social distancing	None	All wards	Deputy Leader and Executive Member for Communities	Could be some bookings that relate to support for vulnerable people so these will need careful consideration.	c £30k a month	Lost income - no funding source currently identified to cover	None	None	None
18th March	Deputy Director of A&H	Key	Closures of Day Services	Social Distancing	Business as usual, but does not provide public protection	All	gold/silver meeting	Closures impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	£0.5m	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None

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18th March	Chief Officer of Resources and Strategy	SOD	Ceasing of home visits for undertaking Financial Assessments	Social Distancing	Business as usual, but does not provide public/ officer protection	All	Adults and Health DLT	Financial Assessments impact disabled and elderly residents and the amounts that they are assessed as needing to pay for their care. The light touch regime is likely to reduce the level of assessment in the short term.	Approx £100k per month	Currently unknown - spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	None	None	None
18th March	Deputy Director of Integrated Commissioning	SOD	Pay home care and supported living providers at planned hours during the Covid-19 period even where service users/family decline the service specifically because of the Covid-19 situation	Social Distancing	Remove payment but this does not support sector workers or businesses	All	Adults and Health DLT	Home Care is provided to elderly and disabled residents and these groups would be severely disadvantaged were providers fail to deliver their services through lack of sustainable funding.	Approx £0.5m over the first 3 months of 2020/21.	planned hours payed from existing approved budgets	None	None	None
18th March	Director of Communities and Environment	SOD	To approve the provision of £330k wellbeing funding from the 20/21 financial year to spend on Covid 19 ward based support initiatives - £10k per ward.	To provide specific ward based funding for local Covid19 initiatives	None	All wards	Deputy Leader and Executive Member for Communities	No implications identified	£330k	2020/21 wellbeing fund	Not Known	None	None
18th March	Director of Communities & Environment	SOD	Closure of following attractions and facilities: o Tropical World including the café and shop o Wildlife World at Lotherton o Golden Acre Park, café and shop o Pudsey Visitor Centre o Temple Newsam, Home Farm, café and Mrs Pawson's shop o The Arium, café and shop	To reduce risk of infection spreading and encourage social distancing	None	All wards	Deputy Leader and Executive Member for Communities	No implications identified	Estimated £600k loss of net income per month.	Lost income - no funding source currently identified to cover	None	None	None
19th March	Director of Communities and Environment	SOD	Closure of stand alone libraries.	Staffing shortages and to reduce risk of infection spreading and encourage social distancing	None	Calverley & Farsley; Crossgates & Whinmoor; Wetherby; Morley North; Harewood; Ardsley & Robin Hood; Adel & Wharfedale; Roundhay; Guiseley & Rawdon; Chapel Allerton; Beeston & Holbeck; Hunslet & Riverside.	Deputy Leader and Executive Member for Communities	None	None	None	None	None	None
19th March	Director of Communities and Environment	SOD	Making Council run car parks and on street parking bays in Leeds free to use, with priority given to NHS staff, social workers and other key workers.	To provide free parking for key workers. City centre footfall fallen significantly. Need to reallocation parking staff to other priority work.	To provide passes for key workers to allow free parking and continue charges for everyone else. Administratively difficult to introduce at short notice.	All wards, primarily city centre	Executive Member for Environment and Active Lifestyles	No implications identified	£1m per month	Lost income - no funding source currently identified to cover	None	None	None

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19th March	Director of Communities and Environment	SOD	Cancellation of weddings until 30 th April & suspension of birth registration (<i>national decision</i>)	Following national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £55k per month.	Lost income - no funding source currently identified to cover	None	None	None
20th March	Chief Officer Financial Services	SOD	To suspend payment terms for paying suppliers	To support suppliers during national emergency	Status quo - would leave suppliers vulnerable in emergency climate	None	None	No implications identified	Approx £250k up to 3 months	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Cash flow	None	amendment to existing terms
20th March	Chief Officer Housing Leeds	SOD	Suspend all possession action against Council tenants for rent arrears	To comply with national measures introduced / 2020 Coronavirus Act	Continue with possession action and await detailed guidance - wanted to ensure aligned to more detailed guidance	All	Executive Member for Communities	Decision ensured that we support tenants experiencing financial issues / poverty	None	None	Loss of rental income resulting from enforcement action	Decision ensures that we comply with 2020 Coronavirus Act	None
20th March	Chief Officer Housing Leeds	SOD	Suspend possession action against Council tenants for other tenancy breaches except in exceptional circumstances	To comply with national measures introduced / 2020 Coronavirus Act	Continue with possession action for all tenancy breaches, but in accordance with the 2020 Coronavirus - much activity difficult to progress anyway due to social distancing measures in place	All	None	No implications identified	None	None	Potential loss of rental income, e.g. by extending introductory tenancies, abandoned properties,	Decision ensures that we comply with 2020 Coronavirus Act	None
20th March	Director of Resources and Housing	Key	Purchase of emergency food provisions	To provide Free School Meals whilst school kitchens closed, support for vulnerable families & food for ASC homes & Early Years Centres	Schools closed, not possible to prepare food on site.	all	Procurement & Childrens & Families	Positive benefit to children and families most in need	Approx £935k until the end of June 2020	Emergency fund plus charge for FSM to schools	none	failure to feed children on FSM and the vulnerable	used existing suppliers for the vast majority of spend
20th March	Chief Officer CEL	SOD	Purchase of hand gels, gloves, face masks, Milton and aprons	To protect staff through purchase of essential supplies	waiting for uncertain supplies unacceptable risk to health and wellbeing of staff	all	advice from H&S	none	Approx £118k until the end of June 2020	Mainly emergency fund	none	failure to protect staff	used existing suppliers
20th March	Director of Communities and Environment	KEY	No new bookings to be taken for chapel cremation services; and number of mourners for pre-booked cremation services to be reduced to 10; and for burials 20. Utilise own tools for backfilling of grave if mourners wish to participate.	To cut down risk of infection spreading and encourage social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £150k per month due to non-use of chapel.	Lost income - no funding source currently identified to cover	None	None	None
21st March	Director of Children and Families		Identification of 15 hubs for provision of day care and essential provisions	Government guidance requires provision of day care for vulnerable children and children of key workers.	None	All	Executive Member for Children and Families	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
21st March	Director of Resources and Housing	SOD	Securing alternative emergency accommodation for rough sleepers – Garforth House (14 beds).	Minimise risk to rough sleepers in line with Government Guidance	None	All	None	Decision ensures that vulnerable customers have access to basic facilities and shelter to allow self isolation	Included within temporary accommodation costs	None	Not Known	None	None
21st March	Director of Resources and Housing	SOD	Council tax – recovery action relaxed.	To minimise financial hardship and need for officer resources to provide enforcement.	Business as usual, would risk financial hardship for residents	All	None	No implications identified	None	None	Decision will defer collection of income in some cases but with no net budgetary implications	None	None

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21st March	Director Communities & Environment	SOD	To suspend the collection of bulky household waste (chargeable service).	Reduced resource availability and the need to prioritise other work.	None	All	Executive Member for Environment and Active Lifestyles	None	Approx £15k/mth in lost income	None	None	None	None
21st March	Director of Communities and Environment	SOD	Cleaner neighbourhoods – prioritisation in line with business continuity plan	Reduced resource availability and advice on social distancing	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	None	None	None	None	None
23rd March	Director of Communities and Environment	SOD	Closure of waste sites	Reduced resource availability and advice on social distancing	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	approx £10k per month	Lost income - no funding source currently identified to cover	None	None	None
23rd March	Director of Communities and Environment	SOD	Playgrounds, multi-use games areas, skate parks and outdoor gym equipment closed	To cut down risk of infection spreading and encourage social distancing.	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	None	None	None	None	None
23rd March	Director of Communities and Environment	SOD	Officers given authority to close premises Defying Closure Orders	In light of national requirements for certain business to close and emergency legislation	None	All wards	Executive Member for Environment and Active Lifestyles	None	None	None	None	None	None
23rd March	Director of Children and Families	SOD	To suspend new assessments and the statutory 11 month review of EHCPs, other than where the review is urgent, is in the best interests of the child, and can be conducted in accordance with advice on social distancing.	To comply with government advice about social distancing and to conduct an assessment of need for some cohorts of learners at this time would not be in the child or young person's best interest.	None	All	Executive Member for Learning, Skills and Employment	children and young people that either have an EHCP or have been identified for assessment generally have an identified disability	None	None	None	EHCP assessments and reviews are a statutory requirement. Advice from the DFE regarding all the statutory processes for EHC planning during this emergency is awaited but we understand will be in line with this decision.	None
24th March	Chief Officer Elections & Regulatory	SOD	To not require the renewal of any licence that expires after 23rd March until 30th June and extend all licences to that date.	To support measures for national lockdown and reduce face to face contact	Status quo would have left around 500 driver per month and 400 vehicles per month unlicensed.	All wards	With Chair of Licensing Committee and Executive Member	Majority of licence holders and applicants are male, BME, Muslim. Taxi and private hire passengers are disproportionately female, elderly, with a disability or mobility need.	Approx £160K per month	TPHL costs are contained in a ring-fenced account and covered by licence fees - will need to fully consider implications of delay	A decision will need to be made about future TPHL fees and funding	This measure means that some licences will have been renewed temporarily without the usual checks (including vehicle inspection, DBS). This measure may mean that some licences are renewed automatically which would not have been renewed had the full check been possible.	Backlog may increase pressure on applications, training, inspections when normal service resumes.

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24th March	Chief Officer Elections & Regulatory	SOD	To suspend on street taxi and private hire enforcement	To support measures for national lockdown and reduce face to face contact	Alternative considered would have involved one officer sole working in a CCTV equipped vehicle, but instructed not to get out of the vehicle. This would go against risk assessment for officers always working in pairs and footfall down significantly so not considered a viable option.	All wards, primarily city centre	With Chair of Licensing Committee and Executive Member	Taxi and private hire passengers are disproportionately female, elderly, with a disability or mobility need.	None	None	None	We have raised an issue about Enforcement Officers' pay with HR to ensure they are not adversely affected by this decision and continue to receive their shift allowance, etc, so do not suffer a reduction in pay	None
24th March	Director of Communities and Environment	SOD	Ceasing the collection of Garden waste in accordance with Business Continuity Plan.	Reduced resource availability and advice on social distancing and these being the lowest priority for refuse collection.	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	Will generate disposal cost savings but level unknown	None	None	None	None
24th March	Director of Communities and Environment	SOD	Public litter bin collections ceased in line with BCP	Reduced resource availability	None	All wards	Executive Member for Environment and Active Lifestyles	None	None	None	None	None	None
24th March	Director of Communities and Environment	SOD	Closure of golf courses, tennis courts, bowling greens, food and other park concessions.	Following national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £75k per month.	None	None	None	None
24th March	Director of Communities and Environment	SOD	Community hubs closed – save for Covid 19 support hubs (Merrion, Dewsbury Road, Armley, Compton Centre)	To cut down risk of infection spreading and encourage social distancing.	None	All wards	Deputy Leader and Executive Member for Communities	Closures impact vulnerable citizens but considered necessary and proportionate in view of national guidance in relation to public health risk	None	None	None	None	None
24th March	Chief Officer Housing Leeds	SOD	Responsive Repairs - decision to carry out essential repairs only to Council homes. Non-essential repairs still recorded but not being attended. Triage team in place to assess non-essential repairs.	To comply with social distancing measures introduced	1) Full service offer - not viable as not in line with government guidance. 2) Emergency repairs only - rejected as too restrictive and lacks flexibility of triage approach.	All	Executive Member for Communities	No implications identified	Estimated c.£1m per month reduction in spend across Responsive Repairs, Voids and Disrepair while restrictions in place. When restrictions lifted spend is likely to increase to pre-restriction levels.	HRA	Impact of loss of rental income.	None	None
24th March	Chief Officer Housing Leeds	SOD	Void Repairs - decision to deliver essential repairs only. Any new tenants advised of additional works to be completed once restrictions lifted to meet Lettable Standard.	To comply with social distancing measures introduced	1) Full service offer - not viable as not in line with government guidance. 2) Emergency repairs only - rejected as too restrictive and lacks flexibility of triage approach.	All	Executive Member for Communities	No implications identified	Estimated c.£1m per month reduction in spend across Responsive Repairs, Voids and Disrepair while restrictions in place. When restrictions lifted spend is likely to increase to pre-restriction levels.	HRA	Impact of loss of rental income.	None	None

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24th March	Chief Officer Housing Leeds	SOD	Disrepair - only essential repairs to be completed. All other repairs being assessed by triage team. Risk being assessed re. future disrepair claims in conjunction with Legal Services.	To comply with social distancing measures introduced	1) Full service offer - not viable as not in line with government guidance. 2) Emergency repairs only - rejected as too restrictive and lacks flexibility of triage approach.	All	Executive Member for Communities	No implications identified	Estimated c.£1m per month reduction in spend across Responsive Repairs, Voids and Disrepair while restrictions in place. When restrictions lifted spend is likely to increase to pre-restriction levels.	HRA	Impact of loss of rental income.	Current non-compliance with Housing Act timescales. Discussions with Legal Services indicate risk is manageable under 'reasonableness' test.	None
24th March	Chief Officer Housing Leeds	SOD	Mechanical and Electrical Compliance - all activity continues in line with industry practice, but all enforcement action relating to 'No Access' assessed on a case by case basis in line with industry guidelines. Non-essential cyclical maintenance activities suspended with essential repairs only.	To comply with social distancing measures introduced	1) Suspend all maintenance activities - rejected as not in line with industry guidance. 2) Continue all activities as normal - rejected as not able to comply with 'reasonableness' test due to inability to apply social distancing.	All	Executive Member for Communities	No implications identified	Zero - suspended activities to be 'caught up' when restrictions lifted.	HRA	Impact of loss of rental income.	Service fully in line with industry and government guidance. Non-compliance being recorded and full audit trail.	None
24th March	Chief Officer Housing Leeds	SOD	Investment Programmes - suspended all schemes involving work to tenants homes. All schemes involving work in communal areas suspended except for essential fire safety and health and safety works. A number of schemes involving external works suspended due to contractors / supply chain withdrawing.	To comply with social distancing measures introduced	To continue with non- H&S and non Fire safety activity that didn't involve crossing the threshold i.e. in communal areas and work external to buildings as this potentially fell under the heading of construction activity - rejected as didn't support social distancing measures	All	Executive Member for Communities	No implications identified	Estimated impact of slippage is circa £20m per quarter	HRA	Impact on LBS income due to suspension of works circa 50% of the capital programmes delivered by LBS.	Contractual liabilities being considered	Contractual liabilities being considered
24th March	Chief Officer Housing Leeds	SOD	Adaptations - installations suspended except for urgent cases. Processing of new applications stopped except for cases involving hospital discharge, end of life and schemes classified as urgent due to potential serious risk to someone's health	To comply with social distancing measures introduced	Considered alternative social distancing measures - not compliant with national guidelines	All	Executive Member for Communities	Suspensions impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	None	None	Challenge to deliver budget and commit spend within year, potential to roll over into new financial year	Applicants have legal right to claim grants, potential challenge in terms of meeting DCLG time scales	None
24th March	Chief Officer Housing Leeds	SOD	Private Sector Housing Enforcement Policy introduced risk assessment of inspection and enforcement activity, taking action only where there is a risk of serious harm to occupants.	To comply with social distancing measures introduced	Considered alternative social distancing measures - not compliant with national guidelines	All	Executive Member for Communities	No implications identified	None	None	None	May be required to legally vary notice periods	None

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24th March	Chief Officer Housing Leeds	SOD	Temporary Accommodation - significantly expanded Emergency accommodation offer utilising Hotel provision in Leeds, implementing new licencing agreements to support the temporary usage. Employed a triage approach for those found homeless to support the governments approach to self-isolation, using different hotels to support those symptomatic or at significant risk. Separate accommodation sourced for females fleeing DV. Utilisation of officers within service to support residents in hotels with daily food provision, introduced security provision to ensure safety of all residents, Face to face advice and assistance service ceased and replaced with telephone contact.	To comply with social distancing measures introduced	Alternative provision with communal facilities but not compliant with current government guidance	All	Executive Member for Communities	Decision ensures that vulnerable customers have access to basic facilities and shelter to allow self isolation	Estimated around £200k additional pressure on service per month	Flexible Homeless Support Grant / Housing Benefit, potential additional grant funding from Gov	Significant increase in spend for Emergency accommodation, additional funding will be required	None	None
24th March	Chief Officer Housing Leeds	SOD	Selective Licensing - whilst continuing to accept and encourage payment of the Selective Licencing fee have suspended issuing further invoices at this time and will not be chasing payment. This will be kept under review.	To comply with social distancing measures introduced	Continued enforcement -difficult with lack of court availability	All	Executive Member for Communities	No implications identified	None	None	Delay in cash flow to cover staffing costs - funds impact to cover for 12 months	None	None
24th March	Chief Officer Housing Leeds	SOD	Gypsy and Traveller service - suspension of Court applications and focus on assisting travellers to remain in situ and allow self-isolation. Some agreed utilisation of Park and Ride sites across the city and sports centres currently closed.	To comply with social distancing measures introduced	Lack of available land to site large groups in Leeds	All	Executive Member for Communities	Decision ensures that vulnerable customers have access to basic facilities and shelter to allow self isolation	None	None	none	None	None
24th March	Director of Children and Families	SOD	Arrangements for vulnerable children and children of key workers during school closures.	To follow government guidance to ensure that vulnerable children are supported during the COVID 19 pandemic. To follow government advice to provide day care/school provision to enable critical key workers to continue to work.	None - following Government Directive	All	None	No implications identified	Not Known	None	Not Known	None	None
24th March	Director of Resources and Housing	SOD	CEL supporting Free School meals provision (further clarity needed)	To provide essential support to vulnerable children and families	None - following Government Directive	All	None	Positive benefit to children and families most in need	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
25th March	Director of Communities and Environment	Key	Receive £8.9m through the Hardship Fund. For Council Tax reductions for people in financial difficulty.	To provide extra hardship funding to council tax payers	None	All wards	Deputy Leader and Executive Member for Communities	Positive benefit to those most in need	£8.9m income to the council	None	None	None	None
25th March	Director of Resources and Housing	SOD	Choice based lettings suspended other than urgent cases.	To respond quickly to the global spread of the Coronavirus and to protect the people and officers following Government guidance.	None	All	None	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None

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25th March	Director of Communities and Environment	SOD	Emergency Food Provision – launch of new Emergency Referral process	To respond quickly to the global spread of the Coronavirus and to assist people and following Government guidance.	None	All	None	Positive benefit to those most in need	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
26th March	Director of Communities and Environment	SOD	In Bloom work suspended for 2020	Resource availability and national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	None	None	None	None	None
26th March	Director of Communities and Environment	SOD	All activities, events and classes in park sites cancelled until the end of June 2020	Resource availability and national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Potentially £200k income from ground rent.	Lost income - no funding source currently identified to cover	None	None	None
26th March	Director of Communities and Environment	SOD	Revised arrangements for bereavement services from Thursday 26th March. No new bookings to be taken for chapel funeral services	To cut down risk of infection spreading and encourage social distancing.	None	All	None	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
27th March	Director of Resources and Housing	Key	Series of decisions to Purchase masks, hand gels, hand sanitiser, goggles, glasses	Lack of protective equipment to protect staff	waiting for uncertain supplies unacceptable risk to health and wellbeing of staff	all	advice from H&S	none	£1,032k	£21,964,950 emergency fund provided by MHCLG	none	failure to protect staff	used existing supplier
27th March	Director of Communities and Environment	SOD	People with no recourse to public funding able to access key welfare and support services where essential to health and well being	To ensure those with no access to essentials such as are food and accommodation are assisted	Continuing existing NRPF policy which would have put lives at risk	All wards	Deputy Leader and Executive Member for Communities	Positive benefit to those most in need	Not known as depends on demand	Existing budgets	None	None	None
27th March	Chief Officer Housing Leeds	SOD	Lettings Policy - Suspension of lettings to homes and garages via the Council's Choice Based Lettings scheme. For homes advertised via CBL up to Monday 23 March, offers made / honoured, but there will be a delay to letting unless it is a critical move. From Tuesday 24 March all homes will be let via an Emergency Lettings Policy, giving priority to applicants who are awaiting hospital discharge, have a high medical need or are vulnerable.	To comply with social distancing measures introduced	Continue to allocate homes via CBL - not possible to comply with social distancing measures	All	Executive Member for Communities	Ensuring that policy is open and transparent	None	None	Loss of rental income resulting from homes being left in void until social distancing measures lifted	Risk of legal challenge from applicants who are disadvantaged by the Emergency Lettings Policy	None
28th March	Director of City Development	SOD	Culture and Sport - debt collection paused	To minimise financial hardship and need for officer resources to provide enforcement.	Business as usual, would risk financial hardship for residents	All	None	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
28th March	Director of Communities and Environment	SOD	Death registrations are being taken by phone in line with national guidance	National Guidance	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	None	None	None	None	None

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29th March	Director of Resources & Housing	SOD	Establishment of Temporary Emergency Warehouse for food storage including lighting and security	Food storage is particularly vulnerable to break ins. The fire officer from WY Fire Service has advised that lighting must be provided. The costs will be on-going as long as the warehouse is operational. The new warehouse has to be in place until social distancing rules are relaxed as current sites are too small to adhere to the new ways of working.	None	All wards	None	Positive benefit to those most in need	Security £3,500 / week and lighting £3,307 / week ongoing until social distancing rules relaxed	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG			Security provided by ISP. Lighting procured by direct award to contractor to meet necessary timescales.
29th March	Director of Communities and Environment	SOD	Leeds West Indian Carnival and Black Music Festival for 2020 cancelled	Due to current resourcing pressures there is limited time to undertake the necessary preparatory work for such a significant event and also unsure what the social distancing requirements will be at the time of this event.	None	Chapel Allerton	Executive Member for Environment and Active Lifestyles	Cancellation impacts BAME citizens but considered necessary and proportionate in view of national guidance in relation to public health risk	Around £340k potential saving against budget.	None	None	None	None
30th March	Chief Officer Housing Leeds	SOD	Retirement Life Communal Rooms - closure of community rooms and shared bathing facilities (laundries to remain open with social distancing measures)	To encourage tenants to comply with social distancing measures introduced	Leaving communal lounges open but discouraging their use - in some schemes tenants continued to use them despite this advice	All	Executive Member for Communities	Closures impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	0	N/A	None	Decision in support of Regulation 7 of the Health Protection (Coronavirus Restrictions)(England) Regulations 2020 (issued on 26 March), which prohibits gatherings of more than 2 people in public places.	None
30th March	Director of Communities and Environment	SOD	Forestry staff covering cat 1 & 2 tree issues only	Resource availability	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £75k per month.	a30	None	None	None
30th March	Director of Communities and Environment	SOD	Car parks in all parks closed	To cut down risk of infection spreading and encourage social distancing through reducing non-essential travel.	None	All wards	Executive Member for Environment and Active Lifestyles	Closures may impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	None	None	None	None	None
31st March	Director of Children and Families	SOD	Emergency Food Provision - school holidays	To ensure that vulnerable children do not go hungry as a consequence of the COVID 19 pandemic.	None	All	None	Positive benefit to children and families most in need	Not Known	negotiated with the DfE to use the recently secured 'Healthy Holidays' funding flexibly to support food purchasing for the scheme where that is needed.	None	None	None
1st April	Director of City Development	SOD	Closure of park and ride sites at Temple Green and Elland Road	Closed due to lack of demand	Business as usual, but does not provide public/ officer protection and not cost effective	All	None	No implications identified	None	None	Loss of income will be absorbed by bus operators	None	None



Report of the Chief Officer Financial Services

Report to Executive Board

Date: 22nd April 2020

Subject: Financial Health Monitoring 2019/20 – Provisional Outturn

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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

1. Main issues

- The purpose of this report is to inform the Executive Board of the 2019/20 provisional financial outturn for the authority in respect of both the revenue budget and the Housing Revenue Account.
- The 2019/20 financial year is the fourth and final year covered by the 2015 Spending Review and again presents significant financial challenges to the Council. The Council has managed to achieve considerable savings since 2010 and the budget for 2019/20 requires the delivery of a further £22.6m of savings.
- The current and future financial climate for local government represents a significant risk to the Council’s priorities and ambitions. Whilst the Council continues to make every effort possible to protect the front line delivery of services, it is clear that the position remains challenging.
- This is the eighth budget monitoring report of the year, and Executive Board will recall that the 2019/20 general fund revenue budget, as approved by Council, provides for a variety of actions to reduce net spend through the delivery of £22.6m of budget action plans by March 2020.

- Members will be aware that the updated Medium Term Financial Strategy, received at July's Executive Board, assumes a balanced budget in 2019/20. Any variation to this assumption has implications for the level of general reserve available to the Council.
- Following Executive Board approval in March, the impact of the variation in the level of capital receipts receivable, when compared to budgeted assumptions, will be funded through a corresponding release from the Council's general reserve. The current position with regard to capital receipts has been incorporated into the position reported here and will be confirmed in the final outturn Financial Health report which is timetabled to be received at June's Executive Board.
- Whilst it is anticipated that the main impact of Coronavirus (COVID-19) will be seen in the next financial year there will be a more limited impact in the final weeks of the current year. The report details initial estimates of the financial impact in this financial year of £2.5m and work is ongoing to identify affected areas of service and to understand the financial consequences. It is assumed that the 2019/20 impact of the virus will be funded by COVID-19 support grant from Government and will thus have a nil impact on the Council's projected outturn position.
- As such, the provisional financial outturn reflects an overspend of £4.4m which takes account of the above and of pressures identified in the Children and Families and City Development directorates. This report seeks approval to use the Council's general reserve to fund any overspend once the year end position is confirmed.
- Further, if the number and type of CLA placements remain at the current level then it is estimated that this would result in an overspend of £3.8m against the CLA budget in 2020/21. Further work is being carried out to review CLA projections for 2020/21. An action plan is being developed on how the Directorate will mitigate this increase in funding and will be reported to a future meeting of Executive Board.
- A deficit of £5.5m has been declared on the authority's Collection Fund in respect of business rates. This declared deficit is reflected in the approved 2020/21 revenue budget and reduces the revenue funds available to the Council in that year. Any impact of Coronavirus (COVID-19) on collection in 2019/20 and 2020/21 will impact on the revenue budget in 2021/22.
- The provisional financial outturn for the Housing Revenue Account projects a balanced budget position.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- The 2019/20 budget targeted resources towards the Council's policies and priorities as set out in the Best Council Plan. This report comments on financial performance against this budget, supporting the Best Council ambition to be an efficient and enterprising organisation.

3. Resource Implications

- The provisional financial outturn reflects an overspend of £4.4m which takes account of the impact of the anticipated capital receipts shortfall, netted down by a number of offsetting measures and savings, and also reflects pressures identified in the Children and Families and City Development directorates.

- The Council's Medium Term Financial Strategy assumes a balanced budget position for 2019/20. As agreed at March Executive Board it is intended that the variation arising as a consequence of the variation in capital receipts receivable will be funded through a corresponding release from the Council's general reserve. This report seeks approval to use the Council's general reserve to fund any additional overspend once the year end position is confirmed. The financial implication of Coronavirus (COVID-19) will be met from Government grant.
- The business rates deficit declared in December 2019 and reflected in the approved 2020/21 revenue budget is £5.5m. This reduces the revenue funds available to the Council in 2020/21.
- If the number and type of CLA placements remain at the current level it is estimated that this would result in an overspend of £3.8m against the CLA budget for 2020/21. Further work is being carried out to review CLA projections for 2020/21. An action plan is being developed on how the Directorate will mitigate this increase in funding and will be reported to a future meeting of Executive Board.

Recommendations

- a) Executive Board are asked to note the projected provisional outturn for the Authority.
- b) In regard to the projected outturn position projected in this report, Executive Board are asked to approve the use of the Council's general reserve to fund any overspend when compared to budgeted assumptions once the final position is known. Any amount required from the general reserve will be confirmed in the final outturn Financial Health report which is timetabled to be received at June's Executive Board. The officer responsible for the implementation of this recommendation is the Chief Officer - Financial Services.
- c) Executive Board are asked to note that financial pressures arising as a consequence of Coronavirus (COVID-19) will be met from the Government's COVID-19 support grant allocation to the authority.
- d) Executive Board are asked to note that the Children & Families directorate projects a variance of £3.8m against the CLA Budget for 2020/21 based on projections of CLA numbers. Executive Board are recommended to request that the Director of Children and Families identify proposals to address the projected overspend and that these proposals will be incorporated into the next Financial Health Monitoring report to be received at Executive Board.

1. Purpose of this report

- 1.1 This report sets out for the Executive Board the Council's provisional financial outturn position for 2019/20.
- 1.2 Budget Monitoring is a continuous process throughout the year, and this report reviews the position of the budget and highlights the key risks and variations to budgeted assumptions.

2. Background information

- 2.1 Executive Board will recall that the net revenue budget for the general fund for 2019/20 was set at £516.7m.
- 2.2 Following the closure of the 2018/19 accounts, the Council's general fund reserve stands at £28.0m. The 2019/20 budget assumed a contribution of £4.5m to this reserve during 2019/20, to contribute towards ensuring that the Council continues to be financially resilient and sustainable. This budgeted contribution includes repayment of £1.7m which was released from the general fund reserve to Children & Families in 2018/19 to address the income pressure arising within the Directorate as a consequence of the re-profiling of the final payment of the Partners in Practice Project by the DfE. As such it was projected that the balance on the general fund reserve would stand at £31.5m at 31st March 2020, before reflecting any use of general reserve to deliver a balanced position in 2019/20. Funding the projected overspend of £4.4m will reduce the general fund reserve to £27.1m at the year end.
- 2.3 Financial monitoring continues to be undertaken on a risk-based approach where financial management resources are prioritised to support those areas of the budget that are judged to be at risk, for example the implementation of budget action plans, those budgets which are subject to fluctuating demand, key income budgets, etc. This has again been reinforced through specific project management based support and reporting around the achievement of the key budget actions plans.

3. Main Issues

- 3.1 The provisional financial outturn position for the Authority reflects a projected overspend of £4.4m which compares against the £1.0m projected underspend reported to the Board in March.
- 3.2 This £5.4m worsening of the reported position is largely because it is now expected that the MRP (Minimum Revenue Provision) charge to fund debt will be £5.1m higher than budgeted for, due to delays in realising some capital receipts and a further shortfall against budgeted capitalisation of £1.5m, offset by net savings of £1.8m, all within the Strategic Accounts. There has also been an increase of £0.2m in Children & Families overspend due to a range of variations across the service, a reduction of £0.45m in the City Development underspend position due to delays in finalising capital receipts transactions and therefore in realising the associated fee income from them.
- 3.3 The reported position also takes account of £2.5m regarding initial estimates of the potential financial impact of Coronavirus (COVID-19) in this financial year, but this financial pressure will be funded in full by Government grant and will have a nil

impact on the projected outturn position. Directorate positions are discussed in more detail below and in the appended dashboards. The estimated impact of Coronavirus is discussed separately in the report and detailed at Appendix 2 and is not reflected on dashboards.

3.4 The provisional financial outturn projection for 2019/20 is summarised in Table 1.

Table 1

Summary Position - Financial Year 2019/20 Provisional Outturn

Directorate	Director	(Under) / Over spend for the current period				Previous month's Position
		Staffing	Total Expenditure	Income	Total (under) /overspend	
		£000	£000	£000	£000	£000
Adults & Health	Cath Roff	(403)	3,067	(3,067)	0	0
Children and Families	Steve Walker	(150)	3,340	(2,450)	890	700
City Development	Martin Farrington	(2,159)	(1,700)	1,700	0	(450)
Resources & Housing	Neil Evans	295	3,506	(3,736)	(230)	(223)
Communities & Environment	James Rogers	1,881	3,317	(3,377)	(60)	(94)
Strategic	Victoria Bradshaw	(10)	5,241	(1,424)	3,817	(951)
Estimated Impact of Coronavirus	Victoria Bradshaw		2,500	(2,500)	0	0
Total Current Month		(546)	19,271	(14,854)	4,417	(1,018)
Previous month (under)/over spend		(304)	10,092	(11,110)	(1,018)	

3.5 Following Executive Board approval in March 2020, the impact of the variation in the level of capital receipts receivable, when compared to budgeted assumptions, will be funded through a corresponding release from the Council's general reserve.

3.6 The major variations are outlined below, with additional detail provided on the directorate dashboards appended to this report. The estimated impact of Coronavirus is discussed separately in the report, with detail provided at Appendix 2. It is not reflected on directorate dashboards.

3.6.1 **Adults & Health** - The Directorate is projected to deliver a balanced position. Budget Action Plans (BAPS) are required to deliver £13.1m of savings. At Month 11, these are effectively delivered; though there is slippage in some areas others are likely to over-achieve.

A net £3.0m of pressures are projected within the community care demand based budgets, principally within learning disability, home care and supported accommodation. There are also demand based pressures on contracts managed by Strategic Commissioning. Underspends are projected within residential and nursing care and direct payments.

Other key variances include a projected staffing underspend of £0.4m; although there are pressures within several areas, underspends within the rest of the directorate - particularly Service Transformation, Resources and Commissioning - more than mitigate these pressures.

Income is projected to be £3.0m above target due to additional client contributions and additional external income; in particular the additional £0.5m receivable as an inflationary uplift for the Better Care Fund.

3.6.2 Children & Families – At Month 11 it is projected that the Directorate will have a year-end overspend of £0.89m. This is an increase of £0.19m on the Month 10 projection. There are a number of variations built into this position and these are outlined below.

As reported previously, the main areas of overspend are forecast to be on Children Looked After (CLA), financially supported Non-CLA and the passenger transport budget. The Directorate is continuing to work with the Passenger Transport Service on an action plan to mitigate the pressures on the transport budget and as a result the projected overspend on transport was reduced by £0.1m to £0.5m at Month 9.

Overall CLA placements have continued to increase and the projected overspend on CLA has been increased to £3.6m. The number of External Residential (ER) placements has increased to 73 compared to the budget of 58 placements. The number of Independent Fostering Agency (IFA) placements has increased to 204 against the budget of 184. The Directorate is undertaking a number of actions including reviewing ER placements in order to ensure that placements are still appropriate. If the number and type of CLA placements remain at the current level then it is estimated this would result in an overspend of £3.8m in 2020/21 against the CLA budget. Further work is being carried out to review CLA projections for 2020/21 and Children and Families will bring an action plan to the June meeting of Executive Board, detailing how they will mitigate any impact of this pressure on the budget.

The projected overspend on Learning for Life has remained at £0.65m. This comprises a projected shortfall in fee income in Children's Centres offset by savings within Family Services and Early Help. The service is progressing a number of actions to mitigate the income shortfall.

Some of the additional spend pressures at Month 11 are being offset by increased utilisation of grant funding. The 2019/20 budget included saving plans of £1.8m and the actions being delivered are expected to achieve the required level of savings.

On the 17th April 2019 the Department for Education confirmed that Leeds was successful in the Strengthening Families Protecting Children Programme bid worth £8.3m over five years, with 2019/20 the first year and potential spend of up to £1.5m. Leeds is committed to work with up to six local authorities over the next five years to help them improve practice and outcomes based on the innovative practice already established in Leeds. The Directorate has already commenced initial work and is currently recruiting to the revised staffing structures required to deliver the programme.

At the end of 2018/19 there was a surplus balance of £1.1m on general Dedicated Schools Grant (DSG). It is currently projected that there will be an overall overspend

of £5.4m on general DSG in 2019/20, leaving a deficit balance of £4.3m at the end of 2019/20. This is an increase in the deficit of £0.2m compared to the position reported at Month 10. As in previous years there are significant pressures on spend in the High Needs Block (HNB). On the main areas of spend of outside placements, top-up payments and place funding for Specialist Inclusive Learning Centres (SILCs) there is a significant increase in costs this year, with an overall forecast overspend on the HNB of £7.3m. This is expected to be partly offset by underspends of £0.9m on the Early Years Block and £1.0m on the Schools Block.

3.6.3 City Development – At Month 11 the City Development Directorate is forecasting a balanced budget position (an adverse movement of £0.45m from Month 10), whilst continuing to manage and balance a number of existing and emerging significant budget pressures. The £0.45m adverse movement is due to unforeseen delays in finalising capital receipts transactions and therefore realising the associated fee income from them.

The Markets Service faces another challenging year for a number of reasons, including continuation of the ongoing adverse retail climate and uncertain future for retail on the high street, growth in e-commerce and changing consumer spending preferences.

There are also two major building projects at the Market, one to build a hotel (2 year build) and the other to refurbish unlettable historic units and replace the roof in the 1875 block shops. The vacant units required for this work equate to £0.45m in lost revenue and the level of disruption to tenants has led to an increase in demand for rent concessions. The 20% rent concession for April 2019 to October 2019 equates to a further pressure on income of £0.2m.

The Directorate's Strategic Investment Fund requires further acquisitions in order to achieve the net budgeted return of £3.36m. The current shortfall has increased by £0.13m to circa £0.73m due to unforeseen delays in letting a warehouse. Further viable investment opportunities with the right risk profile continue to be sought and financially appraised. £0.15m of Round Foundry reserve has been identified as useable as it was not applied in previous years and has been brought in to aid the bottom line. A further pressure of £0.2m has arisen due to delays in realising asset rationalisation savings. Work is ongoing to progress this.

The Street Lighting LED conversion programme was planned to start in September 2019, however the Deed of Variation for the PFI contract is not expected to be signed off until March 2020 and full commencement of works cannot proceed until then. Some 'small works' instructions for lantern swaps have been issued to ensure energy savings are realised and at present there is no budget pressure arising from this delay. The projections include £0.5m of income from the PFI Street Lighting contractor that may be at risk if the Deed of Variation is not signed before the end of March, however all parties involved are committed to ensure this is achieved.

The Planning & Sustainable Development position has moved adversely by £146k to a projected overspend of £4k. This is due to an adverse movement on forecast income of circa £280k for Planning and Building Control fees, partially offset by reduced expenditure on staffing, supplies and services.

£1.258m of other balances will need to be applied to deliver the forecast balance budget. The Directorate has a schedule of balances that will be reviewed and approved by the Director and Chief Officers at year end once the final requirement is determined.

- 3.6.4 **Resources & Housing** – At Month 11 the Directorate is projecting an underspend of £0.23m. There are savings on business rates following the valuation of Merrion House being confirmed. The effect of the lower valuation and backdated refunds will deliver an in year saving of around £0.63m and, as previously reported to the Board, there are forecast savings in DIS of £0.37m primarily related to Microsoft costs. In addition, savings in Legal and Democratic Services of £0.22m, mainly in Members Allowances, and Strategy and Improvement of £0.26m are now anticipated.

However, offsetting these projected budget savings are pressures of £0.39m within Corporate Property Management, £0.14m on income in the Catering service, £0.24m on staffing costs in Shared Services and £0.5m in LBS due to the under-recovery of overheads from vacant posts.

- 3.6.5 **Communities & Environment** - the Directorate is projecting an overall underspend of £0.1m at this stage of the financial year. Within Customer Access there are pressures of £0.38m, mainly due to additional staffing costs associated with the improvement in call answer rates at the Contact Centre, additional premises costs including security costs at Hub sites and other staffing costs within the library service. There is also an anticipated pressure of £0.1m within Communities which reflects slippage on grant funded projects. Within the Waste Management service there are a number of pressures mainly in respect of the ongoing Refuse review which is progressing well, combined with additional costs relating to recovery. Partially offsetting these are overall net savings on waste disposal contracts, although there are pressures on the SORT disposal contract which reflect a deterioration in market prices for recycled materials, and overall the service is forecasting an overspend of £0.16m by the year end. However, offsetting these pressures are forecast underspends of £0.2m within Car Parking services, reflecting additional net car parking and penalty notice income, and savings within Electoral and Regulatory services of £0.2m which are due to a combination of expenditure savings and additional income across the service. In addition there are further anticipated savings of £0.1m within Welfare and Benefits, Cleaner Neighbourhood Teams (£0.15m) and Safer Leeds (£0.1m) contributing to the overall forecast underspend for the directorate.

- 3.6.6 **Strategic & Central Accounts** - At Month 11, the Strategic & Central budgets are projecting an overspend of £3.8m. This is largely because it is now expected that the MRP (Minimum Revenue Provision) charge to fund debt will be £5.1m higher than budgeted for, due to delays in realising some capital receipts. It is anticipated that there will be a reduction in the 2020/21 MRP charge, as a result of capital receipts falling into 2020/21 rather than 2019/20.

Following Executive Board approval in March, the impact of the variation in the level of capital receipts receivable, when compared to budgeted assumptions, will be funded through a corresponding release from the Council's general reserve. The position will be confirmed in the final outturn Financial Health report which is timetabled to be received at June's Executive Board.

The projected outturn position also includes an underspend of £2.6m in the external debt budget, reflecting lower than anticipated long term borrowing rates in the first half of the year, a projected improvement in internal revenue balances, and slippage against the forecast capital programme. The costs of borrowing have also been offset by additional capital receipts from the sale of vehicles. However there is an anticipated shortfall of £0.4m in prudential borrowing recharges to directorates. Other key variations are a projected shortfall of £0.6m in New Homes Bonus which is offset by S31 grant income for small business rates relief projected to exceed budget by £0.9m and an anticipated distribution of £0.5m from the surplus on the national Business Rates levy account. It has also been identified that £0.8m of the budget set aside for preparations for the City of Culture will not be required during 2019/20. Likely shortfalls of £0.9m in the target for general capitalisation and £1.3m in the target for schools capitalisation have also been recognised to reflect the risk in this area, and there is a projected shortfall of £0.15m in savings from prompt payment discounts.

It should also be noted that there is a projected additional use of £1.1m from the Insurance reserve as a result of a variation in the value of insurance claims and associated internal costs. This is a volatile budget and continues to be closely monitored.

3.7 Estimated Impact of Coronavirus (COVID-19) in 2019/20

3.7.1 Whilst it is anticipated that the main impact of Coronavirus (COVID-19) will be seen in the next financial year there will be a more limited impact in the final weeks of 2019/20. The reported position takes account of a new £2.5m pressure reflecting early indications of the financial impact in this financial year. Assessed impact by directorate is summarised at Table 2 and further detail is provided at Appendix 2. It is likely that these costs will increase as we continue to respond and provide the necessary services to our community, for example the recent decision to suspend all parking charges is not yet reflected. Work is ongoing to identify affected areas of service and to understand the financial consequences.

Table 2 - Initial Impact by Directorate:

Directorate/Service	£000s
Adult Social Care	-
Children & Families	340
City Development	1,000
Communities & Environment	487
Resources & Housing	675
Initial Estimated Impact 19/20	2,502

3.7.2 Government confirmed on the 24th March that they are making a payment of £3.4bn of grant funding to local authorities for the first phase of COVID-19 on Friday 27th March 2020. This £3.4bn consists of the already announced £1.6bn of support grant for local authorities for COVID-19 pressures and an initial £1.8bn grant for business rates reliefs. This is based on the rate relief data provided to Government in January 2020 and therefore does not reflect any of the new business rates measures introduced to deal with impact of the virus.

3.7.3 Leeds City Council's allocations are £21.96m of support grant and £22.61m of Section 31 grant for business rate reliefs. A letter received from the Secretary of State for Housing, Communities and Local Government on 20th March sets out that this funding is intended to help authorities address the pressures being faced in response to the Covid-19 pandemic across all the services being delivered. In particular this funding should enable authorities to:

- Meet the increased demand for adult social care and enable councils to provide additional support to social care providers.
- Meet the cost of extra demand and higher business-as-usual costs of providing children's social care, including as a result of school closures and the need for increased accommodation to address the need for isolation, including for unaccompanied asylum-seeking children.
- Provide additional support for the homeless and rough sleepers, including where self-isolation is needed.
- Support initial costs incurred by LAs in their critical role in supporting those within the most clinically high-risk cohort who also have no reliable social network (i.e. who are both at high risk clinically and socially).
- Meet pressures across other services, as a result of reduced income, rising costs or increased demand.

3.7.4 The provisional outturn position reported here assumes that any COVID-19 financial pressure realised in general fund services in 2019/20 will be funded in full by Government grant and will have a nil impact on the projected outturn position.

3.8 Other Financial Performance

3.8.1 Council Tax

The collection rate at 29 February 2020 is 92.99%, which is 0.27% lower than the forecast collection rate for the year. Therefore there continues to be a risk that the Council will not achieve the in-year target of 96.1%, which reflects income collection of approximately £365m. However, this lower-than-forecast collection rate is an in-year issue and we would normally expect to hit the overall collection target of 99% in the fullness of time. The impact of Coronavirus (COVID-19) on collection rates remains to be understood.

3.8.2 Business Rates

The business rates collection rate at the end of December was 94.31% which is 0.02% behind performance in 2018/19. The forecast is to achieve the 2019/20 in-year collection target of 97.7%, collecting some £381m of income. Again, the impact of Coronavirus remains to be understood.

The total rateable value of business properties in Leeds has increased from £930.2m at 1st April 2019 to £935.9m at the end of February 2020, an increase of £5.7m. To calculate Leeds' actual income from business rates this total rateable value is multiplied by the national business rates multiplier (49.1p in the pound). After reliefs and adjustments this amount is then shared between Leeds City Council (74%), Central Government (25%) and West Yorkshire Fire Authority (1%). After allowing for the business rates deficit brought forward, Leeds' actual business

rates income is currently in the region of £272.0m, which is £1.6m below budgeted expectations.

3.8.3 Business Rates Appeals

The opening appeals provisions for 2019/20 were £21.0m, made up of £13.8 relating to appeals received against the 2010 ratings list and £7.2m estimated costs in relation to the 2017 ratings list. Under the 75% Business Rates Retention pilot, Leeds' budget is affected by 74% of any appeals provision made in this year but provisions brought forward from 2018/19 were made at 99%.

On the 1st February 2020, there were 1,123 appeals outstanding against the 2010 ratings list. During January 9 appeals have been settled, of which 2 have not resulted in changes to rateable values. 2 new appeals were received in January. At 31st January there are 1,116 outstanding appeals in Leeds, with 9.7% of the city's total rateable value in the 2010 list currently subject to at least one appeal.

Only 2 appeals have been received to date against the 2017 list, with only 3.4% of the city's total number of hereditaments in the 2017 list currently subject to either an appeal or a 'check' or 'challenge', the pre-appeal stages of the appeals process introduced in 2017.

3.8.4 Business Rates Surplus/Deficit

At Month 11, it is projected that Leeds' share of the closing Business Rates deficit will be £7.3m on 31st March 2020. As Leeds declared a deficit of £5.5m for 2019/20, which will be reimbursed to the collection fund in 2020/21, this would result in an opening deficit for 2020/21 of £1.8m (Leeds share), a cost to the 2021/22 Budget. Again, the impact of Coronavirus remains to be understood.

3.8.5 Impact of Coronavirus (COVID-19) on the Collection Fund

Any impact of Coronavirus (COVID-19) on the collection of council tax and business rates income in 2019/20, where not compensated by Government through Section 31 grants to compensate for new business rate reliefs, Hardship grant to support council tax payers and other measures, will result in an increase in the year end deficit position on the Council's Collection Fund and will impact on the revenue budget in 2021/22.

Looking forward, any uncompensated impact of the virus on collection in 2020/21 will not impact on the budgeted contribution to the Council's revenue budget in 2020/21. This would also result in an increase in the declared and year end deficit positions on the Council's Collection Fund and would impact on the revenue budget in 2021/22 and 2022/23 respectively.

4. Housing Revenue Account (HRA)

4.1 At the end of Month 11 the HRA is projecting a balanced position and no contribution to general reserve is assumed.

4.2 Estimated Right to Buy sales for 2019-20 are 610 and this is contributing to a forecast reduction in rental income of around £0.5m compared to the budget, which

had assumed 530 sales. However, the additional usable capital receipts generated by the sales will result in a projected saving of £1.2m in the revenue contribution to the Major Repairs Reserve (MRR).

- 4.3 Repairs, including disrepair, are forecast to be £1.5m over budget based on year to date spend.
- 4.4 These pressures are offset by staffing savings from vacant posts and turnover, forecast at a net £1.6m
- 4.5 To recognise the investment in the contact centre resource to improve call answering times in relation to tenants' calls, an additional £0.3m will be spent whilst a further £0.1m will be incurred to support the commitment to ensure that the Leeds Living Wage is paid to employees of the Council's horticultural maintenance contractor.
- 4.6 All other variations within the £250m budget amount to around £0.4m under budget.
- 4.7 As with directorate positions above, the position reported here does not reflect any impact of Coronavirus (Covid-19). Work is ongoing to identify affected areas of service and to understand the financial consequences.

5. Corporate Considerations

5.1 Consultation and engagement

- 5.1.1 This is a factual report and is not subject to consultation.

5.2 Equality and diversity / cohesion and integration

- 5.2.1 The Council's revenue budget for 2019/20 was subject to Equality Impact Assessments where appropriate and these can be seen in the papers to Council on 27th February 2019.

5.3 Council policies and the Best Council Plan

- 5.3.1 The 2019/20 budget targeted resources towards the Council's policies and priorities as set out in the Best Council Plan. This report comments on the financial performance against this budget, supporting the Best Council ambition to be an efficient and enterprising organisation.

5.4 Climate Emergency

- 5.4.1 Since this is a factual report detailing the Council's financial position for 2019/20 there are no specific climate implications.

5.5 Resources, procurement and value for money

- 5.5.1 This is a revenue financial report and as such all resources, procurement and value for money implications are detailed in the main body of the report.

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

5.6.1 There are no legal implications arising from this report.

5.7 Risk management

5.7.1 Budget management and monitoring is undertaken on a risk-based approach where financial management resources are prioritised to support those areas of the budget that are judged to be at risk, such as the implementation of budget action plans, those budgets which are subject to fluctuating demand and key income budgets. To reinforce this risk-based approach, specific project management based support and reporting around the achievement of the key budget actions plans is in place for 2019/20.

5.7.2 Throughout the financial year there has been a risk that a balanced budget position is not delivered as a consequence of demand-led pressures, non-achievement of Budget Action Plans, price increases and other inflationary pressures. Failure to achieve a balanced budget position would impact on future years and thus require the Council to consider difficult decisions that will have a greater impact on front-line services, including those that support the most vulnerable, and thus on our Best Council Plan ambition to tackle poverty and reduce inequalities.

5.7.3 An analysis of budget risks has continued throughout the year and has been subject to monthly review as part of the in-year monitoring and management of the budget. Any significant and new risks/budget variations have been included in the financial health monitoring reports that have been brought to Executive Board.

6. Conclusions

6.1 This report informs the Executive Board of the provisional financial outturn position for the Authority in respect of the revenue budget, which projects an overspend of £4.4m.

6.2 The reported position reflects the impact of the variation in the level of capital receipts receivable, when compared to budgeted assumptions, which will be funded through a corresponding release from the Council's general reserve. It also takes account of the financial impact of Coronavirus (COVID-19) in 2019/20, which will be funded by Government grant, with work ongoing to identify the affected areas of service and to identify the potential financial consequences.

6.3 The provisional financial outturn for the Housing Revenue Account projects a balanced budget position.

7. Recommendations

7.1 Executive Board are asked to note the projected provisional outturn for the Authority.

7.2 In regard to the projected outturn position projected in this report, Executive Board are asked to approve the use of the Council's general reserve to fund any overspend when compared to budgeted assumptions once the final position is known. Any amount required from the general reserve will be confirmed in the final

outturn Financial Health report which is timetabled to be received at June's Executive Board. The officer responsible for the implementation of this recommendation is the Chief Officer - Financial Services.

- 7.3 Executive Board are asked to note that financial pressures arising as a consequence of Coronavirus (COVID-19) will be met from the Government's COVID-19 support grant allocation to the authority.
- 7.4 Executive Board are asked to note that the Children & Families directorate projects a variance of £3.8m against the CLA Budget for 2020/21 based on projections of CLA numbers. Executive Board are recommended to request that the Director of Children and Families identify proposals to address the projected overspend and that these proposals will be incorporated into the next Financial Health Monitoring report to be received at Executive Board.

8. 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.

ADULTS AND HEALTH

Financial Dashboard - 2019/20 Financial Year

Month 11 (February 2020)

The directorate is projected to deliver a balanced position.

Budget Action Plans are required to deliver £13.1m of savings. At Period 11, 110% for BAPS have effectively been delivered, even though there has been some slippage in the demand and partner income BAPS.

The main variations at Period 11 across the key expenditure types are as follows:

Staffing (-£0.4m)

There are pressures within resources and services transformation but underspends within Commissioning and Health Partnership more than mitigate these.

Community Care Packages (+£2.9m)

Pressures are expected within Learning Disability, Home Care and Supported Accommodation. Underspends are projected within residential and nursing care and direct payments as numbers continue to fall. There are also demand based savings within Commissioning which are offset by increased spend on timely transfers of care.

Public Health Commissioning (+£0.3m)

The Public Health grant underspend from last year of £185k will be used to cover fluctuations arising from the prescribing and dispensing costs for drug treatment following the introduction of a new tariff for the drug buprenorphine in April 2018. £102k will be used for children's bereavement programmes (funding is shown within the appropriation account).

General Running Costs (+£0.1m)

Due to early repayment of debt there are savings of £0.30m and saving from non essential spend of £0.14m, which are offset by other running costs, in particular increased transport costs which are the impact of higher priced tenders for private hire routes; increased cost of computer equipment (including licences); premises cost for waterside; and additional charges from CEL for catering and cleaning.

Appropriation Accounts

a) Winter Pressures Funding (-£0.2m) to fund social workers to support the transfers from Community Beds and (-£0.2m) for rapid response (homecare).

b) The £0.28m saving from the early repayment of debt and £0.2m of additional income from the Disabilities Facilities Grant that is to be transferred to reserves.

c) Public Health (-£0.3m) – representing underspends from last year to be spent in this year: the Public Health grant (£0.2m) and children's bereavement programmes (£0.1m).

d) An additional £0.5m is receivable from the Better Care Fund representing a late agreement on the level of inflation to be applied to the sum the Council receives. In line with the directorate's budget plans this sum will be transferred to reserves and forms a part of the 2020/21 budget planning.

e) Utilising reserves to fund additional cost for timely transfers of care (-£0.4m).

f) The in year savings identified from non-essential spend will be transferred to reserves (+£0.1m).

Income (-£3.0m)

Income is above target due to additional client contributions and additional external income in particular the additional £0.5m receivable as an inflationary uplift to the Better Care Fund; (£0.2m) from charging the Disabilities Facilities Grant for staff time and additional income (£0.3m) from the CCG to contribute towards the additional costs associated with timely transfer of care work.

Budget Management - net variations against the approved budget

				PROJECTED VARIANCES											Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Health Partnerships	1,535	(994)	541	(103)	0	3	(3)	(12)	0	0	0	0	(115)	81	(34)
Social Work & Social Care Services	273,246	(47,934)	225,312	(33)	3	109	6	132	4,408	(2,076)	0	2	2,551	(1,913)	637
Service Transformation	1,508	(15)	1,493	20	0	7	(1)	1	14	0	0	0	40	(130)	(90)
Commissioning Services	28,559	(54,597)	(26,038)	(325)	(77)	121	0	0	656	0	0	146	521	(994)	(474)
Resources and Strategy	5,734	(1,178)	4,557	83	8	(37)	22	(168)	0	0	0	163	71	(112)	(40)
Public Health (Grant Funded)	43,886	(43,542)	344	(44)	0	0	0	0	329	0	0	(287)	(1)	1	0
Appropriation Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	354,468	(148,260)	206,208	(403)	(66)	203	25	(46)	5,407	(2,076)	0	24	3,067	(3,067)	(0)

Key Budget Action Plans and Budget Variations:

		Lead Officer	Additional Comments	RAG	Action Plan Value £m	Forecast Variation against Plan/Budget £m
A. Key Budget Action Plans						
1.	Additional funding	S Hume	iBCF, Spring Budget, Advonet Grant, Social Care Grant	B	7.3	0.0
2.	Demand Based Savings - Ld	S McFarlane		G	0.3	0.0
3.	Demand Based Savings - Mental Health	S McFarlane		G	0.1	0.0
4.	Demand Based Savings - Telecare	S McFarlane		R	0.1	0.1
5.	Demand Based Savings - Reablement	S McFarlane		R	0.1	0.1
6.	Demand Based Savings - Chc / 117	S McFarlane		B	0.3	(0.5)
7.	Prudential Borrowing - Recovery Hubs	S McFarlane		B	0.2	0.0
8.	Ld - Funded Nursing Care Paid By Lcc On Chc Funded People	S McFarlane		G	0.1	0.0
9.	Premises Running Cost Savings	S McFarlane		G	0.1	0.0
10.	Demand Based Savings - Demand Mgt	S McFarlane		G	0.3	0.0
11.	Managing Budget Reductions	S Hume		G	0.1	0.0
12.	Demand Budgets (Commissioning)	C Baria		G	0.2	0.0
13.	Staffing	Various	primarily use of vacancy factors	G	0.8	(0.1)
14.	Income	Various	better collection of assessed income and recovery of monies from partners	G	2.2	(0.5)
15.	Public Health	V Eaton	review of commissioned services and use of reserves	B	1.0	0.0
B. Other Significant Variations						
1.	Staffing	All	relating to staffing turnover and slippage in employing new staff			(0.3)
2.	Community care packages	Various	anticipated variation			3.6
3.	General running costs	All	Savings relating to non-spend of debt budget and non essential spend offset by increased other running costs such as transport, catering and cleaning			0.1
4.	Use of reserves	All	net contribution to reserves (iBCF inflation, additional income from DFG, debt savings offset by transfers from reserves for Community Beds, Winter Pressures, timely transfer of care and Public Health)			0.0
5.	Income	S. McFarlane	client contributions and CCG contribution to CHC transport costs and additional BCF income			(2.5)
Adults and Health Directorate - Forecast Variation						0.0

CHILDREN & FAMILIES 2019/20 FINANCIAL YEAR FINANCIAL DASHBOARD - Period 11

Overall Summary - At period 11 the directorate is projecting an overspend of **£0.89m** against a gross expenditure budget of £295m which equates to an overspend of 0.3%. This is an adverse movement of £0.19m from the P10 reported position. Predominantly comprised of; £1.05m further CLA Demand pressure, £0.15m Adel Beck pay and £0.075m additional internal recharges for occasional vehicle hire, offset by £0.26m further utilisation of DfE grant funding to support directorate in-year pressures, £0.575 further grant / one-off additional funding from UASC / YJS and OPCC VRU programmes and £0.25m DSG funding for Personal Travel.

Children Looked After (CLA): - The Children Looked After budget (CLA) was increased by £1.5m to £42.4m in the 2019/20 budget. The budget took into account the level of supported children in the autumn of 2018, 1,284 and there are currently 1,341; increase of 9 from the reported position at Period 10. This has resulted in pressures on the 19-20 External Residential (ER) and Independent Fostering Agencies (IFA) budgets, with the trend over the last 6 months being for increased external placements. Current ER numbers are 73 compared to the budgeted number of 58, whilst the number of Independent Fostering Agencies (IFA) is 204 compared to the budgeted number of 184 taking the overall reported pressure to £3.6m an increase of £1.05m from P10. Secure Justice numbers currently at 10 against budget of 4. There is still a risk that there will be further budget pressure increases in 2019-20.

Non CLA Financially supported: - The non-CLA financially supported budget was increased by £0.5m to £12.9m in the 2019/20 budget. Budgeted 19-20 numbers are 867 placements; current numbers are 899; increase of 12 from the reported position at Period 9. A pressure of £0.15m relating to Special Guardianship Orders and Staying Put Arrangements was reflected from P7 onwards.

Staffing: - The staffing budget for 19-20 is £87.4m. At P10 the directorate reported a pay savings target of £0.3m. At P11 this has been revised down to £0.15m; adverse movement of £0.15m due to emerging pay pressures in Adel Beck secure unit.

Transport: - No change from the reported position at P9; pressure of £0.525m.

Trading and Commissioning: - At P10 the reported pressure within Learning for Life was increased to £0.65m. There is no change at P11.

Supplies & Services & Internal Charges:- At P10 the reported savings target was £0.36m. For P11 this has been reduced by a further £0.075m due to occasional vehicle hire recharges.

Other Income / Projects: - At P10 the directorate was reporting additional income of £2.28m. At P11 further income amounting to £1.085m has been reflected and includes £0.26m additional utilisation of DfE grant monies, £0.25m DSG grant for Personal Travel payments and £0.575m additional income from YJS, YOS and the OPCC VRU funding and UASC grant income.

Dedicated Schools Grant - There is a separate Dashboard for the DSG

Budget Management - net variations against the approved budget

				PROJECTED VARIANCES											Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Demand Led Budgets:															
In House placed CLA	20,352	(3,648)	16,704	0	0	0	0	0	(450)	0	0	0	(450)	0	(450)
Independent Fostering Agency	7,546		7,546	0	0	0	0	0	1,050	0	0	0	1,050	0	1,050
External Residential	11,913		11,913	0	0	0	0	0	2,700	0	0	0	2,700	0	2,700
Other Externally placed CLA	2,566		2,566	0	0	0	0	0	300	0	0	0	300	0	300
Non CLA Financially Supported	12,883	(3,514)	9,369	0	0	0	0	0	150	0	0	0	150	0	150
Transport	15,062	(617)	14,445	0	0	0	525	0	0	0	0	0	525	0	525
Sub total Demand Led Budgets	70,322	(7,779)	62,542	0	0	0	525	0	3,750	0	0	0	4,275	0	4,275
Other Budgets															
Partnerships & Health	4,977	(1,231)	3,746	(50)	0	0	0	40	0	0	0	0	(10)	(485)	(495)
Learning	31,500	(26,906)	4,594	300	0	0	0	0	0	0	0	0	300	(665)	(365)
Social Care	123,422	(77,400)	46,022	(100)	0	(50)	0	175	100	(200)	0	(500)	(575)	(1,300)	(1,875)
Resources and Strategy	65,291	(60,427)	4,864	(300)	0	0	0	(100)	0	0	0	(250)	(650)	0	(650)
Sub total Other Budgets	225,190	(165,964)	59,226	(150)	0	(50)	0	115	100	(200)	0	(750)	(935)	(2,450)	(3,385)
Total	295,512	(173,743)	121,769	(150)	0	(50)	525	115	3,850	(200)	0	(750)	3,340	(2,450)	890

Key Budget Action Plans and Budget Variations:		Lead Officer	Additional Comments	RAG	Action Plan Value £m	Forecast Variation £m
A. Significant Variations						
	Children Looked After & Financially Support Non-CLA Demand Budgets.	Steve Walker / Sal Tariq	The budget supports an average of 58 ER and 184 IFA Placements. Currently at 73 ER and 204 IFA Placements. Partly impacted due to reduced capacity in LCC run homes; currently at 20 against potential 28 when 7 mainstream homes fully operational. Luttrell Children Home reopened beginning of October. At P11 increased the overall pressure by further £1.05m to £3.75m reflecting upward trend and higher external placement mix over last 6 months.	R		3.750
	Staffing Related Costs	C&F Leadership Team	P10 shows a projected variation of £0.15m underspend. Reduction of £0.15m due to higher pay costs with Adel Beck secure unit.	G		(0.150)
	Learning For Life - Early Start & Youth Services	Sal Tariq / Andrea Richardson	At P9 reported pressure £0.4m. At P10 revised pressure by further £0.25m due to fee income being lower than forecast.	R		0.650
	Passenger Transport	Sue Rumbold	Continuation of increasing demand within LCC run Passenger Transport. Whilst the strategy provided £0.7m additional funding, there is a further pressure of £0.525m due to increasing demand and prices via commissioning. Impact of new demand and tenders for private hire arising from the commencement of the academic year will be crucial; a reduction of £0.1m from the reported position at P8.	R		0.525
	Income (Incl. Grants)	C&F Leadership Team	At P10 reported additional income (including grant income) of £2.280m. At P11 further adjustment of £0.835m comprised of:- £0.26m further DfE grant utilised to support directorate pressures, £0.575m further ad-hoc grant re UASC, YJS and YOS OPCC VRU funding.	G		(3.115)
	Supplies & Services and Internal Charges	C&F Leadership Team	At P10 reported savings target of £0.36m. At P11 revised target down to £0.285m (decrease £0.075m) saving comprised of £0.075m occasional vehicle hire charges.	A		(0.285)
B. Key Budget Action plans (BAP's)						
Transport	Pasenger Transport - Other Transport savings	Sue Rumbold	Savings from WYCA and additional schools swimming income. Further savings of £0.25m due to full cost recover from DSG for Personal Travel plans.	G	(0.30)	(0.250)
Social Care	Achieve running cost savings from former Partner in Practice funded activities	Sal Tariq	review non-staffing expenditure previously funded through the PiP grant	G	(0.15)	0.000
Social Care	Make savings on Independent Support workers within CHAD.	RuthTerry	Based on 2018/19 spend this should be achievable	G	(0.05)	0.000
Social Care	Achieve running cost savings in Learning for Life	Andrea Richardson	cease commissioned service with ASHA - saving £50k	G	(0.05)	0.000
Resources & Stratgey	Reduction in Prudential borrowing charges	Tim Pouncey	Savings achieved - borrowing repaid	G	(0.05)	0.000
Social Care	Achieve increased charges at Adel Beck	Sal Tariq	Income target not achieved.	G	(0.20)	0.400
Social Care	Achieve other additional income targets	All COs	Includes £0.2m secured from Housing capital for the capitalisation of part of the costs of the CHAD team	G	(0.40)	0.000
Social Care/Transport	Additional income from moving towards full the recovery of appropriate costs from the Dedicated Schools Grant	Tim Pouncey	Should be achievable depending on the total costs incurred	G	(0.60)	0.000
C. Contingency Plans						
	Use of strategic contingency fro Children Services.	Steve Walker	Request release from strategic budget to support the directorates financial position			(0.500)
	Further service action plans	Steve Walker & Leadership Team	In line with reported position at P9.			(0.135)
Children and Families Directorate - Forecast Variation						0.890

CHILDREN & FAMILIES 2019/20 FINANCIAL YEAR

DEDICATED SCHOOLS GRANT FINANCIAL DASHBOARD - PERIOD 11

Overall Summary - The Dedicated Schools Grant (DSG) is made up of 4 separate blocks - the Schools Block, Central School Services Block, Early Years Block and High Needs Block. At month 11 there is a projected in year overspend of £5,420k on general DSG and an in year underspend of £278k on de-delegated services. This position includes the impact of the additional funding for the high needs block announced by the Secretary of State for Education on the 17th December 2018.

Schools Block - This is the largest element of the DSG and mostly consists of delegated funding to local authority maintained schools. When a school becomes an academy, funding payments are made directly by the ESFA and not paid to local authorities to distribute. When this happens, there is a reduction in grant income which is largely matched by reduced expenditure, though overall there is an underspend as a result of recoupment adjustments on NNDR and growth funding in respect of schools which have converted to academies during 2019/20. There are a number of de-delegated services where schools have agreed for the local authority to retain funding to cover some costs centrally which otherwise would need to be charged to schools (such as maternity costs, trade unions costs and the libraries service). There is additional de-delegated income of £242k due to the way de-delegated budgets are dealt with when a school becomes an academy and a further underspend of £200k on schools contingency. This is partly offset by increased costs on maternity pay and SIMS licences giving an overall projected underspend of £278k. The Growth Fund budget is part of this block and is currently projected to be £1,161k underspend which means that the £400k of the DSG surplus brought forward from 2018/19 which had been earmarked for this is no longer needed.

Schools Forum have previously queried the significant level of reserves on de-delegated budgets and have requested a payment be made to schools from this reserve. A proposal was taken to the October Schools Forum to repay the 2018/19 underspend of £462k back to schools pro-rata to the amount of de-delegated funding paid in that year. This was agreed and payment has now been made.

Central School Services Block

This block covers costs such as prudential borrowing repayment, equal pay costs, the admissions service and the retained duties element of what used to be the Education Services Grant (which covers statutory and regulatory duties, asset management and welfare services). The admissions service is currently projecting an underspend of £58k due to vacancies and delays in recruitment.

Early Years Block - This element is concerned with provision to pre-school children. The final grant amount received is largely based on the January 2020 census and so will not be confirmed until the 2020/21 financial year. Following the significant underspend in the past 2 years, the unit rates paid to providers has been increased for both 2 year old and 3 & 4 year old providers. However based on the summer term activity, it is still expected that there will be an underspend of £883k. This is due to an expected difference between the number of hours funded and the number of hours paid to providers.

High Needs Block - This element is used to support provision for pupils and students with special educational needs and disabilities. This block is currently experiencing increasing costs due to high levels of demand and increasing complexity of cases. The main variances in this block are:-

- a lack of suitable places in Leeds is expected to result in an overspend on outside placements of £3,083k.
- an increase in special school places required from September 2019 is expected to result in an overspend of £756k on SILC funding.
- a general increase in the FFI top-up to mainstream schools and academies is projected to result in an overspend of at least £2,332k based on the FFI database at the end of December along with an overspend of £272k on additional place funding for schools with more high needs pupils. There is a risk that costs could increase over the remainder of the year.
- there has been a significant increase in early years FFI top-ups which is expected to result in an overspend of £603k
- the North West SILC is not now expected to become an academy until 2020/21 which means that additional funding needed to ensure that NW SILC is in a sustainable financial position going forward is not now required in 2019/20.

There is also a risk around a disapplication request which is to be submitted around top-up funding in respect of the SEMH provision. If unsuccessful, there is a potential additional cost of approximately £0.9m which is not included in the above projections.

Reserves - There is a surplus reserve brought forward from 2018/19 of £1,097k and a de-delegated reserve of £587k. As a result of the variations detailed above, there is expected to be an overall in year overspend of £5,420k which means that there is a projected deficit on general DSG carried forward to 2020/21 of £4,323k. Following the repayment of part of the accumulated reserves, the de-delegated reserves are expected to be a surplus of £403k.

There have been some recent changes to the DSG conditions of grant. The first is that local authorities are required to carry forward overspends to their DSG into future years. They can apply to the Secretary of State to disregard this requirement if they want to fund some or all of the overspend from other sources. The second change is that the requirement to submit a deficit recovery plan if the overall deficit is greater than 1% of the gross DSG allocation has been removed. Instead, any local authority that has an overall deficit on its DSG account at the end of the 2019 to 2020 financial year, or whose DSG surplus has substantially reduced during the year, must co-operate with the Department for Education (DfE) in handling that situation. This will involve providing a plan on how the deficit will be funded and regular updates on how that plan is working. It would also involve meetings with DfE officers to discuss any issues.

Budget Management - net variations against the approved budget

DSG Grant Reserves

	Budget £'000	Projection £'000	Variance £'000
Schools Block			
DSG Income	(301,877)	(299,347)	2,530
Individual Schools Budgets	295,939	293,193	(2,746)
De-delegated budgets	4,438	4,160	(278)
Growth Fund	2,900	1,739	(1,161)
Contribution to /from reserves	(1,400)	(1,000)	400
	0	(1,255)	(1,255)
Central School Services Block			
DSG Income	(4,725)	(4,725)	0
CSSB Expenditure	4,725	4,667	(58)
	0	(58)	(58)
Early Years Block			
DSG Income	(55,877)	(56,436)	(559)
FEEE 3 and 4 year olds	45,708	45,169	(539)
FEEE 2 year olds	7,312	7,442	130
Other early years provision	2,857	2,942	85
	0	(883)	(883)
High Needs Block			
DSG Income	(66,389)	(66,294)	95
Funding passported to institutions	59,524	66,902	7,378
Commissioned services	1,702	1,702	0
In house provision	4,605	4,470	(135)
Prudential borrowing	558	558	0
	0	7,338	7,338
Total	0	5,142	5,142

Latest Estimate

Balance b/fwd from 2018/19
Net contribution to/from balances
Balance c/fwd to 2020/21

Projected Outturn

Balance b/fwd from 2018/19
Projected in year variance
Net contribution to/from balances
Balance c/fwd to 2020/21

General £'000	De-delegated £'000	Total £'000
(1,097)	(587)	(1,684)
400	0	400
(697)	(587)	(1,284)
(1,097)	(587)	(1,684)
5,420	(278)	5,142
0	462	462
4,323	(403)	3,920

Key Budget Action Plans and Budget Variations:

	Lead Officer	Additional Comments	RAG	Action Plan Value	Forecast Variation against Plan/Budget
					£m
A. Key Budget Action Plans					
B. Significant Variations					
Schools Block		Projected underspend on Growth Fund (net of reduced call on reserves)			(0.76)
Schools Block		Underspend due to adjustments made as part of the academy conversion process			(0.22)
Schools Block		Net underspend on de-delegated services.			(0.28)
Central School Services Block		Underspend on admissions service.			(0.06)
Early Years Block		Projected underspend on early years block mainly as a result of funding received for additional hours.			(0.88)
High Needs Block		Increased cost of outside and residential placements.			3.08
High Needs Block		Increase in funding to special schools			0.76
High Needs Block		Increase in FFI top-up and place funding to mainstream schools and academies			2.90
High Needs Block		Increase in early years FFI top-up.			0.60

Dedicated Schools Grant - Forecast Variation

5.14

CITY DEVELOPMENT 2019/20 BUDGET FINANCIAL DASHBOARD - MONTH 11 (APRIL - FEBRUARY)

At Period 11 the City Development Directorate is forecasting a balanced budget position (an adverse movement of £450k from Period 10), whilst continuing to manage and balance a number of existing and emerging significant budget pressures. The £450k adverse movement is due to unforeseen delays in finalising capital receipts transactions and therefore realising the associated fee income from them.

The Planning & Sustainable Development are position has moved adversely by £146k to a projected overspend of £4k. This is due to an adverse movement on forecasted income of circa £280k for Planning and Building Control fees [partially offset by reduced expenditure on staffing and supplies and services.

Economic Development has a minor overspend mainly due to a shortfall in income.

Asset Management and Regeneration are managing a number of pressures. The Strategic Investment Fund (SIF) requires further acquisitions to be made in order to achieve the net income target of £3.36m and the current shortfall has increased from £592k to £728k. This £136k increase is the net pressure from unforeseen delays in the lettings of the three new Trilogy warehouses. These pressures have been partially offset by the assumed use of the £130k SIF reserve and the slipping of some prudential borrowing charges. Further investment opportunities continue to be sought and financially appraised.

There is a further pressure of £200k on the Asset Rationalisation savings target. Major staffing relocations and asset rationalisations of Hough Top Court and Navigation House have been successfully completed, however due to the accounting requirements of the HRA some of the savings achieved are not realisable to City Development. To partially offset these pressures £150k from the Round Foundry reserve has been identified as useable (unapplied in previous years) and £86k historic new burdens funding for Self and Custom Build Housing also not applied in previous years.

Employment and Skills are projecting a minor underspend.

The Highways and Transportation Service is projecting a small underspend arising from minor variations across the service. The Street Lighting LED conversion programme was planned to start in September 2019 however the Deed of Variation for the PFI contract is not expected to be signed off until March 2020 and full commencement of works cannot proceed until then. However some 'small works' instructions for lantern swaps have been issued to ensure energy savings are realised and at present there are no budget pressures arising from this delay. The forecast includes a £500k payment from the PFI Street Lighting contractor which can only be accounted for in 2019/20 if the Deed of Variation is signed before the end of March, however all Senior partners have collaborated to ensure all relevant parties are available to sign the paperwork by March 2020.

At Kirkgate Market traders have been granted a 20% rent discount for 7 months (April to October) as footfall continues to be an issue in the market, which comprises £200k of the forecast £782k shortfall in income, the rest is due to vacant or unlettable units within the market, and rent free periods on new lettings.

A budget Action Plan of £1,098k is required to deliver the balanced budget forecast position. The Directorate has a schedule of options prepared that will be reviewed and approved by the Director and Chief Officers at year end when the final requirement is determined.

Budget Management - net variations against the approved budget

	PROJECTED VARIANCES														Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Planning & Sustainable Development	9,605	(7,659)	1,946	(375)	(55)	182	(5)	5	0	0	0	0	(248)	252	4
Economic Development	2,211	(538)	1,673	11	2	(13)	8	11	0	0	0	0	19	31	50
Asset Management & Regeneration	17,434	(20,691)	(3,257)	(974)	502	(152)	5	(23)	0	(81)	0	0	(723)	1,316	593
Employment & Skills	6,145	(4,451)	1,694	(50)	19	6	0	0	0	0	0	0	(25)	0	(25)
Highways & Transportation	65,521	(48,410)	17,111	(1,098)	(502)	831	(60)	213	0	0	0	0	(616)	503	(113)
Arts & Heritage	20,767	(9,897)	10,870	287	(134)	3	(1)	30	13	0	0	0	198	(133)	65
Active Leeds	25,627	(20,489)	5,138	132	(34)	(221)	12	10	0	0	0	0	(101)	(24)	(125)
Resources & Strategy	1,008	0	1,008	(87)	0	(46)	0	(3)	0	0	0	0	(136)	(1,118)	(1,254)
Markets & City Centre	3,410	(3,702)	(292)	(5)	(43)	(16)	(1)	(3)	0	0	0	0	(68)	873	805
Total	151,728	(115,837)	35,891	(2,159)	(245)	574	(42)	240	13	(81)	0	0	(1,700)	1,700	0

Key Budget Action Plans and Budget Variations:

				RAG	Action Plan Value	Forecast Variation against Plan/Budget
					£'000	£'000
A. Budget Action Plans						
	Lead Officer	Additional Comments				
1.	Asset Management & Regeneration	Angela Barnicle	Purchase of commercial assets to generate additional rental income over and above the annual costs of borrowing and other land-lord related costs	R	(1,000)	728
2.	Asset Management & Regeneration	Angela Barnicle	Asset Rationalisation	R	(250)	200
3.	Highways & Transportation	Gary Bartlett	LED Street Lighting Conversion	G	(700)	0
4.	Highways & Transportation	Gary Bartlett	Fees Capitalisation	G	(400)	0
5.	Active Leeds	Cluny MacPherson	Sport Income	G	(220)	(24)
6.	Active Leeds	Cluny MacPherson	Sport Efficiencies	G	(150)	(101)
Total Budget Action Plan Savings					(2,720)	803
B. Other Significant Variations						
1.	Markets & City Centre	Phil Evans	Markets net rental income re 20% rent reduction and loss of income re vacant/unlettable units			782
2.	Asset Management & Regeneration	Angela Barnicle	Use of Round Foundry balance and historic new burdens funding for Self and Custom Housing not applied in previous years.			(236)
3.	Asset Management & Regeneration	Angela Barnicle	Vacancy savings net of income generating posts			(235)
4.	All	All	Other minor variations (net).			(16)
06. In Year Budget Action Plans						
1.	Resources & Strategy	Phil Evans	Action Plan to balance Directorate budget - review and application of appropriate balances.			(1,098)
					City Development Directorate - Forecast Variation	
					0	

RESOURCES AND HOUSING

FINANCIAL DASHBOARD - 2019/20 FINANCIAL YEAR

PERIOD 11

Overall

The Directorate's month 11 forecast position is a projected underspend of £230k, a small reduction of £7k from the month 10 reported position of £223k. The main reasons for the net change in the forecast position is that LBS is now projected to be £525k short against the budgeted surplus, an increase of £125k from the month 10 position. The deterioration in the LBS position is more than offset by an improvement of £136k across the forecast positions of Strategy and Improvement, HR, Legal Services and Civic Enterprise Leeds (CEL). Budget pressures remain within Corporate Property Management (CPM) at just below £400k. However, these are more than offset by the overall savings in CEL through business rates following the confirmation of the business rates valuation and a backdated refund at Merrion House.

Resources

The budget requires the delivery of over £3.2m of savings in this area of which approximately £2m are staffing savings. After a number of years of reductions in support services, this figure is becoming increasingly challenging to achieve without fundamental change to the way some of these services are provided. There may be a timing issue to deliver all the savings as planned. There are likely to be overall pressures in Shared Services of just over £0.4m. The assumptions around savings through staff turnover within Shared Services are lower than initially projected and will be closely monitored for the remainder of the financial year. Offsetting this are savings from a review of accruals, forecast to be (£0.2m). There are also forecast savings within Digital and Information Services relating to expenditure on Microsoft licences of £320k and a further £50k from other expenditure and in Democratic services, savings in Members Allowances and general running costs of around £155k and projected savings of £2258k within Strategy and Improvement from vacant posts and other expenditure.

Housing Services

There are continuing pressures within the CPM function which are estimated at around £0.4m. This is after assuming additional capitalisation of building maintenance and staffing costs. At this stage there are no significant variations to report within the remainder of the Housing General Fund and Supporting People services.

Civic Enterprise Leeds (CEL)

There is a projected saving of £625k within Facilities Management due to savings in business rates following the confirmation of the valuation of Merrion House by the VOA. This saving is partly offset by a £134k pressure (reduced from £175k at month 10) in the Catering service covering income and staffing across elements of the service. Following a number of high profile events and protests at the Civic Hall, the service is trying to manage additional security cost pressures of £24k for the financial year. Within School Crossing Patrol savings on staffing mean that the service is projecting a £20k saving overall and the remaining services within CEL are expected to be in line with the budget. Although not affecting the bottom line for CEL, savings of over £100k (through reduced staffing and running costs) have been delivered for Community Centres against the 2018/19 charges and will help deliver the 2019/20 budgeted savings included within the Communities & Environment directorate.

Leeds Building Services

The budget assumes delivery of an £11m surplus with a turnover of £69.3m. At Period 11, it is projected that the service will be around £525k (4.8%) short against the budgeted surplus. This is mainly due to a combination of a shortfall in achieving the budgeted turnover level (£69.3m) and front line vacant posts which will affect the overall recovery position. It is assumed that work will be sub contracted to minimise the adverse impact on the business plan turnover levels.

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Budget Management - net variations against the approved budget

				PROJECTED VARIANCES											Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Resources	98,531	(31,261)	67,270	2,486	(23)	(541)	(24)	(12)	0	(38)	0	74	1,922	(2,555)	(633)
LBS	58,336	(69,345)	(11,009)	(2,181)	0	2,932	0	(226)	0	0	0	0	525	0	525
Housing	26,243	(12,898)	13,345	2	802	19	74	123	(5)	0	0	0	1,015	(624)	391
CEL	81,283	(68,722)	12,561	(12)	(365)	(152)	561	12	0	0	0	0	44	(557)	(513)
Directorate Action Plan				0		0							0		0
Total	264,393	(182,226)	82,167	295	414	2,258	611	(103)	(5)	(38)	0	74	3,506	(3,736)	(230)

Key Budget Action Plans and Budget Variations:				RAG	Action Plan Value	Forecast Variation against Plan/Budget
Service	Budget Action	Lead Officer	Comments		£m	£m
HOUSING						
Housing	Review of housing general fund staffing costs	Jill Wildman	To be controlled through effective management of vacancies; No issues currently anticipated	G	(0.10)	
CEL						
Cleaning /Catering	Additional income	Sarah Martin	Awarded window cleaning contract for Barnsley Council & headquarter clearance of Harrogate Council. Plans to expand Civic Flavour.	G	(0.07)	
Facilities Management	Review of Entry systems at Civic Hall	Sarah Martin	Quotes obtained for installation of speedgates from LBS, awaiting a slot from LBS for the work to be done. This will enable a review of staffing levels.	G	(0.04)	
Facilities Management	Energy savings	Sarah Martin	More timely meter readings, use of energy efficient lighting & movement sensors & better use of Trend system to remotely control heating systems.	G	(0.03)	
Facilities Management	In-sourcing of Waste and Voids contracts	Sarah Martin	Proposals to vire budgets have been submitted to HoF. Virement codes received and virement to be completed.	G	(0.06)	
CEL Management	Staffing restructure	Sarah Martin	ELI case has been completed which will partially deliver savings	G	(0.08)	
Fleet Services	Operational Savings	Sarah Martin	Plans being developed and implemented to use capital funding to reduce spend on operational spend	G	(0.05)	
Leeds Building Services	To deliver an improved surplus of £1.4m from additional turnover; efficiencies and productivity.	Sarah Martin	Forecast shortfall of surplus mainly due to vacant front line posts. (Permanent advert is out for these trades)	A	(1.40)	0.52
RESOURCES						
DIS	Procurement efficiencies targeted to deliver £0.5m of contract savings	Dylan Roberts	£346k secured and savings realised; £180k under review; £20k pressure re HYDRA to be found	G	(0.55)	
DIS	Staffing reductions	Dylan Roberts	£245k savings completed; Remaining £75k relates to review of App Support team	G	(0.32)	
DIS	Secure net additional income from charges to Capital and external income	Dylan Roberts	External income has been completed; Capital programme reflects these proposals - staff have been recruited to PM roles. Ongoing review of activity	G	(0.40)	
DIS				G	(0.30)	0.05
Financial Services	Deliver £0.3m staffing savings to balance the 19/20 budget	Victoria Bradshaw	Total staffing pressure circa £500k; Some savings from maternities and leavers since budget. Projected £166k over on staffing, offset by £159k income; Expected to balance	G	(0.30)	0.05
HR	Deliver £0.09m staffing savings to balance the 19/20 budget	Andrew Dodman	Budget should be delivered through management of releases	G	(0.09)	(0.13)
HR	Development of ULEV scheme	Andrew Dodman (Alex Watson)	Initial Communications and promotion has gone out;	A	(0.06)	0.05
HR	Secure £150k of income chargeable to the Apprentice Levy	Andrew Dodman (Alex Watson)	Income not achievable through this plan, but service budget is expected to be balanced for 19-20 from savings in other areas.	R	(0.15)	0.15
Legal Services	To identify £206k of external legal costs that can be brought in house	Catherine Witham (Nicole Walker)	Delivered through staffing savings 19/20; Virement for 20/21 required	G	(0.21)	(0.03)
Shared Services	Deliver £0.79m staffing savings to balance the 19/20 budget	Mariana Pexton	Requires around 8% VF to deliver; Current staffing levels suggests £600k pressure after additional income for funded posts; Careful management of turnover required.	R	(0.79)	0.15
Shared Services	Electronic Processing of Invoices	Mariana Pexton	Unlikely to deliver project this Financial Year.	R	(0.15)	0.15
Strategy and Improvement	Deliver £0.255m staffing savings to balance the 19/20 budget	Mariana Pexton	Potential to use some new one off external funding to help offset pressures - circa £100k; Balance to be delivered through management of vacancies.	G	(0.26)	(0.26)
B. Other Significant Variations						
1	CPM	Sarah Martin	Pressures on the maintenance budget (net of £0.4m additional capitalisation)	R		0.39
2	Finance -Court Fees	Victoria Bradshaw	Budget reduced to £2m in 19/20. No variation at Month 10	G		0.00
3	Resources - Schools Income	All	No variation assumed from traded income with schools	G		0.00
4	Facilities Management	Sarah Martin	VOA - Valuation of Merrion House finalised - in year saving £600k from 18/19 accrual and some backdating	G		(0.63)
4	All Other Variations	All	£370k savings mainly from DIS relating to Microsoft; £155k projected savings in Democratic Services , £134k Catering pressure; Review of accruals £200k and other minor variations	G		(0.65)
					Resources and Housing Directorate - Outturn Variation	
					(0.23)	

COMMUNITIES & ENVIRONMENT DIRECTORATE SUMMARY

FINANCIAL DASHBOARD - 2019/20 FINANCIAL YEAR

Period 11 (February 2020)

Overall Position (£60k under budget)

Communities (£100k overspend)
The projected overspend relates to the under recovery of grant in relation to Community-Led Local Development (CLLD) projects.

Customer Access (£379k overspend)
The service is currently projecting an overspend of £379k. This is partly attributable to additional staffing costs within the Contact Centre (£450k) due to recruitment to improve call answer rates, although this is largely offset by funding of £300k secured from Housing Leeds in respect of Housing enquiries. Additional premises costs of £143k are projected which includes increased security costs and business rates at Hubs. All other costs including additional staffing costs within the library service are projected at a net £86k.

Electoral and Regulatory Services (£211k under budget)

Elections, Licensing and Registrars (£77k under budget)
The service is projecting an underspend of £77k which is partly due to increased income projections across all functions and net expenditure savings.

Environmental Health (£134k under budget)
The Environmental Health service is projecting a saving of £134k, due to both staffing and operational savings across the service.

Welfare and Benefits (£119k under budget)
The service is currently projecting an underspend of £119k. This saving is mainly due to additional grant funding within the Benefits service, partially offset by staffing variations within Council Tax. There remains an ongoing area of risk around the achievement of the budgeted level of overpayment income.

Parks and Countryside (nil variance)
The service is projecting a balanced position. Although there is currently a net pressure across Attractions and the Arium of £0.5m, it is anticipated that these pressures will be offset by expenditure savings and additional income in other areas of the service.

Car Parking (£206k under budget)
The service is currently projecting a saving of £206k. Projected expenditure variations of £137k are offset by overall additional income of (£343k). Whilst there is a projected shortfall against budget in respect of 'on street' parking income (+£331k), this is offset by additional 'off street' and PCN income.

Cleaner Neighbourhoods Teams (£155k under budget)
The service is projecting a net saving of £155k which is due to projected staffing and expenditure savings, partially offset by additional vehicle costs.

City Centre (£42k overspend)
The service is projecting an overspend of £42k mainly due to increased staffing cost (including the cost of covering of events).

Waste Management (£162k overspend):
Pressures within the Refuse service relating to the ongoing Refuse review combined with additional costs of recovery are anticipated to be offset by residual waste disposal contract savings. There are net pressures of £128k within Waste Operations, mainly due to staffing variations. There are also pressures on the SORT disposal contract of £270k, mainly due to market income prices, and also pressures on a number of re-let waste stream contracts due to price increases (+£112k), although these are partially offset by residual waste disposal contract savings.

Community Safety (£52k under budget)
Community Safety is currently projecting an underspend of £52k which is mainly due to staff / expenditure savings across the service.

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Budget Management - net variations against the approved budget;

Summary By Service

				Period 11 Projected variances													Total (under) / overspend £'000
	Expenditure Budget	Income Budget	Latest Estimate	Staffing	Premises	Supplies & Services	Transport	Internal Charges	External Providers	Transfer Payments	Capital	Appropriation	Total Expenditure	Income			
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000			
Communities	17,436	(12,080)	5,356	0	(1)	(66)	0	35	0	0	0	0	(32)	132	100		
Customer Access	24,294	(4,291)	20,003	847	195	339	18	0	0	0	0	0	1,399	(1,020)	379		
Electoral & Regulatory Services (including Environmental Health)	8,327	(5,913)	2,414	(211)	29	92	(9)	(42)	0	0	0	39	(102)	(109)	(211)		
Welfare And Benefits	265,394	(261,088)	4,306	(62)	(13)	197	(7)	86	0	0	0	0	201	(320)	(119)		
Car Parking Services	4,874	(13,155)	(8,281)	(80)	25	(70)	1	20	0	0	0	0	(104)	(102)	(206)		
Community Safety	9,811	(7,423)	2,388	(293)	0	97	18	52	0	0	0	0	(126)	74	(52)		
Waste Management	42,737	(7,703)	35,034	1,986	25	(406)	279	(408)	0	0	0	0	1,476	(1,314)	162		
Parks And Countryside	33,164	(26,101)	7,063	(136)	155	768	(71)	(125)	0	0	0	0	591	(591)	0		
Environmental Action (City Centre)	2,079	(427)	1,652	37	3	74	(1)	(4)	0	0	0	0	109	(67)	42		
Cleaner Neighbourhood Teams	12,773	(4,287)	8,486	(207)	26	(70)	282	(126)	0	0	0	0	(95)	(60)	(155)		
Directorate wide	0	(1)	(1)	0	0	0	0	0	0	0	0	0	0	0	0		
Total	420,889	(342,469)	78,420	1,881	444	955	510	(512)	0	0	0	39	3,317	(3,377)	(60)		

Key Budget Action Plans and Budget Variations:

		Lead Officer	Additional Comments	RAG	Action Plan Value (£000s)	Forecast Variation against Plan/Budget
Communities						
Communities team	Achievement of staffing efficiencies	Shaid Mahmood	£40k of this to be delivered by the saving of 2 posts through ELL.	G	(75)	0
Community Centres	Asset transfer savings and general efficiencies within the service	Shaid Mahmood	Asset transfers should generate £70k. Delivery of additional savings targets are to be considered by Facilities Management.	G	(100)	0
Community Centres	Achievement of base income pressure	Shaid Mahmood	The actual pressure at outturn 18/19 was £40k, options remain to review and increase prices. This will be reviewed alongside the Facilities Management savings.	G	(100)	0
Third Sector Infrastructure Fund	10% saving on Third Sector Infrastructure Fund	Shaid Mahmood	Agreed to taper the relief over the year with Voluntary Action Leeds.	G	(30)	0
Communities	Achievement of base budget vacancy factor	Shaid Mahmood	Service to review current staffing arrangements and look at where they can offset existing staffing costs against grant income. Service may also consider holding some posts vacant.	G	(175)	0
Customer Access						
Libraries	Staffing efficiencies achieved through the planned restructure of the Libraries and Information service	Lee Hemsworth	Structure to be agreed with the Unions. Currently have a significant number of vacant posts.	R	(200)	127
Libraries	Review and reduce the provision of publications in Libraries	Lee Hemsworth	Awaiting outcome of review regarding what publications should be available at Library sites. Any shortfall in savings will be delivered from elsewhere within the budget.	G	(40)	0
Libraries	Retender Library management system contract as single contract (18/19 saving)	Lee Hemsworth	Retender process has now taken place and forecast savings will be delivered in year. A data Migration process is required to facilitate the new support contract, this should be funded out of savings delivered but may also need some capital resource.	G	(50)	0
Customer Access	Achievement of base budget vacancy factor	Lee Hemsworth	Most of this has already been delivered but there is some concern about achievability in Hubs.	G	(646)	0
Customer Access	Achievement of base budget efficiencies (18/19 channel shift saving)	Lee Hemsworth	Agreed additional funding with HRA of £300k to improve performance. May potentially overspend by £150k.	R	(310)	150
Welfare & Benefits						
Welfare and Benefits	Achievement of staffing efficiencies	Lee Hemsworth	A restructure has been approved, now projecting to achieve this efficiency due to a vacancy freeze and keeping posts vacant.	G	(150)	0
Welfare and Benefits	Local Welfare Support Scheme - passport the costs of carpets / flooring	Lee Hemsworth	On target to deliver	G	(100)	
Welfare and Benefits	Achievement of base budget vacancy factor	Lee Hemsworth	On target to deliver but will be affected by a restructure.	G	(47)	0
Elections, Licensing, Regulatory Services (incl Environmental Health)						
Registrars	Implement fee review in respect of non-statutory charges	John Mulcahy	Fee review implemented - to be monitored in year.	G	(100)	
Elections	Shared cost of local elections in 19/20	John Mulcahy	To be delivered.	G	(100)	
All	Achievement of base budget vacancy factor (including Environmental	John Mulcahy	To be delivered.	G	(100)	0
Waste Management						
Refuse	Progress route review to deliver £1.1m savings in the base budget	Helen Freeman	Route review ongoing, anticipated to be offset by other savings across the service.	A	(1,100)	0
Waste Management - all services	Achievement of base budget vacancy factor	Helen Freeman	Progress to be monitored in year.	G	(83)	0

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Environmental Action Services (incl Parking)						
Car Parking	Increase charges at Woodhouse Lane car park by 50p for a full day	Helen Freeman	Increase has been implemented mid April 19. Need to monitor income levels during the year.	G	(110)	0
Car Parking	Increase Sunday / Evening charges by 10%	Helen Freeman	Price increases including Sunday / evening charges are currently under review.	G	(60)	0
Environmental Action Services (incl Parks and Countryside)	Achievement of vacancy factor (Car parks £145k, CC £23k, CNT £139k)	Helen Freeman	Progress to be monitored in year.	G	(310)	0
Parks and Countryside				G		0
Parks and Countryside	Maximise further commercial income generating opportunities	Sean Flesher	Progress to be monitored in year.	G	(50)	0
Parks and Countryside	Review and standardise leedscard discounts at Attractions	Sean Flesher	Following initial review and implementation the decision to standardise the leedscard discounts has now been reversed pending further review.	R	(30)	30
Parks and Countryside	Identify appropriate staffing costs to charge to Capital	Sean Flesher	Progress to be monitored in year.	G	(65)	0
Parks and Countryside	Staffing savings - achievement of vacancy factor (5% all services, 9% Parks Operations)	Sean Flesher	Progress to be monitored in year.	G	(1,181)	0
Community Safety						
Community Safety	Identify efficiencies in use of external funding (£50k 18/19 + £60k 19/20)	Paul Money	Use of external funding has identified £80k to contribute to savings, further work to identify the remaining £30k is on going.	G	(110)	
Community Safety	Replacement of CCTV infrastructure	Paul Money	Delays in the project.	R	(50)	50
Community Safety	PCSO staffing savings - achievement of vacancy factor above base	Paul Money	Will be based on actuals once quarterly invoices are received	G	(10)	0
Community Safety	Achievement of base vacancy factor	Paul Money	Progress to be monitored in year	G	(312)	
Directorate Wide						0
Other Significant Variations						
As services			Other expenditure variations			(417)
					Communities & Environment - Forecast Variation (60)	

**STRATEGIC & CENTRAL ACCOUNTS - 2019/20 FINANCIAL YEAR
FINANCIAL DASHBOARD - PERIOD 11**

Overall :

At month 11 Strategic & Central Accounts are expected to outturn in a deficit position of (£3.8m) compared to the budget, with the main variations being -

- As a result in delays in realising some capital receipts, it is now expected that an additional Minimum Revenue Provision of £5.1m will be required to ensure that a prudent amount of debt is repaid for the year.
- There is a projected underspend of £2.2m on debt costs after taking into account that the proposed release of £1.0m from reserves to fund the move from short term to long borrowing is no longer required. The costs of borrowing have also been offset by additional de-minimus capital receipts from the sale of vehicles.
- There is a projected shortfall in income from the New Homes Bonus grant of £0.6m
- The current projection for Section 31 grant income is £0.9m higher than budget. In addition to this, the Council anticipates receiving £0.5m as its share of the surplus on the national Business Rates levy account.
- There is a projected shortfall of £0.9m in the target for general capitalisation, and a projected shortfall of £1.3m in the target for schools capitalisation.
- The procurement exercise for insurance cover generated savings of £0.6m to offset the projected overspend of £1.7m on insurance claims.

Budget Management - net variations against the approved budget

				PROJECTED VARIANCES											Total (under) / overspend £'000
	Expenditure Budget £'000	Income Budget £'000	Latest Estimate £'000	Staffing £'000	Premises £'000	Supplies & Services £'000	Transport £'000	Internal Charges £'000	External Providers £'000	Transfer Payments £'000	Capital £'000	Appropriation £'000	Total Expenditure £'000	Income £'000	
Strategic Accounts	(2,534)	(18,998)	(21,532)	90		1,552							1,642		1,642
Debt	21,859	(17,376)	4,483			54					3,200		3,254	(273)	2,981
Grant Grants	6,001	(36,209)	(30,208)										0	(778)	(778)
Joint Committees	35,902	(7)	35,895						16				16		16
Miscellaneous	5,836	(833)	5,003	(100)		1							(99)	55	(44)
Insurance	10,470	(10,470)	0			1,810		(651)				(731)	428	(428)	0
Total	77,534	(83,893)	(6,359)	(10)	0	3,417	0	(651)	16	0	3,200	(731)	5,241	(1,424)	3,817

STRATEGIC & CENTRAL ACCOUNTS - 2019/20 FINANCIAL YEAR

Key Budget Action Plans and Budget Variations:

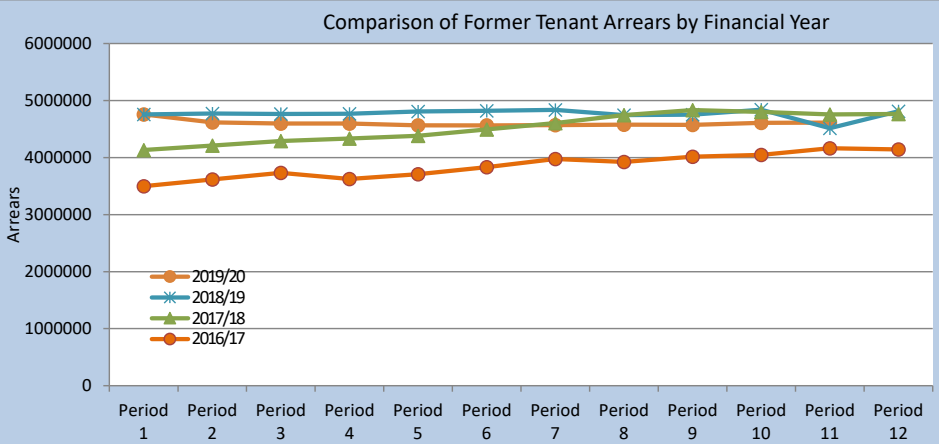
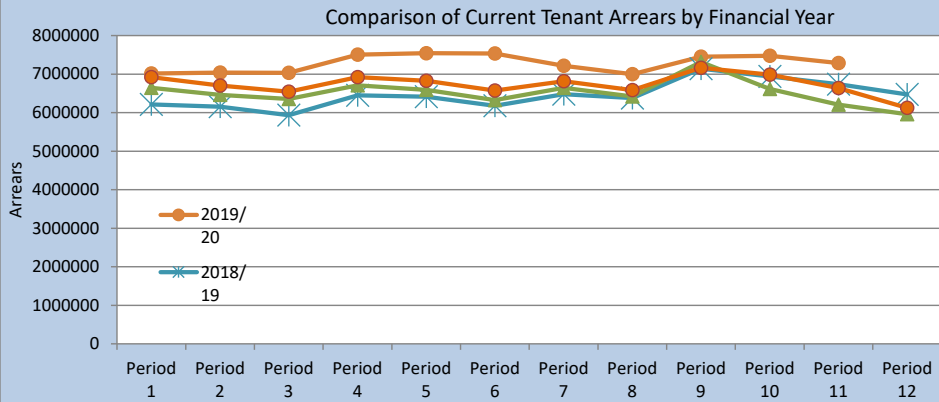
				RAG	Budget	Forecast Variation against Budget
		Lead Officer	Additional Comments		£m	£m
A. Major Budget Issues						
1.	Debt Costs and External Income	Victoria Bradshaw	Variation anticipated at Period 11 plus replacement of short term with long term borrowing to take advantage of low long term interest rates. Increase in de minimis capital receipts.	G	19.6	(2.6)
2.	Minimum Revenue Provision	Victoria Bradshaw	Additional cost of £5.1m expected due to delays in capital receipts	R	1.0	5.1
3.	New Homes Bonus	Victoria Bradshaw	Current forecast is £571k below budget	R	(9.9)	0.6
4.	Business Rates (S31 Grants & retained income)	Victoria Bradshaw	Current forecast is (£888k) above budget and £500k expected from national pool distribution	G	(26.0)	(1.4)
5.	S278 Contributions	Victoria Bradshaw	(£3,250k) income achievable, uncertainty over remaining (£250k).	A	(3.5)	0.0
6.	General capitalisation target	Victoria Bradshaw	Forecast is now £900k shortfall against budget.	R	(2.8)	0.9
7.	Schools capitalisation target	Victoria Bradshaw	The current forecast is a £1,300k deficit.	R	(4.0)	1.3
8.	Joint Committees	Victoria Bradshaw	Minor variation anticipated at Period 11	G	35.9	0.0
B. Other Significant Budgets						
1.	Insurance	Victoria Bradshaw	Cost of insurance claims offset by lower external premiums and higher than budgeted income from schools. 9 large claims settled but replaced by 10 new large claims with an estimated cost of £2,264k.	A	0.0	0.0
2.	Prudential Borrowing Recharges	Victoria Bradshaw	Current forecast is £442k below budget	A	(16.1)	0.4
3.	Miscellaneous	Victoria Bradshaw	Minor variation anticipated at Period 11	G	5.0	0.1
4.	Strategic Accounts	Victoria Bradshaw	Shortfall of £150k on prompt payment target and £90k on apprenticeship levy income.	A	(11.2)	0.2
5.	City of Culture	Victoria Bradshaw	An underspend of £0.8m in the budget for preparations for the City of Culture event	G	1.5	(0.8)
Strategic & Central Accounts - Forecast Variation						3.8

Housing Revenue Account - Period 11 Financial Dashboard - 2019/20 Financial Year

Summary of projected over / (under) spends (Housing Revenue Account)

Directorate	Current Budget	Projected Spend	Variance to budget	Comments	Previous period variance
	£000	£000	£000		£000
Income					
Rents	(209,496)	(208,995)	501	19/20 budgeted RtB sales were 530. 18/19 Outturned 615 and assuming 610 19/20.	504
Service Charges	(7,976)	(8,043)	(67)	£113k Sheltered budget assumed 3.3% uplift - charge same as 18/19. [£-48k] Multi Story Flats. [£-140k] Leaseholder income based on 1819 outturn. £8k heating.	(73)
Other Income	(34,083)	(33,591)	492	£251k Reduced capitalisation due to staffing savings, £118k Reduction in Telecom Income - Lease renewals and £40k reduction in Switch 2 income. £46k reduction in RtB admin fee due to reducing projected RtB's in year. £19k other reduction in Housing Mgt partly offset by internal charges. Retirement Life income reduction £13k.	446
Total Income	(251,556)	(250,629)	926		878
Expenditure					
Disrepair Provision	1,400	2,600	1,200	Projected overspend based on period 11 actuals.	1,100
Repairs to Dwellings	44,791	45,094	303	£80k for Mears overhead. [£-720k] Gain share income. £693k projected o/spend on Repairs. £250k Mears due to February weather.	153
Council Tax on Voids	680	852	172	Includes 3 months charges from 18-19.	90
Employees	30,806	28,905	(1,901)	£70k Technical, [£-916k] Housing Management, [£-255k] Housing Growth and [£-800k] Property and Contracts.	(1,565)
Premises	8,716	8,676	(39)	£140k Potential Navigation Dilapidation Settlement. Review of utilities expenditure [£-148]	(41)
Supplies & Services	4,100	4,136	36	Insurance claims.	19
Internal Services	41,451	42,180	729	£300k Contact Centre staffing, £390k Disrepair legal (inc £100k for external outsourcing to Swinburne Maddison), £100k Horticultural Maintenance, £265 Supporting People, [£-136k] Insurance and [£-123k] ICT Savings. [£-50k] Court fees reduction partly offset in other income. £67k RtB legal. [£-28k] PPPU PFI. £38k Technical Legal costs. [£-95k] various other savings.	691
Capital Programme	62,441	61,298	(1,143)	Use of additional usable capital receipts from RtB sales. Reduced in line with reduced sales assumption.	(1,143)
Unitary Charge PFI	9,685	9,512	(173)		(173)
Capital Charges	44,776	44,776	-		101
Other Expenditure	6,192	6,203	12		13
Total Expenditure	255,037	254,233	(804)		(755)
Net Position	3,481	3,603	122		123
Appropriation: Sinking funds	(2,345)	(2,414)	(69)	LLBH PFI	(69)
Appropriation: Reserves	(1,137)	(1,190)	(53)		(53)
(Surplus)/Deficit	(0)	(0)	(0)		0
Proposed New Reserves			-		-
Transfer to Capital Reserve			-		-
Total Current Month	(0)	(0)	(0)		0

Housing Revenue Account - Period 11 Financial Dashboard - 2019/20 Financial Year



Change in Stock	Budget	Projection
Right to Buy sales	(530)	(610)
Right of First Refusals/ Buybacks	0	41
New Build (Council House Growth)	0	0
Total	(530)	(569)

Right to Buy Receipts	2018/19 Actual	2019/20 Projection
Total Value of sales (£000s)	32,969	33,977
Average Selling Price per unit (£000s)	53.6	55.7
Number of Sales*	615	610
Number of Live Applications	1,428	1,374
* Sales to end P11: 544		

Arrears	2018/19	2019/20	Variance
	£000	£000	£000
Dwelling rents & charges	2018/19 Week 39	2019/20 Week 39	
Current Dwellings	6,205	6,586	381
Current Other	736	889	153
Former Tenants	4,839	4,609	(230)
	11,780	12,084	304
Under occupation	2018/19 Week 52	2019/20 Week 40	
Volume of Accounts	3,650	3,141	(509)
Volume in Arrears	1,316	1,247	(69)
% in Arrears	36.1%	39.7%	3.6%
Value of Arrears	295	196	(99)
Collection Rates	2018/19 Week 52	2019/20 Week 40	
Dwelling rents	97.27%	96.20%	-1.1%
Target	97.50%	97.50%	0.0%
Variance to Target	-0.23%	-1.30%	-1.1%

Housing Revenue Account - Period 11 Financial Dashboard - 2019/20 Financial Year

Projected Financial Position on Reserves	Reserves b/f	Use of Reserves	Contribution to Reserves	Closing reserves
	£000	£000	£000	£000
HRA General Reserve	(6,495)			(6,495)
Earmarked Reserves				
Welfare Change	(1,372)	575		(797)
Housing Advisory Panels	(410)			(410)
Sheltered Housing	(2,921)	180		(2,741)
Holdsworth Place - land purchase	(64)	64		0
Early Leavers' Initiative	(408)	82		(326)
Wharfedale View	(15)			(15)
Changing the Workplace	(235)	92		(143)
ERDMS	(262)			(262)
	(5,687)	993	0	(4,694)
PFI Reserves				
Swarcliffe PFI Sinking Fund	(5,092)	3,801		(1,291)
LLBH&H PFI Sinking Fund	(4,617)		(1,387)	(6,004)
	(9,709)	3,801	(1,387)	(7,295)
Capital Reserve				
MRR (General)	(21,814)	70,198	(58,990)	(10,606)
MRR (New Build)	(2,179)	574		(1,605)
	(23,992)	70,772	(58,990)	(12,211)
Total	(45,883)	75,565	(60,377)	(30,695)

Directorate/Service	£000s
Adult Social Care	
No anticipated impact for the current financial year.	
Children & Families	
Trading with Schools	200
Children Centres loss of fee paying income	90
Income in Youth Service Projects	20
WYCA - swimming costs and the costs of home to school transport provided	20
School attendance penalty notices	10
	340
City Development	
Income for Museum, arts and venues	200
Sport income	500
Capital receipts fee income	300
	1,000
Communities & Environment	
Communities	
Community Centres income	12
Customer Access	
Contact centre - licences to facilitate home working	94
Electoral and Regulatory Services	
Land and Property Search Service income	10
Registrars income:	
- Weddings	14
- Birth/Death/marriages registration	20
Waste	
Weighbridge income	10
Costs of Personal Protective Equipment	2
Car Parking income/PCN and Bus Lane enforcement income	152
Parks & Countryside	
Tropical World - closure	83
Home Farm & Wildlife World, (admissions/ retail)	20
Cafés at Golden Acre, Temple Newsam, Lotherton House	45
Arium - retail and café	25
	487
Resources & Housing	
Additional costs cleaning materials	100
Events income	14
School meals income	460
LBS - reduced recovery of costs/return.	102
	675
Total Estimated Impact 19/20	2,502

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