



EXECUTIVE BOARD

Meeting to be held REMOTELY on
Wednesday, 21st April, 2021 at 1.00 pm

MEMBERSHIP

Councillors

S Arif	A Carter	S Golton
D Coupar		
M Harland		
H Hayden		
J Lewis (Chair)		
J Pryor		
M Rafique		
F Venner		

Note to observers of the meeting: To remotely observe this meeting, please click on the 'View the Meeting Recording' 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=9982>

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</p> <p>To confirm as a correct record the minutes of the meeting held on 17 March 2021.</p> <p><u>HEALTH AND WELLBEING</u></p>	9 - 22
6			<p>LEEDS COVID-19 VACCINE HEALTH INEQUALITIES PLAN</p> <p>To consider the report of the Director of Public Health providing an overview of the Leeds Covid-19 Vaccination Programme's '<i>Leeds Covid-19 Vaccine Health Inequalities Plan</i>' and details the actions being taken with the aim of increasing the vaccination uptake across all communities of Leeds.</p> <p><i>(A supplementary appendix providing the latest position is to follow)</i></p>	23 - 42

Item No K=Key Decision	Ward	Item Not Open		Page No
7 K			<p><u>CLIMATE CHANGE, TRANSPORT AND SUSTAINABLE DEVELOPMENT</u></p> <p>RESPONDING TO THE LEVELLING UP FUND</p> <p>To consider the report of the Director of City Development which sets out proposals for how the Council will respond to the Government's 'Levelling Up' Fund.</p>	43 - 52
8 K	Hunslet and Riverside		<p>PROPOSED GREY TO GREEN PROJECTS - PROGRESS UPDATE</p> <p>To consider the report of the Director of City Development providing an update on the progress of the 'Grey to Green' infrastructure projects following the successful Getting Building Fund submission in September 2020 and the subsequent Full Business Case approval at the West Yorkshire Combined Authority Investment Committee in February 2021. The report also seeks approval of the designs developed to date for each scheme and their progression into the detailed design and planning submission phase, together with the necessary 'Authority to Spend' of the allocated funding identified for each scheme.</p>	53 - 88
9 K	Armley; Beeston and Holbeck; Hunslet and Riverside; Little London and Woodhouse		<p>CITY CENTRE TRANSFORMATION - ENABLING SCHEMES (HIGHWAYS)</p> <p>To consider the report of the Director of City Development that seeks approval of the outline highway design concept for the closure of City Square and its subsequent implementation in readiness for the Year of Culture, and also approval of the preliminary design and implementation of Armley Gyratory as presented, subject to any Planning conditions and detailed design changes.</p>	89 - 116

Item No K=Key Decision	Ward	Item Not Open		Page No
10			<p><u>RESOURCES</u></p> <p>UPDATE ON CORONAVIRUS (COVID19) PANDEMIC – RESPONSE AND RECOVERY PLAN</p> <p>To consider the report of the Chief Executive 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 and facilitating the recovery from the Coronavirus (Covid-19) pandemic.</p> <p><i>(Report to follow)</i></p>	-
11			<p>FINANCIAL HEALTH MONITORING 2020/21 – PROVISIONAL OUTTURN</p> <p>To consider the report of the Chief Officer (Financial Services) that sets out for the Executive Board the Council's provisional financial outturn position for 2020/21.</p> <p><u>LEARNING, SKILLS AND EMPLOYMENT</u></p>	117 - 154
12 K	Horsforth		<p>OUTCOME OF STATUTORY NOTICE ON A PROPOSAL TO ESTABLISH RESOURCE PROVISION AT ST MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL FROM SEPTEMBER 2021</p> <p>To consider the report of the Director of Children and Families on the outcome of a statutory notice published under the Education and Inspections Act 2006 and in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 regarding a proposal to establish a 12 place Resource Provision for pupils with complex communication difficulties including Autistic Spectrum Condition at St. Margaret's Church of England Primary School, and which seeks a final decision in respect of that proposal.</p>	155 - 174

Item No K=Key Decision	Ward	Item Not Open		Page No
13 K			<p data-bbox="675 286 1337 360"><u>CHILDREN, FAMILIES AND ADULT SOCIAL CARE</u></p> <p data-bbox="675 427 1374 461">YOUTH WORK REVIEW AND FUTURE VISION</p> <p data-bbox="675 501 1394 685">To consider the report of the Director of Children and Families that presents the findings from the review undertaken with regard to Youth Work, and outlines the vision for youth work and the proposals for future delivery.</p>	175 - 194

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, 17TH MARCH, 2021

PRESENT: Councillor J Lewis in the Chair

Councillors D Coupar, S Golton, J Pryor,
M Rafique, F Venner, S Arif, M Harland and
H Hayden

SUBSTITUTE MEMBER: Councillor M Robinson

APOLOGIES: Councillor A Carter

131 Substitute Member

Under the provisions of Executive and Decision Making Procedure Rule 3.2.6, Councillor M Robinson was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

132 Chair's Opening Remarks

The Chair welcomed all in attendance to the meeting, specifically Councillors Arif, Harland and Hayden to their first meeting of the Board following their recent and respective appointments as Executive Members with responsibility for: 'Health and Wellbeing', 'Economy' and 'Climate Change, Transport and Sustainable Development'.

133 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 5 to the report entitled, 'South Bank Regeneration', referred to in Minute No. 147 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and considered in private on the grounds that the information contained within that appendix relates to the financial or business affairs of a particular person (including the Council). It is considered that the public interest in maintaining the content of Appendix 5 as exempt from publication outweighs the public interest in disclosing the information, as doing so would prejudice the Council's commercial position and that of third parties in the negotiation of a land transaction, should they be disclosed at this stage.

134 Late Items

Agenda Item 12 - Update on Coronavirus (Covid-19) Pandemic – Response and Recovery Plan

With the agreement of the Chair, a late item of business was admitted to the agenda entitled, 'Update on Coronavirus (COVID-19) Pandemic – Response and Recovery Plan'.

Given the scale and significance of this issue, it was deemed appropriate that a further update report be submitted to this remote meeting of the Board. However, due to the fast paced nature of developments on this issue, and in order to ensure that Board Members received the most up to date information as possible, the report was not included within the agenda as originally published on 9th March 2021. (Minute No. 144 refers).

135 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting.

136 Minutes

RESOLVED – That the minutes of the previous meeting held on 10th February 2021 be approved as a correct record.

CHILDREN, FAMILIES AND ADULT SOCIAL CARE

137 Leeds Safeguarding Adults Board Annual Report 2019/2020

Further to Minute No. 119, 7th January 2020, the Director of Adults and Health submitted a report that presented the Leeds Safeguarding Adults Board's Annual Report for 2019/20, which summarised the Board's achievements over the relevant 12 month period and set out its ambitions for the coming year.

By way of introduction to both the Leeds Safeguarding Adults Board Annual Report and the Annual Report of the Leeds Safeguarding Children Partnership, the Executive Member highlighted the cross-board working taking place between those Boards and the Safer Leeds Board, and also emphasised the importance of the 'Talk to me, hear my voice' initiative as the guiding principle for Leeds' approach towards Safeguarding policy.

The Board welcomed Richard Jones CBE, Independent Chair of the Leeds Safeguarding Adults Board to the meeting, who was in attendance in order to introduce the key points of the annual report and to highlight key priorities. As part of the introduction, specific reference was made to the ongoing work being undertaken around the impact upon vulnerable adults from the lockdowns and restrictions arising from the pandemic, and also the safeguarding work which continued to be undertaken with sections of the Black, Asian and Minority Ethnic (BAME) community.

Responding to a Member's enquiry regarding the ways in which the work of the Board could be further communicated by Elected Members within their respective Wards, the Independent Chair undertook to take this matter away

for further consideration, so that Members could be provided with further information and support on this.

RESOLVED –

- (a) That the contents of the submitted report, together with the appended Leeds Safeguarding Adults Board Annual Report 2019/20 and the Board's Strategic Plan, which reflects the Board's ambitions for 2020/2021, be noted;
- (b) That the strategic aims and ambitions of the Leeds Safeguarding Adults Board, as detailed within the submitted report and appendices, which look to make Leeds a safe place for everyone, be supported.

138 Leeds Safeguarding Children Partnership Annual Report (2019/20): Evaluating the Effectiveness of Safeguarding Arrangements in Leeds

Further to Minute No. 120, 7th January 2020, the Director of Children and Families submitted a report which presented the Leeds Safeguarding Children's Partnership's (LSCP) Annual Report for the period 2019/20. The report highlighted the identified areas of good practice, the areas for continued focus and also the safeguarding priorities for the city.

The Board welcomed Jasvinder Sanghera CBE, Independent Chair of the LSCP to the meeting, who was in attendance in order to introduce the key points of the annual report and to highlight key priorities.

By way of introduction, the Executive Member and the Independent Chair highlighted the development of a new Children and Young People's Partnership model, the ongoing focus upon the safeguarding arrangements in place for young people when transitioning into adulthood, and again reiterated the collaborative approach being taken between the safeguarding boards in Leeds. Detail was also provided on the work undertaken on the priority of addressing and raising awareness in respect of domestic abuse.

Responding to a Member's enquiry, the Board was provided with further detail on the arrangements in place to monitor the wellbeing of Children Looked After who were in placements located outside of the Local Authority's boundary, with the Independent Chair undertaking that this matter could be taken forward for further consideration.

Also, the Board received further information on the work being undertaken by the LSCP regarding elected home education.

In relation to the Managed Approach to on-street sex working in Leeds, and any implications relating to the safeguarding of children arising from that, the Independent Chair noted a Member's comments on this and undertook to consider that matter further.

RESOLVED –

- (a) That the contents of the submitted report, together with the LSCP's Annual Report, as appended, including the identified areas of good practice and the areas for continued focus, be noted and endorsed;
- (b) That the safeguarding priorities for the city, as identified in the Leeds Safeguarding Children Partnership Annual Report for 2019/20, be noted and endorsed.

139 Approval to spend for the new specialist children's home for children with Autism and Complex Needs

The Director of Children and Families submitted a report that presented background information regarding the reasons for the proposal to build a new specialist children's home for children with Autism and complex needs, and alongside this, the report detailed the works which were proposed to be undertaken to deliver the home.

By way of introduction to the report, the Executive Member confirmed that the proposal was to provide a permanent home for four children with complex needs including learning disabilities and Autism, who were currently located outside of Leeds.

Members then discussed the ongoing work and aspirations of the Council regarding the provision of care for Children Looked After, with further detail being provided on the arrangements in place to monitor the wellbeing of those looked after children who were located in placements outside of Leeds.

RESOLVED –

- (a) That the current project cost estimate of £1.858m for the construction work and associated fees to facilitate the build of the new specialist children's home for children with Autism and complex needs, be noted;
- (b) That the approval of the 'Authority to Procure' (ATP) and the Design and Cost Report (DCR) be delegated to the Director of Children and Families;
- (c) That it be noted that the Chief Officer Social Work will be responsible for the appointment of all required staff to the new specialist children's residential home.

LEARNING, SKILLS AND EMPLOYMENT

140 Cockburn Laurence Calvert Free School Temporary Site Proposals for September 2021 and Design and Cost Report

The Director of Children and Families and the Director of City Development submitted a joint report regarding the proposal to open a temporary school on a site adjacent to the Cockburn Laurence Calvert Free School for September 2021 in order to meet a 7 form of entry shortfall in South Leeds, in advance of the Cockburn Laurence Calvert free school opening between 2022 and 2023.

The report also sought the related 'authority to spend' and incurring of expenditure to deliver the proposal.

In considering the submitted report, Members discussed the current position regarding the delivery of the Cockburn Laurence Calvert free school, the timeframes involved, the respective roles of the Government and the Council in this process and also the timing of the submitted report to Executive Board.

RESOLVED –

- (a) That the continued secondary place pressure in South Leeds and the ongoing measures developed to address those pressures, be noted;
- (b) That the approval received from the Department for Education for the opening of a temporary Cockburn Laurence Calvert 7 form of entry School for provisionally up to 2 years, in advance of the permanent Cockburn Laurence Calvert School opening, to address the shortfall of places in inner South Leeds, be noted;
- (c) That the authority to spend and the incurring of £4,932,032 capital expenditure from capital scheme number 33177/LAU/000, be approved; with it being noted that revenue costs of £1,781,229 will also be incurred for construction works associated with the opening of the temporary Cockburn Laurence Calvert Free School (7 form of entry) on a site adjacent to the permanent school location for September 2021;
- (d) That the requirement for the approval of the temporary school site being subject to a Development Agreement between the Department for Education and the Council for the creation of the school, 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 approve and enter into the Development Agreement, as detailed in Section 3.2.3 of the submitted report;
- (e) That it be noted that within the Development Agreement is the requirement to enter into an Agreement for Lease for Cockburn Multi Academy Trust for the site; and that the principle terms of the Agreement for Lease, as detailed in section 3.2.4 of the submitted report, be approved; with approval also being given to delegate the necessary authority to the Director of City Development to enable the Director to conclude the details of the final lease agreement;
- (f) That it be noted that the programme dates, as identified in section 3.2 of the submitted report require the Council to award the construction contract on the 22nd March 2021, which is within the associated Call In period; and in order to maintain the critical timeline to ensure the success of the project, approval be given to exempt the resolutions arising from the submitted report as detailed within this minute, from the Call In process, for the reasons as set out within paragraph 4.7.1 of the submitted report;

- (g) That it be noted that the officer responsible for the implementation of such matters is the Head of Service Learning Systems in Children and Families directorate.

(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 the matter is urgent and any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (f) above, and for the reasons as detailed within section 4.7.1 of the submitted report)

141 Outcome of consultation to permanently expand Bramhope Primary School from 40 to 60 reception places from September 2022

The Director of Children and Families submitted a report which presented the outcomes from a consultation exercise undertaken regarding a proposal to expand primary school provision at Bramhope Primary School and which sought provisional approval for the necessary 'authority to spend' in order to deliver the proposed expansion.

By way of introduction to the report, the Executive Member provided further detail regarding the consultation exercise which had been undertaken.

The Board made reference to the fact that Executive Members had been contacted by the local community on this issue, with specific reference being made to the residents' letter from 67 signatories which had been provided to Board Members for their information. In considering the issues which had been raised, Members were advised of the range of measures which were proposed to be put in place regarding transport, highways and road safety, with it being undertaken that the effectiveness of such measures would be monitored, so that consideration could be given to adapting them, as appropriate.

RESOLVED –

- (a) That the outcome of the consultation undertaken on a proposal to expand Bramhope Primary School, by permanently increasing the number of Reception places from 40 to 60 from September 2022, gradually increasing the overall capacity of the school from 280 to 420 pupils, be noted;
- (b) That provisional approval for the authority to spend (ATS) of £1.2m in order to deliver the proposed expansion at Bramhope Primary School, be granted;
- (c) That it be noted that the implementation of the proposal is subject to the outcome of further detailed design work and any planning applications, as indicated at section 4.4 of the submitted report, with it also being noted that the proposal has been brought forward in time for places to be delivered for 2022;

- (d) That it be noted that the responsible officer for implementation of such matters is the Head of Learning Systems.

142 Leeds Kirkgate Market Strategy 2021-2026

The Director of City Development submitted a report which presented the proposed 2021 – 2026 Kirkgate Market Strategy for Members' consideration. The report and the appended strategy provided details of the market's current situation, one that showed significant investment and commitment to the market by a range of partners, but also which highlighted the fact that the market was operating in the most challenging retail environment that the UK had seen for many years.

In presenting the submitted strategy and covering report the Executive Member highlighted a number of points including the key role that the market played in Leeds' city centre offer, the investment which continued to be made to the market's infrastructure and the ongoing support for traders, which included the provision of a rent discount scheme. Members also received an update on the market's occupancy levels, and the innovative work being undertaken with the aim of increasing the customer base. Emphasis was also placed upon the flexible approach which was required in order to enable the market to adapt to the challenging retail environment.

Responding to a Member's enquiries, the Board was provided with details on the collaborative approach which continued to be taken with traders. Also, it was undertaken that the market's offer would be monitored so that it could be adapted, as appropriate, in response to the evolving retail environment and customer demands and habits.

In response to a Member's enquiry regarding the market and the Council's prudential borrowing, it was noted that a programme of works on the market in 2014/15 had been supported by prudential borrowing. Also, it was noted that the Council's Capital Programme, as approved by full Council in February 2021, did include provision of £7.17m towards further maintenance works at the market, which would have a borrowing implication. Officers undertook to provide further detail on such matters to the Member in question, however, in conclusion, it was highlighted to the Board that although the Council's levels of prudential borrowing would have an effect on the Authority's overall financial position, it had no direct impact upon traders or matters such as rent levels.

Members discussed and received further information regarding the development of the market in line with the strategy, and ensuring that its offer remained sustainable and inclusive.

RESOLVED –

- (a) That the content of the Leeds Kirkgate Market Strategy, as appended to the submitted report, be noted; and that the Council's commitment to Leeds Kirkgate Market be reaffirmed, with the detailed actions contained within the strategy document being agreed, in order to achieve the five year strategy 2021-2026;

- (b) That agreement be given that the strategy must remain flexible throughout this period in order to allow the market service to adapt to the changing nature of retail on the high street and recover from the impact of the Covid-19 pandemic;
- (c) That it be noted that the Chief Officer (Operations) and the Head of Markets will be responsible for the implementation of the actions arising from the Strategy, in accordance with the timescales contained within it.

RESOURCES

143 Governance arrangements for Devolution (Protocol for Concurrent Functions and Associated Statutory Consents)

Further to Minute No. 91, 24th November 2020, the Chief Executive submitted a report which presented a draft Protocol for Concurrent Functions and Associated Statutory Consents between the Constituent Councils and the Mayoral Combined Authority for Members' consideration and which sought approval that it be adopted.

The submitted report was welcomed, with it being noted that work continued on the scrutiny arrangements of the Mayoral Combined Authority, which would be the subject of separate arrangements.

RESOLVED –

- (a) That the draft Protocol for Concurrent Functions and Associated Statutory Consents, as detailed at Appendix 1 to the submitted report, be approved, and that agreement be given for the Chief Executive to sign it on behalf of the Council;
- (b) That the necessary authority be delegated to the Chief Executive, to enable the Chief Executive, in consultation with the Leader of Council, to agree any subsequent changes to the Protocol.

144 Update on Coronavirus (COVID19) pandemic – Response and Recovery Plan

Further to Minute No. 117, 10th February 2021, the Chief Executive submitted a report which provided an update on the response to the Covid-19 pandemic across the city including vaccination rollout, outbreak management, service impacts, and current issues and risks. The report focused upon the plan for the year ahead, in line with the national roadmap for exiting restrictions. The report also noted that the city's multi-agency command and control arrangements continued to be used with the Response and Recovery plan, aiming to mitigate the effects of the pandemic on those in the city, especially the most vulnerable.

With the agreement of the Chair, the submitted report had been circulated to Board Members as a late item of business prior to the meeting for the reasons

as set out in section 11.9 of the submitted report, and as detailed in Minute No. 134.

By way of introduction to the report, the Leader highlighted that it was approximately 12 months since the city's response to Coronavirus had begun. The huge impact of the pandemic upon the city was recognised, with the Board being provided with an update on the number of people who had died in Leeds as a result of Coronavirus to date. On behalf of the Council, the Leader extended his sympathies to the families and loved ones of all those who had lost their lives, with it being noted that at the appropriate time, a fitting memorial would be put in place for the deceased.

Responding to a Member's enquiries regarding the provision and take up rate of grants to support businesses during the Coronavirus restrictions, the Board was provided with further detail on the actions being taken by the Council on such matters including the additional resource introduced to administer the grant process. An update on the provision of additional restriction grants was also provided, and with regard to the provision of grants generally, it was highlighted that the Council aimed to strike the correct balance between efficiently delivering the grant system whilst ensuring that appropriate checks of applications were also in place.

In response to a Member's enquiry, the Board received an update on the current position regarding the recently announced scheduled closure of the NHS Nightingale Hospital in Harrogate, and also with regard to the additional mortuary facilities which had been established in Leeds in response to the pandemic.

Reflecting upon the progress being made on vaccination delivery and lateral flow testing, in response to a Member's enquiry, the Board was provided with an update on the data that such processes had revealed, and how that would inform strategies such as encouraging vaccine take up rates moving forward.

RESOLVED –

- (a) That the full range of activity which has taken place in the last month, together with the work that is underway to prepare for the safe reopening of services and the economy in the coming months, be noted; with the continued need for everyone to play their part while restrictions remain in place, be recognised;
- (b) That the refreshed Response and Recovery Plan, as detailed at Annex A to the submitted report, which includes a focus upon planning for the year ahead, be noted; and that agreement be given for the progression of the approach towards planning and reporting, as detailed;
- (c) That it be noted that planning is underway for the lifting of restrictions, whilst work continues to: roll out vaccinations as quickly as possible, control the spread of the virus and its variants, undertake local contact tracing and asymptomatic testing, protect the health service, undertake

compliance and enforcement activity, and deliver support to vulnerable people and businesses;

- (d) That in respect of the financial implications for the Council arising from the Coronavirus pandemic, the contents of the submitted report be used as context when the Board considers the more detailed finance based report, as presented elsewhere on the Executive Board agenda.

145 Financial Health Monitoring 2020/21 – Month 10

The Chief Officer (Financial Services) submitted a report which set out the Council's projected financial health position for the 2020/21 financial year, as at Month 10.

Responding to a Member's enquiry, the Board was provided with an update on the current forecasting with regard to Council Tax and Business Rates collection rates for 2021/22.

In response to a further enquiry, the Board was provided with an update on the projected underspend within the Housing Revenue Account, which was primarily due to the reduction in the revenue contribution required to support its capital programme, given such works were unable to be undertaken during the first wave of the pandemic. It was noted that such underspend would carry forward into 2021/22, and that over the coming months a better indication would become available regarding the level of capital works which would be achievable during 21/22.

RESOLVED –

- (a) That the projected financial position of the Authority as at Month 10, as detailed within the submitted report, be noted, and that the projected impact of COVID-19 on that position also be noted;
- (b) That it be noted that for 2020/21 the Authority is forecasting a balanced budget position;
- (c) That it be noted that the position as reported does not reflect the potential effects of any further local or national lockdown arrangements not yet introduced, which could impact upon the submitted financial projections.

146 Leeds City Region Business Rates Pool

The Chief Officer (Financial Services) submitted a report which, following the success of the 7 Leeds City Region (LCR) authorities to be designated as a 50% retention business rates pool from 1st April 2021, provided an update on the successful application for a new 2021/22 LCR Business Rates Pool; noted the revocation of the 2020/21 North & West Yorkshire Business Rates pool; sought approval regarding the Leader of Council's position on the associated Joint Committee for 2021/22, together with agreement of the Memorandum of Understanding and Terms of Reference for the 2021/22 LCR Business Rates Pool.

Responding to a Member's enquiry regarding the availability of public information on the decisions taken by the business rates pool and the availability of that information for the relevant Scrutiny Board, it was noted that the decisions taken by the pool would continue to be published and would be available for consideration.

RESOLVED –

- (a) That the update on the new 2021/22 Leeds City Region Business Rates Pool, as detailed within the submitted report, be noted;
- (b) That the revoking of the 2020/21 North & West Yorkshire Business Rates Pool on 31st March 2021, be noted, and that agreement be given to disband the current North & West Yorkshire Pool Joint Committee on the same date;
- (c) That agreement be given to appoint the Leader of Council to a new Joint Committee to oversee the new Leeds City Region Business Rates Pool, with such a Joint Committee to consist of the Leaders of those Authorities as specified in paragraph 3.2.3 of the submitted report, and which would have the Terms of Reference as submitted;
- (d) That the Memorandum of Understanding, as presented at Appendix B to the submitted report, which sets out the governance arrangements for the Leeds City Region Business Rates Pool, be noted and agreed;
- (e) That the Terms of Reference for the new Leeds City Region Joint Committee, as detailed at Appendix C to the submitted report, be noted and approved;
- (f) That the necessary authority be delegated to the City Solicitor to enable the City Solicitor to seek the formal agreement of the other 6 members of the Pool to the new arrangements.

147 South Bank Regeneration

The Director of City Development submitted a report which sought in principle agreement to measures to help secure the timely delivery of new workspace within the Temple District area. The report also sought in principle approval of an amended and initial potential Compulsory Purchase Order (CPO) boundary within this zone, which related to activity to secure the future of Temple Works and was within the wider context of supporting the city's post-COVID economic recovery.

Following consideration of Appendix 5 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 public part of the meeting, it was

RESOLVED –

- (a) That the ongoing efforts to secure comprehensive development within the Temple District, as detailed at appendix 1 to the submitted report,

to contribute towards the economic, social, or environmental wellbeing of the area, be noted;

- (b) That the amended initial and potential Compulsory Purchase Order boundary, as shown in appendix 2 to the submitted report, which relates to the strategy to secure the reuse of Temple Works, be agreed;
- (c) That the Director of City Development be requested to bring back a report later in 2021 on agreements to secure the future of Temple Works, the scope and progress on the British Library North, and on the potential of a formal CPO resolution, should private treaty negotiations not succeed;
- (d) That the principle of the Council exercising its statutory powers and entering into the proposed land transaction under Section 203 Housing and Planning Act 2016 and section 227 Town & Country Planning Act 1990, as per the proposal contained at paragraphs 3.38-3.39 of the submitted report, be supported, and which is subject to the conditions outlined at paragraph 3.50-3.51, and also the development of legal agreements as per exempt appendix 5; with the Board's agreement also being given for the Director of City Development to consult with each of the affected landowners;
- (e) That the Director of City Development be requested to report back with a further report on the section 203 proposal, with recommendations on the formal resolution for the Council to utilise these powers.

(It was noted that whilst Councillor Robinson was attending the Board meeting in a non-voting capacity, were he able to, he would have abstained from voting on the decisions referred to within this minute, under the provisions of Council Procedure Rule 16.5)

CLIMATE CHANGE, TRANSPORT AND SUSTAINABLE DEVELOPMENT

148 Submission of 39 Proposed Main Modifications to the Leeds Site Allocations Plan for reconsideration by the Secretary of State

Further to Minute No. 102, 16th December 2020 and further to subsequent consideration by the Development Plan Panel on 2nd March 2021, the Director of City Development submitted a report which sought the Board's recommendation to Council that the 39 proposed Main Modifications to the remitted part of the Leeds Site Allocations Plan be submitted to the Secretary of State for independent examination.

Responding to a Member's enquiry, clarification was provided on the recommendation within the report to submit the 39 proposed Main Modifications to the Secretary of State, with explanation being provided on how the proposal which recommended the Barrowby Lane, Manston site for general employment use was reflected within that 39.

RESOLVED –

- (a) That the comments of the Council's Development Plan Panel meeting on 2nd March 2021, (the draft resolutions from which are detailed at Appendix 7 to the submitted report), be noted, and that the assessment of the representations received in response to the consultation exercise undertaken on the proposed Main Modifications, as detailed, together with the supporting documentation, be noted;
- (b) That Council be recommended to:-
- (i) approve that the proposed 39 Main Modifications to the Remitted part of the Site Allocations Plan (as detailed in **Appendix 1** to the submitted report); the Sustainability Appraisal Addendum (in **Appendix 2**) and the supporting material (detailed in paragraphs 1.2) be submitted to the Secretary of State, pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004 as amended, for the purpose of Examination by an independent inspector;
 - (ii) invite the independent inspector appointed to hold the Public Examination, to make modifications to the Remitted part of the Site Allocations Plan, pursuant to Section 20 (7C) of the Planning and Compulsory Purchase Act 2004 as amended in order that it is sound and legally compliant;
 - (iii) delegate authority to the Chief Planning Officer, in consultation with the Executive Member for Climate Change, Transport and Sustainable Development, to:-
 - (a) approve the detail of any updates or corrections to the submission material and any further technical documents and supporting evidence required to be submitted for consideration at future hearing sessions;
 - (b) continue discussions with key parties, including via statements of common ground and suggest to the Inspector any further Main Modifications, edits and consequential changes necessary to be made to the Remitted part of the Site Allocations Plan following Council approval, during the Examination; and
 - (c) prepare and give evidence in support of the Remitted part of the Site Allocations Plan.

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

DATE OF PUBLICATION: FRIDAY, 19TH MARCH 2021

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 26TH MARCH 2021



Report author: Dawn Bailey (Chief Officer, Public Health), Lucy Jackson (Chief Officer/Consultant, Public Health), Tony Cooke (Chief Officer, Health Partnerships), Manraj Khela (Head of Leeds Health Partnerships) & Arfan Hussain (Senior Governance & Partnerships Officer, Health Partnerships)

Report of Director of Public Health
Report to Executive Board
Date: 21 April 2021
Subject: Leeds Covid-19 Vaccine Health Inequalities Plan

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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

- We are committed to reducing infection, serious disease and deaths from the Covid-19 virus in communities who have been disproportionality affected, so that no one is left behind as the city starts to recover. We also know the same communities historically have lower uptake of vaccinations and continue to be at greater risk of exposure at this time. This report provides an update on the Leeds Covid-19 Vaccination Programme’s approach to mitigating inequalities and ensuring underserved populations have access to the Covid-19 vaccine our communities through the *Leeds Covid-19 Vaccine Health Inequalities Plan*.

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

- Covid-19 continues to have a hugely significant impact on all areas of the Best Council Plan, with the economy, employment, education, community resilience and health and wellbeing all detrimentally affected by the pandemic, which will undoubtedly limit progress towards our ambitions and present long-term challenges for the city. In relation to severe illness and death this has particularly impacted on older people and recovery will be part of our Age Friendly Leeds Action Plan.
- While challenging, the vaccine programme is our light at the end of the tunnel. It will save lives, improve health and enable us to gradually re-open the parts of our economy that are currently struggling and/or closed.

- Through the 'Team Leeds' approach, with Leeds City Council being an equal partner in the design and delivery of the programme, it is an example where we are living our ambition to be a compassionate and caring city to everyone in Leeds.

3. Resource Implications

- The direct funding of the vaccination roll out programme is from the NHS. This is already covering funding for specific initiatives such as the roving vaccine model. There is now the announcement that there will be additional funding to support addressing health inequalities which will be available to each Integrated Care System. Clinical Commissioning Groups will be asked to develop a plan in collaboration with the local community, agreed with the local Director of Public Health, detailing how they intend to utilise the initial funding and outline any additional longer-term strategic and systemic engagement required to address local needs.

Recommendations

Executive Board is asked to:

- Provide feedback on the contents of the report and our ambitions.
- Note the Director of Public Health as the senior responsible officer for the Leeds Covid-19 Vaccine Health Inequalities Plan.
- Continue to support the commitment of all Directorates in delivering Leeds Covid-19 Vaccine Health Inequalities Plan.

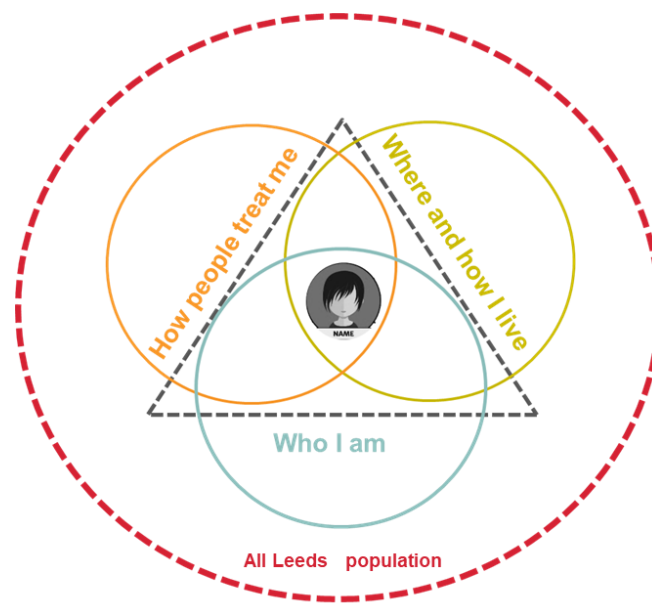
1. Purpose of this report

- 1.1 The purpose of this report is to provide an overview of the Leeds Covid-19 Vaccination Programme's *Leeds Covid-19 Vaccine Health inequalities Plan* and how we are going further to increase uptake across all communities of Leeds as a compassionate and caring city reducing inequalities.
- 1.2 Recognising the pace the work is developing and changing to meet local needs, a supplementary appendix will be published closer to the meeting providing the latest position.

2. Background information

- 2.1 Leeds City Council has been working in partnership to respond to the citywide challenges posed by Covid-19 on communities, which is covered in further detail under *Item 10: Update on the Coronavirus (Covid-19) Pandemic: Response & Recovery Plan*. These challenges are hugely significant and have resulted in radical changes to service delivery and new pressures on staff. The people of Leeds have responded magnificently, but we are all too aware of how important it is for a return to a semblance of normality and to begin our journey of resetting to a fairer and more equal Leeds through tackling poverty and reducing inequalities.
- 2.2 The vaccination programme is our light at the end of the tunnel as part of this longer journey of recovery. It will save lives, improve health and enable us to gradually re-open the parts of our economy that are currently struggling and/or closed.

- 2.3 In Leeds to date, over 200k Covid-19 vaccines have been delivered including first and second doses. It is a testament to the strength of partnership working in the city. The Leeds Covid-19 Vaccination Programme is a partnership rooted in the 'Team Leeds' approach involving the full range of local partners with the Executive Director of Operations, Leeds Community Healthcare as the Senior Responsible Officer. This includes all NHS Trusts, Leeds City Council and the third sector, as well as HR, intelligence and communications leads.
- 2.4 It includes a range of programmes in place covering key areas such as logistics, workforce and communications meaning Leeds has been able to move at pace. Across the whole programme there is the need to ensure we are fulfilling the statutory duty of the Equalities Act and that everyone with protected characteristics has an equal opportunity to access the vaccination. In addition to this, the programme also has a specific programme focussing on mitigating inequalities and ensuring underserved populations have access to the Covid-19 vaccine in Leeds (see Appendix 1 for scope).



- 2.5 Local experience and insight from communities as well as national evidence shows that certain population groups and communities have been disproportionately affected and impacted by Covid-19. There have been a number of national reports describing these impacts, most notably '[Build Back Fairer: The Covid-19 Marmot Review](#)' by Public Health England and Sir Michael Marmot. This highlighted the risk of broadening health and social inequalities as a result of Covid-19, particularly those related to mental health, poverty, education, employment and housing status, all of which have been impacted by both the pandemic and our necessary response (lockdown, etc.).
- 2.6 We have a Leeds Covid-19 Vaccine Inequalities Plan (see Appendix 2 for the plan on a page) which forms a central part of the Leeds Covid-19 Vaccination Programme. The plan focuses on improving uptake in areas of deprivation and in groups at risk of illness and mortality from Covid-19 infection. The approach is based on three main programmes to ensure that no one is left behind:

- Primary Care Network (PCN) Health Inequality Vaccine Plans
- Improving equitable access through roving mobile provision and targeted vaccine provision for inclusion groups
- Community engagement working with local communities

2.7 Our experience from previous vaccination programmes, insight from our communities and national evidence is being used to shape our approach. One that is asset based working with people and communities to ensure that the vaccination programme is targeted and uptake maximised in areas of deprivation and by groups who are at increased risk of illness and mortality from Covid-19 infection.

2.8 The Covid-19 Vaccination Health Inequalities Group reports to the Covid-19 Vaccination Programme Steering Board.

3. Main issues

3.1 In Leeds, we already know that there are inequities emerging through the uptake of Covid-19 vaccinations to date:

- The previous pattern in higher age groups of a higher proportion of white people having a 1st vaccine compared to BAME is now also seen in 70-74 and Clinically Extremely Vulnerable (CEV) groups. However, trends over time do show in a narrowing of the gap in vaccine uptake between ethnic groups, and between people living in more or less deprived parts of Leeds for the initial priority groups.
- In JCVI (Joint Committee on Vaccination and Immunisation) groups 2 to 4 (all those 80 years of age, all those 75 years of age and over, all those 70 years of age and over and clinically extremely vulnerable individuals) over 94% of the white population have had a 1st vaccine compared to 75% in BAME.
- A greater proportion of people decline vaccination in BAME groups than White. The difference is greatest in older age groups (11.7% vs 1.9% for over 80s)
- Similar issues have been seen with people with severe mental illness and people with learning disabilities (except for those with learning disabilities in the CEV group which is the same as those without learning disabilities). However, positively, 86.5% of people with dementia have had a 1st vaccination, which is higher than those without dementia (80.8%), driven by higher rates of vaccination for people with dementia in CEV group.
- For deprivation we are also still seeing a gap between the most and least deprived (deciles 1 and 10):
 - Between 8-10% in groups 80 years of age and over and aged 70-74.
 - This gap increases to over 26% in the CEV group the gap.
 - The gap in older populations has reduced, the gap in the CEV group has increased slightly

3.2 The Leeds Covid-19 Vaccine Health Inequalities Plan is clear in its aim, objective and its principles to tackle these inequities:

Aim: Mitigating inequalities and ensure underserved populations have access to the Covid-19 vaccine in Leeds.

Objective: To ensure that vaccine is targeted and uptake is maximised in areas of deprivation and by groups most at increased risk

Principles:

- Co-produce actions based on local, national insight and evidence
- Deliver the vaccine through building confidence in culturally sensitive ways to meet the needs of diverse populations and age friendly principles
- Ensure interventions identify and support those individuals considered 'vulnerable' and underserved.
- Be diligent in the consideration of people with protected characteristics and follow equality guidance.
- Reflect the needs of the local community, the social excluded and socio-economically disadvantaged and those with protected characteristics.
- Be action focussed and responsive to identified needs.

3.3 To deliver on our aim and objectives we have a focused set of work streams.

Primary Care Network (PCN) Health Inequality Vaccine Plans

3.4 Public Health has been working in partnership with Primary Care Networks (PCNs) (groups of general practices working together with health and care partners to better support their local communities) from the most deprived areas of the city to develop bespoke health inequalities plans to respond to community needs; Armley, Beeston, Burmantofts, Richmond Hill & Harehills, Bramley, Wortley and Middleton Park, Chapelton, Middleton, Seacroft and York Road.

3.5 This has resulted in some good practice examples of PCN led targeted work to develop a community outreach offer to increase vaccination uptake in low uptake areas:

- Drop in clinics at the Bilal Centre will be supported by PCN staff and community leaders.
- Workshops organised for Local Care Partnerships (LCPs) to identify barriers and interventions to support the development of tailored plans to increase uptake.
- Developing an offer for PCN's to support proactive conversations with patients who are hesitant to taking up the offer of the vaccine.
- Workshops booked to plan outreach with LCPs, PCNs, partners and communities.
- Working with frontline staff to support people who have refused a vaccination to build confidence and provide facts.
- Housing colleagues are phoning residents who have refused a vaccination to support them in making an informed choice.

Improving equitable access through a roving vaccine model and delivering a vaccination approach for inclusion groups

- 3.6 Through our 'Team Leeds' approach, Leeds and York Partnership NHS Foundation Trust (LYPFT) is providing leadership and clinical governance supported by LCC, NHS Leeds Clinical Commissioning Group (CCG), Leeds Community Healthcare NHS Trust (LCH) and community leaders for our roving vaccine work stream. This will deliver a rapid, responsive, roving model in the coming weeks. This approach will be supported by community engagement activity including door knocking and community awareness raising with support from PCNs, local third sector partners, LCC Communities Teams and LCC Public Health.
- 3.7 The roving vaccine model has three different approaches:
- **Vaccination bus with dedicated vaccine team:** 2 LCC buses have been identified and refitted to provide this service. LYPFT lead this model supported by partners, using Public Health data and local intelligence to inform where to site the facility, and how the model can be developed. This model will:
 - Offer vaccine to those who missed it in the first 4 cohorts
 - Provide a proactive offer running at the same time as the current eligible vaccine offer
 - **Pop up facility in a community venue** (i.e. church, community centre, etc.).
 - **Roving vaccination team:** Delivering vaccinations in specific areas and settings with agreement from Sheltered Housing to explore a bus / team providing roving service in these settings.
- 3.8 In addition to the roving model, we have a dedicated inclusion approach driven by a local NHS, PCN, LCC and third sector partnerships to build on the positive work achieved through the pandemic. The approach will include providing a targeted vaccine offer to rough sleepers, sex workers, Gypsy and Travellers, emergency accommodation users at St George's Crypt, refugees and asylum seekers and people living in residential accommodation including women experiencing domestic violence and residential alcohol detox services.

Community engagement working with local communities

- 3.9 Community Engagement Plans have been developed in areas of deprivation working with community champions, third sector, faith leaders, LCPs, and building on existing community networks. This includes:
- Contact with approx. 50 organisations in the city who work with underserved communities (e.g. gypsies and travellers; sex workers; homeless people, drug users) to develop the most accessible and acceptable model for them to access the vaccine. This will also include ongoing work to provide information ahead of JCVI guidance allowing groups to be eligible.
 - Promotion of prevention messages, in areas of high case rates to now include vaccine facts to increase confidence.
 - Consideration of 'women' only vaccination clinics.
 - Developing a Community Champions Network working with 75 Community Champions who will be part of organised local listening events, receive key messages to share with the wider community, etc. Discussions have already taken place with local African communities and churches alongside clinicians.

- 3.10 These three programmes are underpinned by a number of supporting work streams to ensure that the Leeds approach is evidence based, driven by the data as well as local insight, supported by training provision for the wider workforce and highly effective and joined up communications approach.

Increasing confidence training

- 3.11 Development of a training package for the wider workforce focusing on raising awareness, increasing confidence and providing vaccine facts from a trusted source. This includes:
- Digital resources including a wealth of information of vaccine facts and addressing hesitancy.
 - Further 'Want to Know more' sessions and a digital resource including a filmed version of the training.
 - Roll out program continues with sessions being delivered to Retirement Life staff with support from LCC Public Health Older People's Team.
 - Facilitated sessions with asylum seeker hotel residents and staff.
 - Training being used by LCC to build confidence for all staff.

Communications

- 3.12 An engaged and targeted communications approach, which includes:
- Digital and print campaigns based on NHS information amended for local communities. Vaccine information can be found on <https://www.leedscg.nhs.uk/health/coronavirus/covid-19-vaccine/>
 - Identifying and working with the workforce where there is hesitancy.
 - Webinars to address vaccine hesitancy including one specifically for African communities.
 - Developing behavioural insight work focusing on younger people.
 - A photography project as part of Leeds Making History.
 - Developing South Asian arts and drama communications.
 - Planning in preparation for Ramadan.
 - Media work taking place on Urdu speaking channels.
 - Working with local schools to develop lamp post banners and local art work to support the roving approach.
 - Working with Street Games and Together Youth.
 - Tackling hesitancy in those who are eligible & in younger cohort with a twofold impact of younger demographics and influencing the older eligible population.
 - Work is ongoing to co-produce resources and understand behavioural insight with agencies.
 - Working with churches' Facebook pages. This includes promoting messaging for black and ethnic minority communities and Eastern European communities in Burmontofts, Richmond Hill & Harehills.

Data & Intelligence

- 3.13 To inform the targeting of actions, the combined Public Health Intelligence and NHS Leeds CCG Business Intelligence Teams are working together to provide weekly reports of vaccine uptake by different communities and within different PCNs.

Led by the evidence base

- 3.14 To develop the programme both insight and intelligence have been used. Leeds Academic Health Partnership (LAHP) supported this work through a review of local and national insight to increase vaccine uptake with groups most at risk. This highlighted the need for outreach (taking the vaccine to people) and for messages to be delivered by trusted people (e.g. GPs and local community leaders) in trusted places and for the messages to be co-designed. We are continually collecting further insight from commissioned services, PCNs, community groups, and Healthwatch Leeds to ensure the plan is agile and responsive to local needs.

Equality/Inequality Impact Assessment

- 3.15 All work streams have Equality Impact Assessments embedded (see Appendix 3: EDCI Screening Form for more information), in addition to the overall EIA for the whole programme.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Through the insight report led by Leeds Academic Health Partnership and the work of Healthwatch Leeds there has been ongoing consultation with the programme. As the initial groups were older people, Leeds Older Peoples Forum have been a key member of the Vaccination Health Inequalities Group. Elected members continue to play a key role in engaging the public, particularly in encouraging neighbourliness, volunteering, and encouraging people to play their part in minimising spread of the virus. Elected members are also part of the Local Care Partnerships where the awareness sessions and targeting of additional approaches are discussed.
- 4.1.2 Engagement with stakeholders has continued and in many cases have been strengthened and work led by Healthwatch Leeds has been central in capturing and responding to citizen voice on the impact of the Covid-19 pandemic and vaccination programme.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 As highlighted throughout this report, minimising the impacts of the pandemic on the most at risk is central to our response and recovery planning and at the heart of the Covid-19 Vaccine Health Inequalities Plan.

4.3 Council policies and the Best Council Plan

- 4.3.1 The updated Best Council Plan 2020-2025 reflects the current Covid-19 context, while maintaining the three pillar priorities of inclusive growth; health and wellbeing; and climate change, under the overarching priority of tackling poverty and inequalities. Covid-19 continues to have a hugely significant impact on all areas of

the Best Council Plan, with the economy, employment, education, community resilience; age friendly and health and wellbeing all detrimentally affected by the pandemic, which will undoubtedly limit progress towards our ambitions and present long-term challenges for the city.

- 4.3.2 Our city ambitions, particularly Leeds Health and Wellbeing Strategy, to reduce health inequalities and that people who are the poorest improve their health the fastest is key to guiding the Covid-19 Vaccine Health Inequalities Plan and our recovery, particularly as we begin to better understand the long-term health, social and economic impacts of the pandemic.

Climate Emergency

- 4.3.3 In line with our city ambitions, responding to the Climate Emergency is a key priority as we move through our response and recovery, with a focus on continuing to improve air quality and work towards a carbon neutral city by 2030. We continue to work to ensure that the Leeds Covid-19 Vaccination Programme is aligned to this approach working across partners, while recognising the importance of maximising the vaccination uptake.

4.4 Resources, procurement and value for money

- 4.4.1 Leeds is awaiting further information about the funding position for vaccination rollout, as it is clear that this will be a major logistical exercise for local authorities, NHS trusts and their partners. Leeds health and care system will continue to push for full cost recovery for all spend, and an understanding that all aspects of organisational budgets will be impacted as a result of the Covid-19 pandemic and vaccination programme.

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

- 4.5.1 There are no legal, access to information implications from this report.

4.6 Risk management

- 4.6.1 Risk management for the Covid-19 Vaccine Health Inequalities Plan occurs through the Leeds Covid-19 Vaccination Programme Steering Board with escalation occurring to Leeds Gold Health and Social Care Group as part of the citywide command and control arrangements.
- 4.6.2 There is also regular reporting through organisational boards and inclusion in their risk registers.

5. Conclusions

- 5.1 The development of safe and effective Covid-19 vaccinations provides hope for a return to normal life. Across Leeds there has been extensive planning to prepare for a vaccine rollout and ensure that those most at risk are offered vaccinations first. Our ambition is that no one is left behind, and that everyone is able to make an informed choice to take up the vaccine. The Leeds Covid-19 Vaccination Programme has been clear from the outset that we have a duty to ensure that the vaccination roll out mitigates inequalities and ensures underserved populations

have access to the Covid-19 vaccine. The Leeds Covid-19 Vaccine Health Inequalities Plan aims to ensure that the vaccine is targeted and uptake is maximised in areas of deprivation and by underserved groups who are at increased risk.

- 5.2 However, until such a time that enough of the population is immune, restrictions and social distancing will need to remain in place to keep Leeds safe, which will require continued patience and cooperation of people, who have already made considerable sacrifices over the course of 2020.
- 5.3 Likewise, the city will continue to work together. Leeds' response to the Covid-19 pandemic and the vaccine programme represents the best of Team Leeds pulling together as partnerships, organisations and as people.

6. Recommendations

6.1 Executive Board is asked to:

- Provide feedback on the contents of the report and our ambitions.
- Note the Director of Public Health as the senior responsible officer for the Leeds Covid-19 Vaccine Health Inequalities Plan.
- Continue to support the commitment of all Directorates in delivering Leeds Covid-19 Vaccine Health Inequalities Plan.

7. Background documents¹

7.1 None.

8. Appendices

- 8.1 Appendix 1: Protecting people and communities most at risk
- 8.2 Appendix 2: Leeds Covid-19 Vaccine Health Inequalities Plan on a Page
- 8.3 Appendix 3: EDCI Screening Form
- 8.4 Supplementary Appendix (to be published closer to the meeting)

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.

Protecting people and communities most at risk

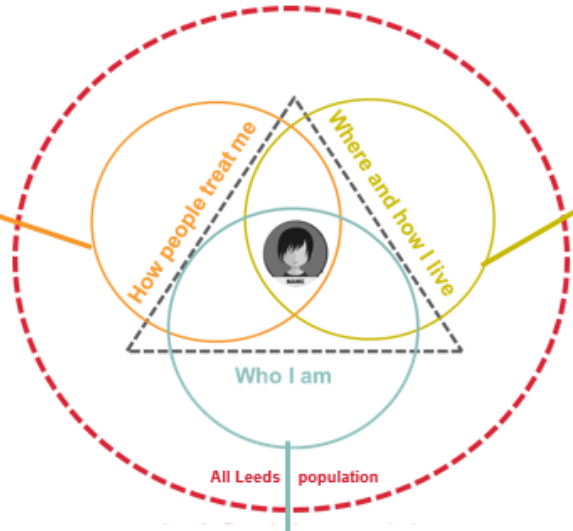
In Leeds, we are prioritising working with people who have a greater likelihood of poor health the more of these factors that apply to their lives. This is particularly important during the Covid-19 pandemic when some people have a much greater risk of infection, complications or even death.

I am identified as being at higher clinical risk:
 This can be because I have a specific medical condition or a number of conditions. I may have a significantly higher risk than others within this group, and might be shielding.

How People Treat Me on an individual and institutional level:
 Some people who experience the greatest inequalities have historically been excluded or marginalised based on how they live, who they love, where they were born, what they look like or who they pray to.

‘Communities of Shared Interest’ is the collective term used to describe the groups of people who share an identity (for example people with a shared ethnicity) or those who share an experience (or example survivors of domestic violence).

Communities of Shared Interest tend to emerge from experience of exclusion from mainstream communication, thinking or planning. They are a source of vital expertise on planning for inclusion and addressing barriers to inclusion.



Where I live and how I live:
 What money I have available to me makes a significant impact on my ongoing health. As does the job I do, my education level, who I live with and how we interact. When these are negative, it can have a direct impact on my mental and physical health, and the choices I make about staying healthy.

If where I live has multiple “deprivations” – where more people are likely to have lower incomes, there is poor quality housing or poorer environmental factors – such as noise or pollution. Or if my area does not have a strong community or social infrastructure – this can negatively affect my health.

My legal status also impacts on the health options I have.

Who I am in demographics:
 This includes my age, gender, disability, ethnicity, sexuality, religion, faith or beliefs. These are characteristics protected in law.



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Covid Vaccine Inequalities Plan – Leaving NO ONE Behind

Aim

Mitigating inequalities and ensure under served populations have access to the COVID-19 vaccine in Leeds.

Objectives

To ensure the vaccine is targeted and uptake is maximised in areas of deprivation and groups at increased risk of illness and mortality from Covid-19 infection

Three Main Programmes

Primary Care Networks

Working with 8 Primary Care Networks (groups of GP practices) in the most deprived areas – Public Health working with PCN's from the most deprived areas of the city, developing bespoke health inequalities plans to respond to community needs.

Targeting:

Armley, Beeston, Burmantofts, Richmond Hill & Harehills, Bramley, Wortley and Middleton Park, Chapeltown, Middleton, Seacroft, York Road

Improving Equitable Access

Three approaches:

- Roving mobile provision - taking vaccine out to communities via buses and local teams
- Providing a rapid and responsive city wide pop up facility
- Reaching out to socially excluded groups

Community Engagement

Community Engagement working in areas of deprivation linking with community champions, third sector, faith leaders, Local Care Partnerships, building on existing community networks.



Supporting Workstreams

Evidence Base

Action informed by local insight working with communities, Leeds Insight report



Equality/Inequality Impact Assessment

Equality impact assessments embedded

Data & Intelligence

Collection, analysis and reporting of local uptake data to target our approach.

Collection of soft data from commissioned services, PCNs, patients and community groups

Increasing confidence training

Training package for wider workforce focusing on raising awareness, increasing confidence and providing vaccine facts from a trusted source.



Communications

Digital and print campaigns devised based on NHS information, amended for local communities. Vaccine information can be found on

www.leedscg.nhs.uk/health/coronavirus/covid-19-vaccine/

Principles

- Co-produce actions based on local, national insight and evidence
- Ensure interventions identify and support those individuals considered at risk and under served
- Reflect the needs of the local community, the socially excluded and socio-economically disadvantaged and those with protected characteristics
- Deliver the vaccine through building confidence in culturally sensitive ways to meet the needs of diverse populations and age friendly principles
- Be diligent in the consideration of people with protected characteristics and follow equality guidance
- Be action focussed and responsive to identified needs



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App 3
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: Adults and Health	Service area: Public Health: Health Protection/ Older people, Long Term Conditions /Cancer/localities and primary care
Lead person: Lucy Jackson	Contact number: 0113 07712 214842

1. Title: Leeds Covid-19 Vaccine Health Inequalities Plan		
Is this a:		
<input type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function	<input checked="" type="checkbox"/> Other
If other, please specify delivery plan		

2. Please provide a brief description of what you are screening
<p>The Leeds Covid-19 Vaccine Inequalities Plan focuses on how to improve access, and uptake of the vaccination programme so that ‘no one is left behind’. It uses local insight from our communities, from previous vaccination programmes in Leeds, and from national evidence. It aims to mitigate inequalities and ensure underserved populations have access to the Covid-19 vaccine in Leeds, ensure that vaccine is targeted and uptake is maximised in areas of deprivation and by groups most at increased risk. It takes an asset based approach, working with people and communities to ensure that vaccine is targeted and uptake is maximised in areas of deprivation and by groups who are most at increased risk of illness and mortality from Covid-19 infection.</p> <p>To note there is a separate EIA for the Vaccination programme as a whole.</p>

3. Relevance to equality, diversity, cohesion and integration

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

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

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

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

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

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

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

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

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

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

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

activities (taken place or planned) with those likely to be affected)

It is widely acknowledged that COVID-19 has led to an exacerbation in inequalities in health and that certain communities have been directly affected more than others e.g those living in disadvantaged areas; BAME communities; older people. We also already know that there are inequities emerging through the uptake of Covid-19 vaccinations to date and therefore as part of our vaccination response to the pandemic it is imperative that these communities are supported to take up the vaccination). The Vaccination Health inequalities plan uses weekly data updates on vaccine uptake within different communities to guide its work. There is also ongoing community consultation with people and communities in relation to their concerns about the vaccine.

The principles of the plan are aimed at ensuring that it is appropriate and inclusive for all communities

- Co-produce actions based on local, national insight and evidence
- Deliver the vaccine through building confidence in culturally sensitive ways to meet the needs of diverse populations and age friendly principles
- Ensure interventions identify and support those individuals considered 'vulnerable' and underserved.
- Be diligent in the consideration of people with protected characteristics and follow equality guidance.
- Reflect the needs of the local community, the social excluded and socio-economically disadvantaged and those with protected characteristics.
- Be action focussed and responsive to identified needs.

- **Key findings**

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

Positive impact

The main actions within the plan are aimed at having a positive impact on equality groups - we are working with the Primary Care Networks (PCNs) in the most deprived, and culturally diverse areas of the city to develop bespoke health inequalities plans to respond to community needs; including ensuring all plans are age friendly. Local data and insight has been captured to inform planning. This has been used to identify potential interventions to remove barriers and increase uptake. To complement this, Local Care Partnerships are delivering workshops to share effective approaches, gather further insight and involving wider partners. These workshops have supported the identification of additional groups and communities within each PCN such as gypsies and travellers, refugees and asylum seekers, carers and people with disabilities to ensure interventions are targeted and good uptake of the vaccine amongst these groups.

-delivering a rapid, responsive, roving model, supported by community engagement activity including door knocking and community awareness raising with support from PCNs, local third sector partners, LCC Communities Teams and LCC Public Health.

Vaccinations are happening in buildings that local people want to access to ensure equitable access. This model will also target particular inclusion groups e.g sex workers; gypsies and travellers; homeless etc We have been working closely with commissioned services to identify barriers they envisage to vaccination uptake, plans they have made,

and support that they will need.

- community engagement and community conversations in areas of deprivation working with community champions, third sector, faith leaders, LCPs, and building on existing community networks
- developing and delivering a range of training materials which can be adapted to meet the needs of different audiences including third sector, diverse groups and underserved populations.
- development of a range of inclusive social media across the city.
- equality groups across the city have been consulted on the vaccination to highlight concerns and identify potential interventions to remove barriers and increase uptake.

Negative Impact

none

• **Actions**

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

Weekly monitoring of data in relation to update will analysed for equality groups
 Weekly insight gathered by Healthwatch will also be analysed
 Our principle of being responsive to need will then address any gaps that arise through our different approaches

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
Lucy Jackson	Consultant in Public Health/Chief Officer A&H	11/03/21
Date screening completed		

7. Publishing

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

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

making report:

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

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

For Executive Board or Full Council – sent to Governance Services	Date sent: 16/3/21
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:

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Report of Director of City Development

Report to Executive Board

Date: 21st April 2021

Subject: Responding to the Levelling Up Fund

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 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 Levelling Up Fund (LUF) was released by government as part of the March 2021 Budget and the prospectus sets out an opportunity to bid for significant capital investment for delivery of projects from the 2021/22 financial year, that will deliver economic uplift.
- The investment themes of the LUF will enable consideration of projects that will improve the city’s transport infrastructure, regenerate town centres and deliver investment and transformation in our cultural assets.
- There is an extremely short time period for assessing, prioritising, developing and submitting bids under Round 1 of the LUF. Bids must be submitted to government by 18th June, be capable of implementation from March 2022 and the April Executive Board is the only meeting before then to set out the Council’s intended approach to responding to this opportunity and to ensure it can provide the appropriate oversight and mandate for this.
- The report sets out the structure of the national LUF, the basis on which bids can be made and the way in which the Council is to engage with key stakeholders to arrive at possible bid submissions for Round 1. It also outlines an approach to ongoing engagement and prioritisation of possible investments for future rounds of the LUF, for which a further report will be brought to Executive Board.
- The Director of City Development has existing delegations under which the Council’s selection and submission of bids can be taken forward, in consultation

with relevant Executive Members where projects sit within or have relevance to their portfolios and other Council Members as appropriate.

2. Best Council Plan implications (see the [latest version of the Best Council Plan](#))

- The broad scope of the LUF means this is a significant opportunity to secure investment against a range of existing or new project activities that could accelerate existing schemes or deliver support the delivery of new ambitions which are capable of implementation by end March 2024 (or March 2025 for exceptional large schemes). across all aspects of our Best Council Plan. Investments in infrastructure, assets or in town centre regeneration could have particular relevance to Inclusive Growth, Health & Well Being, the delivery of Sustainable Infrastructure, supporting our cultural assets and visitor economy (including the 2023 celebration of culture) and to the delivery of both Child Friendly and Age Friendly places.

3. Resource implications

- There is potentially up to £160m available to the city through the LUF, subject to success through the competitive bidding process.
- The short timescales and nature of the bidding requirements for Round 1 is likely to place significant strain on existing staffing resources and it is proposed to commission some external assistance in the first instance to assist with this work.
- £125,000 revenue is being made available to the Council for support developing bids for future rounds of the LUF, which can be utilised to further develop and supplement internal capacity.

Recommendations

- a) Note and support the approach to bringing forward bids to the Levelling Up Fund and agree that constituency MP's within the Leeds Metropolitan District boundary are asked to advise their priorities for investment for consideration by the Council;
- b) Agree that the Director of City Development undertakes an assessment and prioritisation of projects for the Levelling Up Fund in consultation with relevant Executive Members as set out in paras 3.4 – 3.11;
- c) Agree to consider proposals for Round 1 bids at an additional meeting of the Executive Board prior to the submission of any bid(s) before the 18th June deadline for the Levelling Up Fund;
- d) Note the intention to bring a further report to Executive Board in relation to the submission of bids to future rounds of the Levelling Up Fund and any changes to the government prospectus and guidance.

1. Purpose of this report

- 1.1 The report sets out proposals for how the Council will respond to the government's Levelling Up Fund.

2. Background information

- 2.1 In its March 2021 Budget, government announced the release of several funds to support its ambitions to 'level up' the country, support economic growth and social transition following the country's exit from the European Union.
- 2.2 The most significant of these is the Levelling Up Fund (LUF), a £4.8 billion capital programme to invest in infrastructure that improves everyday life across the UK, including regenerating town centres and high streets, upgrading local transport, and investing in cultural and heritage assets.
- 2.3 Alongside the LUF government has also announced the UK Community Renewal Fund (CRF), a £220m predominately revenue programme for project delivery in 2021/22 to help local areas prepare for the UK Shared Prosperity Fund that will be launched as the successor to EU Structural Funds in 2022. The CRF is intended to pilot new approaches to supporting skills development, community and place, local business support, and supporting people into employment.
- 2.4 Leeds has not been identified by government as a Priority Place for the CRF but is still in a position to submit bids for this funding, through the Combined Authority as the bidding authority.
- 2.5 This report summarises the scope of the LUF and sets out the proposed approach for the Council to adopt in assessing, prioritising and presenting potential bids back to Executive Board.
- 2.6 The submission of Round 1 bids under the LUF is required by 18th June and will be for funding and start of project delivery in the 2021/22 financial year. The April meeting of Executive Board is currently the only available opportunity before this deadline to set the Council's response and as such proposals are brought forward in this report to provide the Board with oversight and to seek approval to the approach outlined.
- 2.7 At national level the LUF programme will be jointly managed and appraised by three government departments - HM Treasury (HMT), the Department for Transport (DfT) and the Ministry of Housing, Communities and Local Government (MHCLG). The LUF prospectus is currently inviting bids for a first round of government investment in projects that will start to spend and deliver from 2021/22, within or across three main themes that reflect this new joined up government approach to co-ordinated investment in place:
- 2.7.1 *Transport*
- The LUF supersedes and incorporates the previous DfT Pinch Point Programme. Examples of potential projects given within the prospectus are: cycleways, bus priority, public transport facilities, accessibility improvements, local road schemes, structural maintenance.
- 2.7.2 *Regeneration & Town Centre Investment*
- The prospectus states that the LUF could address similar themes and aims to the Towns Fund, under which Morley was recently confirmed as being successful in securing £24.3m of investment. Examples of potential LUF projects given are:

leisure and retail sites, derelict site development, land acquisition and remediation, public realm and parks, or grouped Town Deal proposals for smaller towns.

2.7.3 *Cultural Investment*

The LUF prospectus recognises the quality of place, the importance of the cultural and visitor economy and the intrinsic value of heritage through historic buildings and cultural assets. Projects seeking investment under this theme should have alignment with existing cultural and heritage funding. Examples of potential projects given are: new/upgraded cultural, sports and creative spaces, community hubs and green spaces, acquisition or refurbishment of cultural and heritage sites.

- 2.8 For all the investment themes projects are expected to show strong alignment with net zero carbon targets, protection of natural assets and climate change resilience or mitigation, which will have a strong strategic fit with the Council's response to the Climate Emergency.
- 2.9 Local Authorities are the principle bodies for LUF bidding. Each authority is able to submit one project bid per parliamentary constituency wholly within its boundary. Where constituencies cross a boundary, co-operation between relevant Local Authorities is expected, with bids to be submitted under a single lead. Each bid can be for up to £20m of capital investment. It is indicated that larger transport projects can, by exception, be submitted for investment of up to £50m where pooled across constituency allocations. Combined Authorities can submit an additional bid in their role as Transport Authorities.
- 2.10 The prospectus states that constituency MP's will have a key role in being consulted and in prioritising bids but also notes that their support is not a pre-condition for funding. Bidding authorities should also consult an appropriate range of local stakeholders in developing proposed investments.
- 2.11 Bids can also be for 'packaged' projects that address more than one of the investment themes and which have clear positive relationships and alignment. This means it is unlikely that several smaller and unrelated projects could be submitted as one bid simply by being in the same constituency area, but multi-faceted packages focusing on the diverse and linked investment needs of identified places may be in scope.
- 2.12 The LUF is subject to competitive bidding, with submission by 18th June 2021 for funding confirmation in autumn 2021. Government will not approve schemes under this round that cannot commence delivery or spend funds by the end of March 2022. Arrangements for subsequent rounds of LUF are to be confirmed, though it is likely these will align with the following financial years and the prospectus and programme requirements may be refined or evolve in response to the first year of operation. All awarded funds must be spent by end March 2024 (or March 2025 for exceptional large schemes).
- 2.13 The next section of this report sets the proposed approach to be taken in responding to the prospectus.

3. **Main issues**

- 3.1 Leeds has an opportunity to bid for up to £160m of capital funding through the LUF, based on seven investments of up to £20m reflecting the seven constituencies wholly within the district boundary and the one constituency that covers both Leeds and Wakefield. The amount of investment could be larger should a transport scheme of up to £50m be identified and prioritised for submission.

- 3.2 The themes of the LUF will enable consideration of projects that will improve the city's transport infrastructure, regenerate town centres and deliver investment and transformation in our cultural assets, which indicates a very strong fit with the Best Council Plan and Inclusive Growth Strategy ambitions. There is huge potential for highly beneficial investment across all parts of the Leeds district that could focus on thematic and/or focused and integrated place shaping projects, addressing connectivity challenges, supporting economic recovery and aligning with work in our Priority Neighbourhoods.
- 3.3 There is however a significant challenge in responding to the very tight timescales for submission of bids in the first round of the LUF, undertaking consultation and engagement, identifying and prioritising the necessary financial, officer and partner resources to support this bidding work and delivering it in a robust and diligent way such that it is compliant with the requirements of the programme meeting both Council and government assurance.
- 3.4 Project bids will need to be in the form of HMT 'Green Book' compliant business cases, which will require clear and robust evidence of how each proposed investment has been fully option assessed and will deliver quantifiable and measurable economic, social and environmental benefits. There is significant business case development to be undertaken in demonstrating these requirements following the '5 Cases' format setting out the strategic, economic, financial, commercial and management justification for public investment.
- 3.5 A clear and holistic approach is therefore expected, showing a strong strategic fit and demonstration that 'highest value' interventions are being proposed. Subject to fulfilling the requirements of the business case process, bids will be assessed against the following criteria:
- 3.5.1 *Characteristics of place* – all places across the country have been prior categorised by government into three tiers of assessed need. Leeds is Priority 1 representing the highest level of identified need for economic recovery, regeneration and improved connectivity. This would appear to have the effect of 'pre-loading' an assessment score against the place criteria.
- 3.5.2 *Deliverability* – as well as technical matters, bids are 'encouraged' to include a 10% local financial contribution and where there are private sector beneficiaries a contribution is also expected from them.
- 3.5.3 *Value for Money* – the overall impact on measures such as social value, local economic growth, environmental benefits, employment outcomes, reduced travel times, increased footfall and crime reduction. There is an expectation that transport projects will deliver the highest VFM.
- 3.6 The Council is open to proposals for investment bids and there is a live exercise underway to capture and long-list all potential LUF projects that are capable of meeting the criteria, which will be informed by engagement with Members, MP's and other stakeholders and key partners across the city.
- 3.7 Full consideration will be given to all ideas to prepare for both this bidding round and the development and prioritisation of projects, which support the Council's aspirations of the three core strategies of Inclusive Growth, Health and Wellbeing and Climate Emergency for submission in future years of the fund. Projects which can enhance, accelerate delivery of the city's ambitions and which involve collaboration with partners and communities to drive meaningful change on the levelling up agenda will be sought.

- 3.8 There may be many smaller scale but locally important projects that in themselves may not be of sufficient scale to meet the requirements of the LUF, but which could be considered as part of a packaged cross-themed investment approach to deliver multi-faceted and linked improvements to targeted priority places.
- 3.9 With particular regard to this first bidding round under the LUF, the timescale for submission of the bids, the need to demonstrate VFM, the requirement to start delivery in 2021/22 and all projects needing to be capable of completion by end March 2024 (or March 2025 for exceptional large schemes) means that there is very limited practical scope for new projects to be brought forward as bids that have not already had a significant level of development and are not somewhat close to being 'shovel-ready' for a start on site. Subject to fit with the aims of the LUF and with the city's own strategic plans, this will need to be a critical check in prioritising any bid submission in this round.
- 3.10 At this stage it is recognised that, due to existing funding streams secured, the city does have a mature infrastructure investment programme for transport related schemes. There are also scheme proposals focusing on investment and transformation in cultural assets within the civic estate. In each of these cases not all ambitions are funded through existing sources but there would be a strong and evidential strategic fit, with a clear path to commence delivery within 2021/22 based on project development and design work already undertaken.
- 3.11 In addition, it is recognised that there may be significant interest from Members, businesses and other stakeholders in regeneration schemes focusing on town centre investment outside of Leeds City Centre. The Council's recent engagement with partners and stakeholders on the successful Morley Town Deal indicates the need for significant time, funding and officer resource to be committed to the development of such comprehensive schemes. At this stage it is anticipated that any such proposals for other key centres across the district will need to be worked up in more detail over the next 6-12 months for submission in future rounds of the LUF, as and when these are announced. It will also be necessary to identify new resources to supplement staff already fully committed to work such as the Local Centre Programme, the Morley Town Deal, housing delivery and strategic infrastructure and growth projects across the district and meeting the match funding criteria.
- 3.12 In short listing projects for the first round there will be a detailed internal Council assessment against the LUF criteria, consultation with constituency MP's ward members and other relevant stakeholders, an appraisal of the added value to existing programmes, fit with cross sector and partner place plans, an Equality Impact Assessment and against the city's strategic policy ambitions for Inclusive Growth, Health and Well Being and our response to the Climate Emergency. Executive Board is asked to consider convening a special meeting out of its current planned cycle to consider short-listed proposals, to agree the submission of a bid or bids under this round and any resourcing and financing matters related to these.
- 3.13 Submissions under future rounds of LUF will be subject to a further report to Executive Board, once the updated guidance and bidding prospectus is available for those financial years.
- 3.14 Delegated decisions taken on the prioritisation and submission of bids will be in consultation and agreement with the Executive Member for Climate Change, Transport and Sustainability, and other Executive Members where project proposals cut across portfolios and other Council Members as appropriate

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 There has been a very short timeframe from the announcement of the LUF up to the drafting of this report to Executive Board, which has constrained the ability to undertake significant and meaningful early consultation on the scope of these funds or on the process through which the Council can bring forward proposals. Full guidance on the bidding approach was only available at the end of March at the time of finalising this report.
- 4.1.2 Executive Members have been briefed on the overall scope of the LUF and subject to the assessment approach set out in this report, Ward Members will be engaged where appropriate insofar as project proposals are related to their wards.
- 4.1.3 Each constituency MP will be contacted to establish their priorities for the fund to inform the assessment of potential submissions for the coming financial year and the live long-listing exercise.
- 4.1.4 In respect of the LUF and the constituency of Morley & Outwood which covers an area across both Leeds and Wakefield Districts, initial officer discussions have been undertaken between the two authorities to understand and align assessment of proposals and to establish the optimum prioritisation and timing of projects to deliver benefits in keeping with the aims and criteria of the fund and shared strategic objectives.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 At this stage there is insufficient detail regarding the substance of the Council's response to the LUF bidding opportunities to identify any EDCI impacts. However EDCI considerations will be key in the assessment and prioritisation of projects proposed to form part of any bids.

4.3 Council policies and the Best Council Plan

- 4.3.1 The LUF is a significant opportunity to secure investment against a range of existing or new project activities that could accelerate existing schemes or deliver new ambitions across all aspects of our Best Council Plan, but particularly:

Inclusive growth – investments in place, assets and infrastructure to support the city's economic recovery from COVID-19, and helping everyone benefit from the economy.

Health and wellbeing – investments in our transport infrastructure and public realm that would support active lifestyles and cycling/walking as means of travel.

Sustainable infrastructure – investments in green infrastructure to help tackle climate change risks, improve air quality and the city's transport and digital infrastructure.

Child-friendly city & Age-friendly Leeds – investments in the city centre and neighbourhoods to enhance amenity and create new community infrastructure.

Culture – investment in the city’s cultural assets or visitor attractions to enhance the image of Leeds through creative activities and visitor economy and to contribute to the 2023 cultural celebration.

Climate Emergency

4.3.2 The assessment of projects for submission under the LUF will include their impact on and contribution to the response to the climate emergency. LUF projects are required by government to demonstrate contribution to net zero carbon targets, protection of the environment and climate change resilience, so there is a clear fit in strategic intent across the national programme requirements and our local aims in this regard. The target themes for the LUF each have the potential to enable significant investment in assets, infrastructure or place that could have a significant positive impact on sustainable development of the city.

4.4 Resources, procurement and value for money

4.4.1 It is proposed initially to commission specific bid development expertise as an externally bought-in service to provide advice on the scoping and development of business cases for the LUF. This can initially be undertaken using existing departmental budgets but project bidding and development costs may be capitalised against future secured funds. Staff costs associated with onward project delivery and management may also be capitalised against LUF funded schemes.

4.4.2 £125,000 of capacity funding will be allocated by government as revenue grant to all eligible local authorities with the intention of supporting the development of bids for later rounds of the LUF. As a flat rate grant this will offer less support to Leeds than it will to those districts that have single or a small number of constituencies and commensurate grant allocation. The development of Green Book business cases and requirement to bring projects to shovel ready and spend status within the next 12 months will require significant commitment of fees – these can typically be 10-20% of project costs.

4.4.3 It is proposed to use the capacity funding to support the creation of a new post within the Regeneration Service, to focus on project development, testing and bidding for the LUF, and thereafter to source funding for regeneration projects across the district with the aim of being self-financing. In addition, given that there are 8 parliamentary constituencies in Leeds and recognising the resource requirements of developing bids, it is also proposed that resources from the investment to save revenue funding stream and the innovation funding are utilised where appropriate. This will ensure that the Council has a mature list of potential schemes under-development that meets the requirements of both the Council and Government in readiness for submission in future rounds.

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

4.5.1 The proposals outlined in this report will be kept under review to ensure that they are compliant with the terms of the UK’s Trade and Co-operation Agreement (TCA) with the European Union, which currently governs what can and can’t be done by public bodies as regards the provision of subsidies to entities engaged in commercial activities.

- 4.5.2 In broad terms, certain matters will not be considered to be subsidies – a subsidy will only occur if it confers an economic advantage on the recipient that is not available on market terms and will affect international trade. Beyond that the TCA does allow for certain types of subsidy to be provided including subsidies of a social character that are targeted at final consumers rather than businesses.

Legal advice will be sought at the shortlisting stage in respect of each potential project to ensure compliance with these subsidy control provisions.

4.6 Risk management

- 4.6.1 At this stage the key risks relate to staff and financial resources available to support the assessment, development and submission of business cases to form compelling bids into the first round of the LUF in such a short timescale. It is proposed to offset this in part through the short-term and long-term additional resources drawn into the programme as set out above.
- 4.6.2 It should also be noted that funding in relation to each constituency can only be secured once and as such where projects or packaged projects do not utilise the full £20m allocation, it does not currently appear possible to return with a future bid. Any prioritisation of bids for 2021/22 should therefore carefully consider the opportunity cost of not bidding to the maximum allocation and also consider the range of other project ambitions there may be within a constituency that could not then be subject to future bids, or packaged bids, unless pooled across the city.

5. Conclusions

- 5.1 The LUF is an opportunity to draw in significant capital funding to the city for delivery of projects and interventions in the 2021/22 financial year that could hugely accelerate or supplement existing programmes and enable delivery of unfunded but well-developed projects and targeted improvements. It has the potential to drive innovative and creative responses to place challenges across the district through well considered and developed proposals for future rounds of the LUF, where initial proposals may not be robust enough to meet the assessment criteria for this first submission.
- 5.2 The Council proposes to act quickly and diligently to realise the benefits of this investment for the city in line with our strategic ambitions for Inclusive Growth, to support Health and Well Being and to address the Climate Emergency.
- 5.3 The prospectus places a large and unplanned for pressure on the Council to rapidly bring forward a transparent and robust project assessment and prioritisation exercise and to quickly develop compelling business cases for submission by 18th June. This is at a time of severe pressure on existing staff time and resources and it is proposed to engage external assistance as well as utilise available capacity funds to create new staffing capacity to support this work over the next 2-3 years.

6. Recommendations

- 6.1 Executive Board is asked to:
- a) Note and support the approach to bringing forward bids to the Levelling Up Fund and agree that constituency MP's within the Leeds Metropolitan District

boundary are asked to advise their priorities for investment for consideration by the Council;

- b) Agree that the Director of City Development undertakes an assessment and prioritisation of projects for the Levelling Up Fund in consultation with relevant Executive Members as set out in paras 3.4 – 3.11;
- c) Agree to consider proposals for Round 1 bids at an additional meeting of the Executive Board prior to the submission of any bid(s) before the 18th June deadline for the Levelling Up Fund;
- d) Note the intention to bring a further report to Executive Board in relation to the submission of bids to future rounds of the Levelling Up Fund and any changes to the government prospectus and guidance.

7. Background documents¹

7.1 None.

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



Report author: Jane Walne/David O'Connor
Tel: 0113 37 85914

Report of Director of City Development

Report to Executive Board

Date: 21st April 2021

Subject: Proposed Grey to Green Projects, Progress Update

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name(s) of ward(s): Hunslet and Riverside	
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

- In August 2020 the Government announced a £900 million Getting Building Fund (GBF) to deliver jobs, skills and infrastructure across the country. The investment was targeted in areas facing the biggest economic challenges as a result of the pandemic and supports the delivery of shovel ready infrastructure projects to boost economic growth, and fuel local recovery and jobs.
- Identified by the Our Spaces Strategy, the South Bank Regeneration Framework Supplementary Planning Document (SPD) and linked to the ongoing delivery of the Leeds Public Transport Infrastructure Programme; The Council’s Asset Management and Regeneration Service, identified four infrastructure projects to form the basis of the ‘Grey to Green’ programme, that were sufficiently mature to meet the Government’s ‘shovel ready’ criteria for inclusion in a bid to the GBF.
- The ‘Grey to Green’ programme is focussed on people and climate change outcomes which will stimulate new regeneration and growth, whilst enhancing the climate resilience and transformation of Leeds City Centre post COVID-19 through a series of integrated green spaces and green infrastructure.

- The regeneration of the South Bank, guided by the South Bank Regeneration Framework, will effectively double the size and economic impact of Leeds City Centre, creating a distinctive mixed use district providing over 35,000 jobs and over 8,000 homes. The Grey to Green projects that are the subject of this report support the Framework's aspirations to transform the South Bank into a well-connected sustainable business and residential community that will help to improve connections to the surrounding communities in the Aire Valley, Hunslet, Richmond Hill, Beeston Hill and Holbeck whilst also providing vibrant and outward facing public spaces.
- The Grey to Green projects identified are:-
 - The Corn Exchange Public Realm
 - Meadow Lane Green Space
 - Sovereign Street Bridge
 - Crown Point Road calming and greening
- The projects will contribute to the delivery of the Leeds Economic Recovery Framework through boosting economic growth, job creation, helping to tackle climate change, increasing biodiversity and providing access to green space for the benefit of people's health and wellbeing.
- In September 2020, it was announced that Leeds's bid successfully secured £8.6m of match funding from the Getting Building Fund which when combined with the Council's funding of £3.6m provides a total budget of £12.2m for the delivery of the four projects . The final business case was subsequently submitted to WYCA in November 2020 and was approved at WYCA Investment Committee in February 2021.
- When combined, these four interrelated investments shall make Leeds City Centre greener and more attractive; helping to unlock major commercial and residential development across South Bank and the centre of Leeds, as well as the delivery of private sector investment into the Aire Park; the largest new city centre green space in the region, whilst supplementing and accelerating multi-modal transport benefits committed through Connecting Leeds for the Corn Exchange Gateway.
- The Grey to Green projects are also complementary to the proposals outlined for City Square in a separate report on the agenda for this meeting. Both programmes of work fulfil the ambition to link recent and developing high quality projects together to form an accessible and coherent network to facilitate active travel around the city that provides improved infrastructure and spaces for pedestrians.
- In total, Grey to Green will deliver 6,700 sqm of new public realm; create new green space; increase connectivity to blue infrastructure for communities in areas of high deprivation and improve the quality of city centre living for current and future residents. In addition, it will help to unlock the delivery of Aire Park – with a further 3 hectares of green space to be delivered by the private sector.
- The Corn Exchange Grey to Green project was the subject of a February 2021 Executive Board (Corn Exchange Public Realm Design Cost Report). The February

2021 Executive Board approved authority to spend of up to £1,546,655 on the Corn Exchange Public Realm scheme. The Corn Exchange is therefore not subject to recommendations or approvals made within this report.

- The Getting Build Fund is time constrained and eligibility for funding requires that the projects are completed by the end of March 2022.

2. Best Council Plan implications (see the [latest version of the Best Council Plan](#))

- Contributing to inclusive growth
- Reducing health inequalities and supporting active lifestyles
- Delivering sustainable infrastructure
- Making Leeds the best city for children and young people to grow up in
- Making Leeds the best city to grow old in
- Supporting housing delivery
- Providing inclusive spaces for communities
- Improving the quality of lives and growing the economy through cultural and creative activities

3. Resource implications

- The Getting Building Fund will provide a total of £8.6m of funding to the Grey to Green programme which is £12.2m expenditure in total. There is £3.6m of match funding identified by the Council to enable the delivery of these schemes. This report provides further detail on the funding and delivery arrangements for Meadow Lane Green Space, Sovereign Street Bridge and Crown Point Road calming and greening.
- Meadow Lane Green Space will be constructed by the delivery partner for the Connecting Leeds (LPTIP) gateways. Sovereign Street Bridge will be constructed by the delivery partner for the Flood Alleviation Scheme (FAS2) and Crown Point Road calming and greening will be constructed by a contractor procured from the proposed Minor Highway Works Framework, currently being established by the City Council.
- The approach of using existing frameworks and construction partners provides a number of benefits including the ability to minimise costs across the delivery programmes through efficient delivery of existing contractual arrangements and minimising disruption and impact in the city centre.
- The funding allocations for the Grey to Green projects that form the basis of this report is as follows:-

Meadow Lane Green Space	£3,250,000
Sovereign Street bridge	£3,700,000
Crown Point Road calming	£3,750,000
Total	£10,700,000

- The allocations are split between £8.2m GBF and £2.5m Council funding including S106 and capital receipt funding. Due to the tight timescale and speed of scheme development, the detailed design for the schemes are still being progressed. As such, finalised project costs are to be submitted for approval to WYCA at different stages during 2021 to secure the GBF funding ensure that the schemes are delivered successfully to programme and budget.

4. Recommendations

Executive Board is requested to:-

- a) Note the progress made to date with the development of the Grey to Green programme following the successful bid to the Getting Building Fund and the development of the three projects: Meadow Lane Greenspace; Sovereign Street Bridge and Crown Point Road calming and greening.
- b) Approve the design proposals developed for the creation of Meadow Lane Green Space as part of the Council's ongoing commitment to the development of green infrastructure in the city centre to support the implementation of the Our Spaces Strategy and the South Bank Regeneration Framework Supplementary Planning Document and give approval to the progression of the scheme presented into the next phase of detailed and technical design.
- c) Approve the design proposals developed to date for Sovereign Street Bridge and the submission of a planning application for the bridge to enable the continued progression of the scheme.
- d) Approve the indicative layout proposals developed to date for the Crown Point Road calming and greening scheme and give approval to the progression of the scheme into the next phase of design.
- e) Note that the Director of City Development will be responsible for the implementation of the decisions outlined in this report.

1.0 Purpose of the Report

- 1.1 The purpose of this report is to provide an update to Executive Board on the progress of the Grey to Green infrastructure projects following the successful Getting Building Fund submission in September 2020 and the subsequent Full Business Case approval at WYCA investment Committee in February 2021, notably the Meadow Lane Greenspace, Sovereign Street Bridge and Crown Point Road calming and greening.
- 1.2 The report also seeks approval of the designs developed to date for each scheme and their progression into the detailed design and planning submission phase and the Authority to Spend the allocated funding identified for each scheme as detailed within the report.

2. Background information

- 2.1 The Our Spaces Strategy is the first time that the city has brought together and articulated the importance of our spaces and the role it plays in positioning Leeds as the Best City now and in the future. The strategy has identified a number of proposed interventions to meet our vision for the creation of world class, inclusive and vibrant spaces. The Our Spaces Strategy identified a number of interconnected and complementary strategies and work programmes including: Connecting Leeds (LPTIP); South Bank Regeneration Framework SPD which incorporates Aire Park; Leeds Integrated Station Masterplan and HS2; the Health and Wellbeing Strategy; the Inclusive Growth Strategy and the Climate Emergency, that brought forward considerations for a transformational work programme of public realm schemes.
- 2.2 The March 2020 Executive Board Report 'City Centre Park Delivery' advised that Executive Board had previously approved the masterplan for the transformation of Meadow Lane as green space as part of the wider South Bank Regeneration Framework SPD at Executive Board February 2020. It also gave approval to the proposed funding package to transform the highways infrastructure at Meadow Lane into a new development plot and green space, utilising the receipt realised from the development plot as the Council's match funding towards the capital costs of the delivery of the new green space. Delegated Authority is required from the Chief Highways Officer to approve the highway design.
- 2.3 The March 2020 Executive Board Report 'City Centre Park Delivery' also advised that there was an allowance within the capital programme of £4.2m to fund the delivery of the proposed Sovereign Street bridge and that a detailed design would be reported to Executive Board for approval prior to the submission of a Planning application.
- 2.4 The context of the Grey to Green schemes identified in this report and their relationship to City Park is shown in Appendix 1 - Grey 2 Green Context.

3 Main issues

- 3.1 To secure the Get Building Fund, the three projects that are the subject of this report should be completed by March 2022. This represents a challenging programme.
- 3.2 **Meadow Lane Green Space**
 - 3.2.1 Meadow Lane is currently a four lane adopted highway that is adjacent to the North West boundary of the former Carlsberg Tetley site with the Asda Head Office located immediately to the west. For over a decade, through the South Bank Regeneration Framework SPD, the Council in partnership with the adjoining landowners (Asda and Carlsberg Tetley now Vastint) have promoted a collective vision for the repurposing of the Meadow Lane highway infrastructure into what will be part of Leeds's City Park (Aire Park). The creation of Aire Park by Vastint is now progressing into its delivery phase and is expected to see construction commence later this year.

- 3.2.2 Meadow Lane has continued to be developed as part of this wider green infrastructure ambition as part of the Connecting Leeds programme, in alignment with the Leeds Transport Strategy. The scheme proposals will re-prioritise Meadow Lane from a four-lane highway, into a north-south two-lane traffic route through the western edge of the park with cycle ways and walking routes (and Sovereign Street Bridge) connecting the city centre to Aire Park and vice-versa.
- 3.2.3 The project will utilise the release of the council land holding at and between Meadow Lane and Hunslet Lane surface car park to contribute to the delivery of Meadow Lane Greenspace. In addition the release of land also creates the opportunity to bring forward the proposals for the creation of a development plot to be marketed, thereby generating a capital receipt to form part of the Council's match funding contribution to the Grey to Green programme.
- 3.2.4 The disposal of the development plot is part of the approved capital receipts and is to contribute £2m to the delivery of the project.
- 3.2.5 Meadow Lane Green space design ambition is as follows:-
- Continuum - Meadow Lane and Aire Park should have a continued landscape narrative to ensure the space is read as one;
 - Coherence - A coherent series of spaces is established from Leeds Train Station to Aire Park. Meadow Lane is a key linking site between the new City Park and the train station, including any future HS2 connections.
 - Formal / Informal - A formal route along the northern boundary adjacent to the Development Plot should be explored, with an informal biodiverse route flowing to the south.
- 3.2.6 The Meadow Lane green space has been divided into distinct zones to meet different design ambitions across the space and also to make allowance for the proposed development plot and access/servicing requirements for adjacent buildings. The zones are:-
- Meadow Lane Pedestrian and Cyclist Crossing Point - This allows the creation of the pedestrian connection between Aire Park and the future Sovereign Bridge minimising the interaction with traffic between the city centre and Aire Park.
 - Future Development Plot - The space to the north of the Meadow Lane public realm is earmarked by LCC as a space for a future landmark building which would provide the match funding required to deliver the green space.
 - The Civic Plaza - The plaza towards the north of the scheme and the Development Plot offers an open, hard landscaped, civic space for gatherings, socialising, public art and small events. This space could be curated to provide food or drinks trucks, pop up stalls, temporary public artworks or sculpture, a South Bank Christmas tree and external spill out space for the new proposed building to the north.
 - The Central Lawns - The centre of the public realm offers an open recreational area, with two lawn spaces positioned to make full use of the southern aspect. Trees and shrub planting is arranged to the edges of the lawns, allowing for flexible uses in the middle. The south facing aspect exploits full sun for picnics, socialising, or relaxing and reading, whilst larger

trees positioned towards the edges would provide spaces to relax in the shade.

- Biodiverse Area - The Biodiverse Area is a space for visitors to wander slowly through, pausing to enjoy the scent or texture of a plant, to enjoy the dappled light throwing shadow through the tree canopies, or to sit and enjoy the trees and planting surrounding them. This space allows for a tangible connection to nature, with the narrower discovery paths allowing both children and adults to explore the textures, sounds, and smells of the planting. A number of rain gardens in this area connect to the wider SuDS strategy, celebrating the management of water at the surface.
- Yorkshire Water Pumping Station Access - An open area of hard landscape is provided along the eastern boundary to allow for Yorkshire Water to access their pumping station. This space is required for the manoeuvring of the vehicles needed as well as refuse vehicles that service Salem Chapel.

3.2.7 The tree proposals include the planting of 19 no. new trees of a variety of native tree species including river birch for the rain gardens, two species of cherry tree for early and late flowering, honey locust for their climate resilience and a holm oak to add evergreen species. The planting proposals include shrubs adjacent to the road that are pollution tolerant, a wide variety of flowering shrubs to attract pollinators, a drought and water resistant mix of shrubs for the rain gardens and grass mixes to provide benefits to both biodiversity and people using the space.

3.2.8 The hard landscaping proposals have been developed to ensure that the paving materials being utilised for Aire Park are complementary, using the same or similar materials where they blend across the scheme to meet other spaces. The seating approach has followed BS 8300 to ensure that all of the seating elements and all elements of the scheme are designed for equality and inclusion.

3.2.9 In addition to the distinctive zones identified above, the ambition for the scheme is that it is sustainable and climate change resilient. As such the scheme has been designed with the UN's Sustainable Development Goals in mind with the ambition that the Meadow Lane green space on an annual basis will achieve a measurable level of carbon sequestration as follows:-

- | | |
|--|------------------------|
| • Carbon absorbed by amenity lawns per annum | 180.5 Kg of CO2 |
| • Carbon absorbed by young trees per annum | 41.3 Kg of CO2 |
| • Carbon absorbed by 10 yr old trees per annum | 264 Kg of CO2 |
| • Carbon absorbed by retained trees per annum | 110 Kg of CO2 |
| • Carbon absorbed by planting | 32.37 Kg of CO2 |

3.2.10 Meadow Lane Green Space has now completed preliminary design and it is essential that the scheme continues to progress to meet the requirements of the challenging delivery programme of the Getting Building Fund. To that end it is proposed to move forward from preliminary design to detailed design following the recommendation to the approvals sought in this report. The Meadow Lane Greenspace Proposals are shown at Appendix 2 and the scheme visualisation is shown at Appendix 3.

3.3 Sovereign Street Bridge

- 3.3.1 The Sovereign Street Bridge has long been an ambition of the Council and its stakeholders in both the South Bank and at the newly constructed Sovereign Square. It was incorporated in both the Sovereign Street and South Bank informal planning statements as a key component of the public realm and wider connectivity for this area of the City Centre. It has the potential to link South Bank with its ambition to create 8,000 new homes and 35,000 new jobs from the new Aire Park to back into the city centre via Sovereign Square green space, into the proposed Leeds Integrated Station and HS2, transforming the South Bank of Leeds City Centre into a vibrant, well-connected and sustainable business and residential community.
- 3.3.2 The primary objective of the new bridge is to provide a traffic free route across the river Aire and improve connectivity to and from the City Centre and South Bank, improving access to jobs, homes, leisure opportunities and transport links, particularly the Rail Station. It will improve access by foot and cycle for the residents of the surrounding communities to the employment and leisure opportunities generated by the redevelopment of the South Bank, Sovereign Street and Holbeck, encouraging investment in the heart of the city. It will have a direct market-making and value uplift impact on the phase 1 Vastint scheme as a result of the enhanced connectivity it will provide to the City Centre and new station area. The new bridge will encourage a modal shift from motorised modes of transport to walking and cycling, by reducing journey times and creating a safer, stronger link between the City Centre and the south of the river. Furthermore, the introduction of a new bridge will make a positive contribution to the urban public realm in the area by encouraging local area movement and legible, high quality public spaces.
- 3.3.3 The Sovereign Street Bridge proposals consist of the following key elements:-
- A short access ramp from the north bank on to the main bridge structure, with a 1:20 minimum incline to ensure DDA compliance to the river crossing point.
 - An arched bridge which is 4.5m wide with a thin bridge deck to minimise the ramp heights and will be a shared space for pedestrians and cyclists.
 - The bridge truss (the over water bridge structure) which leans outwards at an angle to give the bridge a more open visual appearance.
 - Glass partitions across the main bridge deck which will be etched and lit to enhance the key design detailing of the etching.
 - Stainless steel handrail along both the bridge structure and ramps with down lighting to enhance visibility.
 - A bespoke LED lighting scheme across the main bridge structure that can be lit up in either block colour or a 'rainbow effect' to mark civic occasions.
 - A longer access ramp on the southern side of the bridge as consequence of ground level changes from the north to the south bank, which also includes a resting/seating area.
- 3.3.4 Sovereign Street bridge has now completed preliminary design and it is essential that the scheme continues to progress to meet the requirements of the challenging delivery programme of the Getting Building Fund. To that end it is proposed to move forward from preliminary design to detailed design following the recommendation to the approvals sought in this report, specifically around the

recommendation to approve the submission of a planning application. The scheme proposals are shown in Appendix 4a – Sovereign Street Bridge and Appendix 4b – Sovereign Street Bridge Night time visual.

- 3.3.5 The project requires land to be made available from two landowners to facilitate the delivery of the bridge. The conversations with landowners are advanced but as of the reporting date the final agreements have not been concluded, but are expected to be finalised very shortly.

3.4 Crown Point Road greening scheme

- 3.4.1 The Crown Point Road greening scheme will reduce the current highway alignment to a single lane carriageway with new two directional cycle lane and to deliver associated high quality public realm and place making works but it will remain open for traffic.
- 3.4.2 Two eastbound lanes will be retained over Crown Point Bridge on the approach to the stop-line at the junction with East Street on the north side of the river.
- 3.4.3 The scheme reallocates the former carriageway space to provide wider footways across most of the length of Crown Point Road and a separated bi-directional cycleway.
- 3.4.4 The wider footways will contribute to making the pedestrian environment more attractive, comfortable and accessible.
- 3.4.5 An additional signalised pedestrian crossing is proposed and the existing signalised crossing is retained. The crossing distance is significantly reduced due to the narrower carriageway. Raised tables are proposed at the signalised crossing points to further reduce vehicle speeds.
- 3.4.6 The narrower carriageway will reduce vehicle speeds which will reduce vehicle noise and foster a safer pedestrian environment.
- 3.4.7 Zebra crossings will be provided at regular intervals for pedestrians to cross the cycleway. Further, the cycleway is separated from the footway with an upstand and the colour of the cycleway will contrast with the surrounding footway, so that it is detectable visually impaired users. Shared space has been avoided to further minimise conflicts between cycle user and pedestrians.
- 3.4.8 The cycleway connects with protected cycling infrastructure on Great Wilson Street (currently under construction as part of the A61(S) LPTIP scheme) and proposed cycling infrastructure on Crown Point Bridge, Black Bull Street and Bowman Lane. Thus the scheme contributes to the creation of a safe, accessible, legible and comprehensive city centre cycling network.
- 3.4.9 Almost 30 buses per hour use Crown Point Road, but since these services all terminate at either the bus station or the city centre, the existing bus stops are primarily used for alighting.
- 3.4.10 The two existing bus stops on Crown Point Road (which serve almost identical services) are consolidated into a single bus stop, which will sit in a lay-by. The lay-by is designed to a more generous standard than the standard developed by LPTIP for city centre bus stops to ensure that there is adequate space for two buses to wait in the stop simultaneously. This reduces the risk of delays to bus users and general traffic.
- 3.4.11 A new, high-quality bus shelter will be provided to the standard developed for the LPTIP city centre schemes.

- 3.4.12 A bus stop by-pass arrangement has been designed to minimise conflicts between cycle users and bus users at the bus stop. The follows recent guidance in LTN 1/20.
- 3.4.13 Loading bays are provided at intervals along Crown Point Road for adjacent businesses.
- 3.4.14 The wider footways create opportunities for extensive tree planting and the provision of soft landscaping (with precise proposals to be determined at detailed design following surveys).
- 3.4.15 The narrower carriageway will result in a less vehicle-dominated environment in the vicinity of Aire Park and the Tetley Brewer development, which will ultimately straddle both sides of Crown Point Road. This will enhance the setting of the park and residential and commercial development.
- 3.4.16 These works are a necessity to unlock phase 2 of Aire Park in accordance with the SPD. Crown Point Road currently dissects the proposed new Aire Park and is a busy “rat run” route that is dominated by cars and needs to be calmed to align with the surrounding redevelopment and green space aspirations of the SPD and live planning applications for the Vastint site. Promoting Crown Point Road as a “Strategic Green Link” is a key component of the South Bank SPD Masterplan.
- 3.4.17 The Crown Point Road calming and greening scheme is now close to the end of preliminary design and is required to be considered and approved from a technical point of view by Highways Board. However subject to a positive outcome from Highways Board, the scheme, it is proposed, will move forward into the next phase of detailed design, the approval to which forms part of the recommendations contained within this report. The indicative preliminary design scheme layout is attached at Appendix 6 – Crown Point Road.

3.5 Contribution to the City Vision

- 3.5.1 The Grey to Green projects support the Best Council Plan by supporting the city’s Inclusive Growth Strategy, Health & Wellbeing Strategy and Climate Emergency.
- 3.5.2 These contributions can be viewed in isolation but more importantly the Grey To Green projects start to ‘knit together’ these strategies through coherent projects that allow these strategies to be enacted.
- 3.5.3 The contribution to Health and Wellbeing is about supporting healthy, physically active lifestyles. This is achieved by the provision of additional green space at Meadow Lane and the connection to this green space and Aire Park via the Sovereign Street Bridge and the Crown Point Rd greening and calming.
- 3.5.4 Supporting growth and investment and helping everyone benefit from the economy to their full potential and helping people into work and into better jobs is facilitated by the active transport links that Sovereign Street Bridge and the Crown Point Road greening and calming will bring. The connection to the South Bank allows easier access to the opportunities of the city and allows this movement to be done in an active a sustainable way.
- 3.5.5 The contribution to Climate Emergency and ensuring that Leeds works towards a net zero carbon city by 2030 are the contributions to active transport and the carbon sequestration the greening the schemes provide.

3.5.6 The Grey to Green developments are not undertaken in isolation and are complementary to the City Square proposals which are subject to a separate Executive Board report as part of the agenda pack for this meeting.

3.6 Funding

3.6.1 As part of the GBF there is a requirement to submit each individual business case for all of the schemes to WYCA for approval once design freeze has been reached. The allocations below show the proposed match funding sources identified by the Council to support the delivery of each element of the Grey to Green programme, mainly S106 and capital receipt allocations.

	Meadow Lane	Sov Bridge	Crown Point Rd	Total
LCC	£2,000,000.00	£0.00	£0.00	£2,000,000.00
LCC Via S106	£0.00	£500,000.00	£0.00	£500,000.00
WYCA GBB	£1,250,000.00	£3,200,000.00	£3,750,000.00	£8,200,000.00
Total	£3,250,000.00	£3,700,000.00	£3,750,000.00	£10,700,000.00

3.6.2 The February 2018 Executive Board considered and agreed the creation of a development plot at Meadow Lane and to hypothecate income from the disposal of the development plot to fund the delivery of Meadow Lane Green Space City Park. This hypothecation is the £2,000,000 LCC contribution within table 3.5.1.

3.7 Programme

	Meadow Lane	Sov Bridge	Crown Point Rd
Preliminary Design Complete	02/03/2021	12/03/2021	12/04/2021
Detail Design Complete	04/05/2021	17/09/2021	15/05/2021
Construction Start	05/07/2021	04/10/2021	28/06/2021
Construction Completion	07/03/2022	18/03/2022	07/02/2022

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 Public engagement on the Our Spaces strategy, building on the South Bank Regeneration Framework SPD ambitions, commenced in November 2018, concluding in April 2019. The strategy is the Council's strategic document setting out the vision and ambition for the development of public realm within the City Centre to be vibrant, inclusive and world class and to be our greatest cultural asset. Feedback was used to inform a revised strategy document which defines the ambition and principles for the design of Leeds City Centre public realm and has been used to develop and support the Connecting Leeds proposals being developed as part of the Corn Exchange Gateway which has been extensively consulted over the last 2 years.

4.1.2 Key findings of the consultations were:

- Lack of connectedness and signage
- Green space and more trees (Leeds described as a grey city)

- More toilets, accessible toilets and seating
 - Walking- safe green corridors, more guided walks and trails
 - Fun – Leeds was described as a city that lacked fun & activities for children
 - Not a destination. Leeds needs to have something to draw people in
 - Street cafes – areas where it doesn't have to be about alcohol
 - Tackling begging and homelessness
- 4.1.3 The Connecting Leeds Corn Exchange Gateway consultation (of which Meadow Lane and Crown Point Road are an integral part) on Transforming Your City Centre opened to the public via the online portal, Commonplace, on 7 October 2019. The consultation was open to the public until 4 November 2019. Outreach drop-in events were held throughout October at the Corn Exchange, Kirkgate Market and Leeds Bus Station. On-street outreach with the public in the area with the distribution of 9000 leaflets, cards and posters. E newsletters were also distributed and all materials were available online.
- 4.1.4 The scheme was presented in six sections, four sections of highway and public realm changes and two sections regarding use of the streets:
- The Corn Exchange and Call Lane;
 - Boar Lane and Lower Briggate;
 - Meadow Lane and Bridge End;
 - Kirkgate, New York Street and York Street;
 - Bus Priority, access and loading; and
 - Bus route changes.
- 4.1.5 During that time, 6700 people visited the online portal to read more, and had the opportunity to leave comments or agree with statements. In total, 2264 contributions were received from over 500 people. An analysis of the feedback online has been undertaken, suggesting that there is a high rate of positive feeling about the proposals. From 1187 surveys received across all sections, 75% of responses were positive or very positive, with the majority, 51%, very positive. Responses were positive for all sections, ranging from 60% to 80% positive. This compares very favourably to Connecting Leeds corridor schemes for which the rate of positive responses was much lower.
- 4.1.6 Looking at the open, free text comments received online the outstanding opinion appears to be that the proposals offer a positive impact on the surrounding area for places in need of improvement. There is specific support for:
- Limiting access to the city centre by private car, including for environmental reasons; and
 - Improved public realm and greenery.
 - Particular concerns were raised around:
 - Greater pedestrianisation leading to those with disabilities or mobility issues needing to walk further.
 - Cycling infrastructure, its extent, and conflict with pedestrians. There is a call for more dedicated infrastructure for cycling but also safety concerns for around conflicts between cycles and pedestrians are raised.

- Businesses and some individuals regarding access and loading restrictions.

4.1.7 Consultation has taken place on the City Park through the South Bank Regeneration Framework in 2016, South Bank Regeneration Framework SPD in 2017 and through ongoing consultation from Vastint. The consultation engaged with residents, businesses, landowners and city stakeholders, this included a high number of responses on the City Centre Park, including public support for the park as follows:

- To be part of a wider green network of spaces;
- Feature expanses of green, with mature trees, gardens, water features and seating
- A 'destination' in its own right benefiting workers and residents and wider communities too, not just a space used during office hours
- Include something for everyone, including families, young children and young people. For example play space and sports facilities helping to address a lack of provision in the city centre
- Provide a flexible space to include areas which can be used for specific events as well as general public use
- Include facilities like toilets, cafes and covered spaces to ensure the park can be used in all weathers
- Feature public art and sculpture which is integrated with the landscape as well as accommodating temporary art works and trails
- Increase biodiversity by creating new habitats for wildlife and pollinator resources.

4.1.8 With regard to Meadow Lane the Executive Member for Climate Change, Transport and Sustainable Development has been regularly consulted on the emerging proposals as they have been brought forward. Ward Members were consulted on 28th October 2020 and 8th March 2021 and are supportive of the proposals. Consultation and ongoing engagement is taking place with Vastint and the surrounding landowners were consulted on the proposals in November 2020.

4.1.9 Sovereign Street Bridge has undergone consultation with Ward Members, Environment Agency, Canal and River Trust, Sustrans, Cycle Forum Sub-Group/HS2/Access and Use-Ability Group and has received broad support.

4.1.10 Through engagement with the Leeds Civic Trust they have highlighted a number of suggested design enhancements. These comments have been incorporated into the design where practical and affordable to include a more sympathetic colour scheme, improved lighting and materials. The Civic Trust have also suggested that the Council does not progress with the bridge at this time and delivers a temporary proposals pending more funding being available. The Council's view is that there is no funding to deliver a temporary proposal at this time and it would have to return the existing funding secured if the proposed scheme was not progressed.

4.1.11 Crown Point Road has undergone consultation with engagement with the Emergency Services, adjacent businesses, Educational establishments, Bus Operators, WYCA and the Access and Use-Ability Group again it has received broad support.

4.2 Equality and diversity / cohesion and integration

4.2.1 An Equality, Diversity, Cohesion and Integration Screening form has been completed at Appendix 7 and proper consideration has been given to equality, diversity, cohesion and integration throughout the design process.

4.3 Council policies and the Best Council Plan

4.3.1 The delivery of new public realm and the easy access to public realm via the Bridge will support the ambitions and a number of the priorities set out in the Inclusive Growth strategy, Health and Wellbeing Strategy, Economic Recovery Framework and the Best Council Plan as reflected earlier in this report. The schemes support the Best Council Plan 2020-2025 priorities on:

- contributing to inclusive growth by providing sustainable infrastructure and boosting the economy
- reducing health inequalities and supporting active lifestyles by providing access to greenspace and facilitating active travel
- delivering sustainable infrastructure that supports the Council's climate and biodiversity ambitions
- making Leeds the best city for children and young people to grow up in by providing child and young people friendly spaces
- making Leeds the best city to grow old in by providing inclusive and accessible spaces and improved bus waiting environs
- supporting housing delivery by improving the city centre environment for residents and therefore making it attractive for future investment
- providing inclusive spaces for communities
- improving the quality of lives and growing the economy through cultural and creative activities

4.3.2 Climate Emergency

4.3.3 Full Council declared a climate emergency in March 2019, with the stated ambition of working towards a net zero carbon city by 2030.

4.3.4 An urgent priority for the city is reducing carbon emissions to restrict global warming and green infrastructure, such as the projects presented in this report, can play a key role in contributing to this agenda. Urban trees are hugely important, in addition to locking up carbon they also mitigate air pollution and along with other planting, cool urban heat island temperatures, contribute to flood risk management and improve biodiversity.

4.3.5 More trees and planting in our spaces will attract new animal and plant species, delivering biodiversity net gains at a time when many species are at risk, and also supporting the creation of green corridors across the city.

4.3.6 The Council has a commitment through the West Yorkshire Transport Plan to a series of initiatives which are designed to cut carbon emissions by a quarter over the next decade. It is the council's aim to be city where you don't need to use a car. The measures include:

- Doubling bus patronage
- A 75% increase in rail
- A 10% increase in walking
- A 300% increase in cycling
- A 15% decrease in car usage

4.3.7 To support and encourage the use of public and active transport, the Our Spaces strategy aims to support and deliver the creation of high quality public realm that makes journeys across the city centre safe and enjoyable for pedestrians and cyclists. The Corn Exchange scheme clearly integrates 'Active Transit' opportunities, including walking and cycling, into the design.

4.4 Resources, procurement and value for money

	Meadow Lane	Sov Bridge	Crown Point Rd	Total
LCC	£2,000,000.00	£0.00	£0.00	£2,000,000.00
LCC Via S106	£0.00	£500,000.00	£0.00	£500,000.00
WYCA GBB	£1,250,000.00	£3,200,000.00	£3,750,000.00	£8,200,000.00
Total	£3,250,000.00	£3,700,000.00	£3,750,000.00	£10,700,000.00

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

4.5.1 This report is eligible for call-in.

4.5.2 None of the contents of this report are exempt or confidential under the access to information rules detailed in the constitution.

4.6 Risk management

4.6.1 Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'PM Lite' risk methodology. Experienced Project Management resource has been allocated from within City Development.

4.6.2 A risk management strategy has been produced for the grey to green programme and a risk register. Risk is reported to the Grey to Green Board on a monthly basis.

4.6.3 For the three Grey to Green projects that are the subject of this report, a priced risk log has/will be produced by the contractor with Employer and Contractor risk budgets allocated accordingly.

4.6.4 Funding from the Get Building Fund are dependent on the projects being completed by March 2022.

4.6.5 There is a risk that the Sovereign Bridge project will not be constructed if the landownership agreements required to land the bridge cannot be concluded.

5 Conclusions

- 5.1 August 2020 the Government announced a £900 million Getting Building Fund (GBF) to deliver jobs, skills and infrastructure across the country. The investment was targeted in areas facing the biggest economic challenges as a result of the pandemic and supports the delivery of shovel ready infrastructure projects to boost economic growth, and fuel local recovery and jobs.
- 5.2 Identified by the Our Spaces Strategy, the South Bank Regeneration Framework Supplementary Planning Document (SPD) and linked to the ongoing delivery of the Leeds Public Transport Infrastructure Programme; The Council's Asset Management and Regeneration Service, identified four infrastructure projects to form the basis of the 'Grey to Green' programme, that were sufficiently mature to meet the Government's 'shovel ready' criteria for inclusion in a bid to the GBF.
- 5.3 The 'Grey to Green' programme is focussed on people and climate change outcomes which will stimulate new regeneration and growth, whilst enhancing the climate resilience and transformation of Leeds City Centre post COVID-19 through a series of integrated green spaces and green infrastructure.
- 5.4 The regeneration of the South Bank, guided by the South Bank Regeneration Framework, will effectively double the size and economic impact of Leeds City Centre, creating a distinctive mixed use district providing over 35,000 jobs and over 8,000 homes. The Grey to Green projects that are the subject of this report support the Framework's aspirations to transform the South Bank into a well-connected sustainable business and residential community that will help to improve connections to the surrounding communities in the Aire Valley, Hunslet, Richmond Hill, Beeston Hill and Holbeck whilst also providing vibrant and outward facing public spaces.
- 5.5 The Grey to Green projects identified are:-
- The Corn Exchange Public Realm
 - Meadow Lane Green Space
 - Sovereign Street Bridge
 - Crown Point Road calming and greening
- 5.6 The projects will contribute to the delivery of the Leeds Economic Recovery Framework through boosting economic growth, job creation, helping to tackle climate change, increasing biodiversity and providing access to green space for the benefit of people's health and wellbeing.
- 5.7 In September 2020, it was announced that Leeds's bid successfully secured £8.6m of match funding from the Getting Building Fund which when combined with the Council's funding of £3.6m provides a total budget of £12.2m for the delivery of the four projects . The final business case was subsequently submitted to WYCA in November 2020 and was approved at WYCA Investment Committee in February 2021.
- 5.8 When combined, these four interrelated investments shall make Leeds City Centre greener and more attractive; helping to unlock major commercial and residential development across South Bank and the centre of Leeds, as well as the delivery of private sector investment into the Aire Park; the largest new city centre green space

in the region, whilst supplementing and accelerating multi-modal transport benefits committed through Connecting Leeds for the Corn Exchange Gateway.

5.9 In total, Grey to Green will deliver 6,700 sqm of new public realm; create new green space; increase connectivity to blue infrastructure for communities in areas of high deprivation and improve the quality of city centre living for current and future residents. In addition, it will help to unlock the delivery of Aire Park – with a further 3 hectares of green space to be delivered by the private sector.

5.10 The Getting Build Fund is time constrained and eligibility for funding requires that the projects are completed by the end of March 2022.

6 Recommendations

6.1 Executive Board is requested to:-

- a) Note the progress made to date with the development of the Grey to Green programme following the successful bid to the Getting Building Fund and the development of the three projects: Meadow Lane Greenspace; Sovereign Street Bridge and Crown Point Road calming and greening.
- b) Approve the design proposals developed for the creation of Meadow Lane Green Space as part of the Council's ongoing commitment to the development of green infrastructure in the city centre to support the implementation of the Our Spaces Strategy and the South Bank Regeneration Framework Supplementary Planning Document and give approval to the progression of the scheme presented into the next phase of detailed and technical design.
- c) Approve the design proposals developed to date for Sovereign Street Bridge and the submission of a planning application for the bridge to enable the continued progression of the scheme.
- d) Approve the indicative layout proposals developed to date for the Crown Point Road calming and greening scheme and give approval to the progression of the scheme into the next phase of design.
- e) Note that the Director of City Development will be responsible for the implementation of the decisions outlined 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.

8 Appendices

- 8.1 Appendix 1 – Grey 2 Green Context
- 8.2 Appendix 2 - Meadow Lane Green space Proposals
- 8.3 Appendix 3 - Meadow Lane Visual
- 8.4 Appendix 4a - Sovereign Street Bridge
- 8.5 Appendix 4b - Sovereign Street Bridge Night time visual
- 8.6 Appendix 5 - Scheme Connectivity and Context
- 8.7 Appendix 6 - Crown Point Road.
- 8.8 Appendix 7 - EDCI Grey to Green

APPENDIX 1 – Grey 2 Green Scheme Context



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APPENDIX 2 – Meadow Lane Greenspace Proposals



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APPENDIX 3 – Meadow Lane Scheme Visual



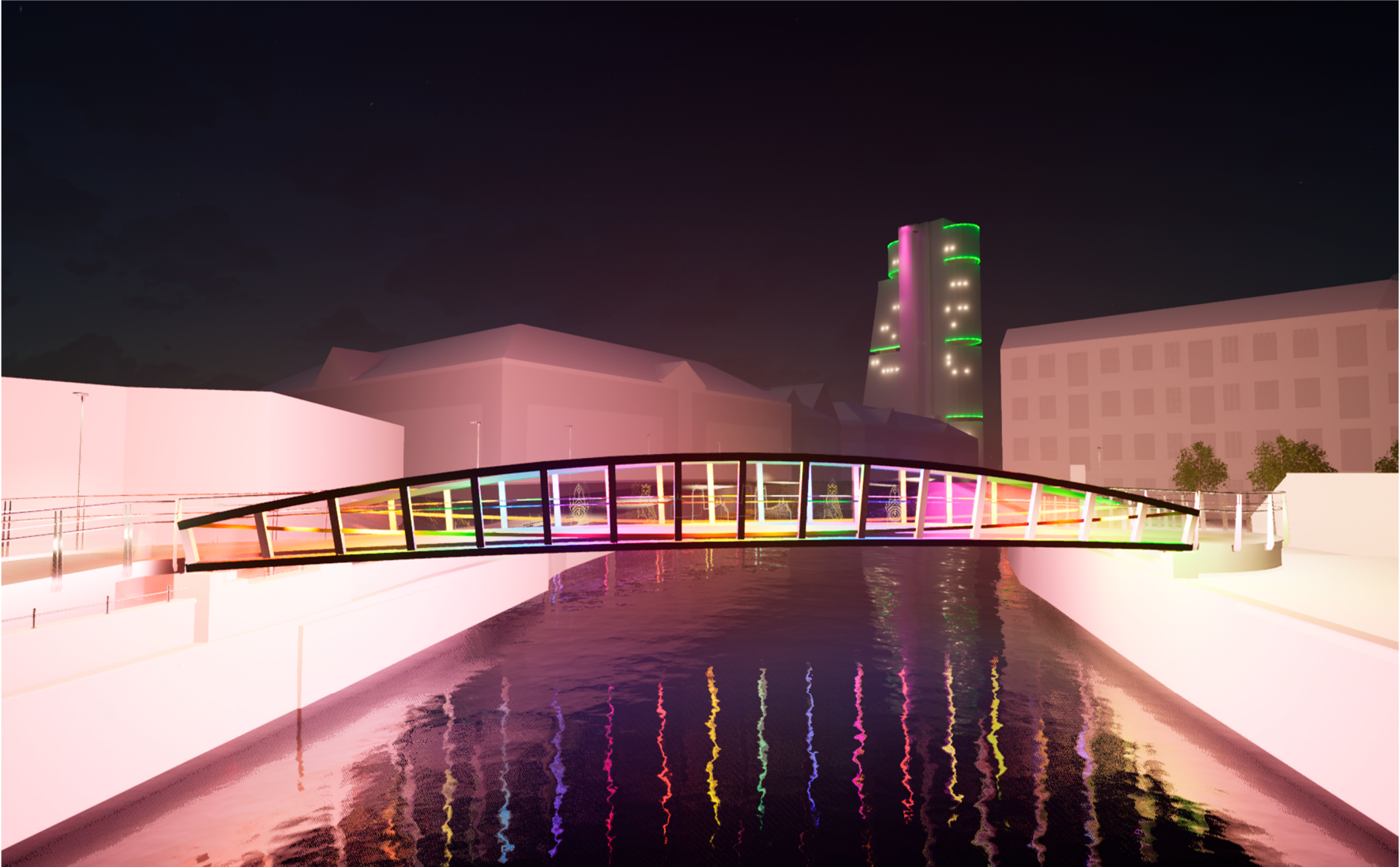
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Appendix 4a – Sovereign Street Bridge



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APPENDIX 4b – NIGHTTIME VIEW OF SOVEREIGN BRIDGE



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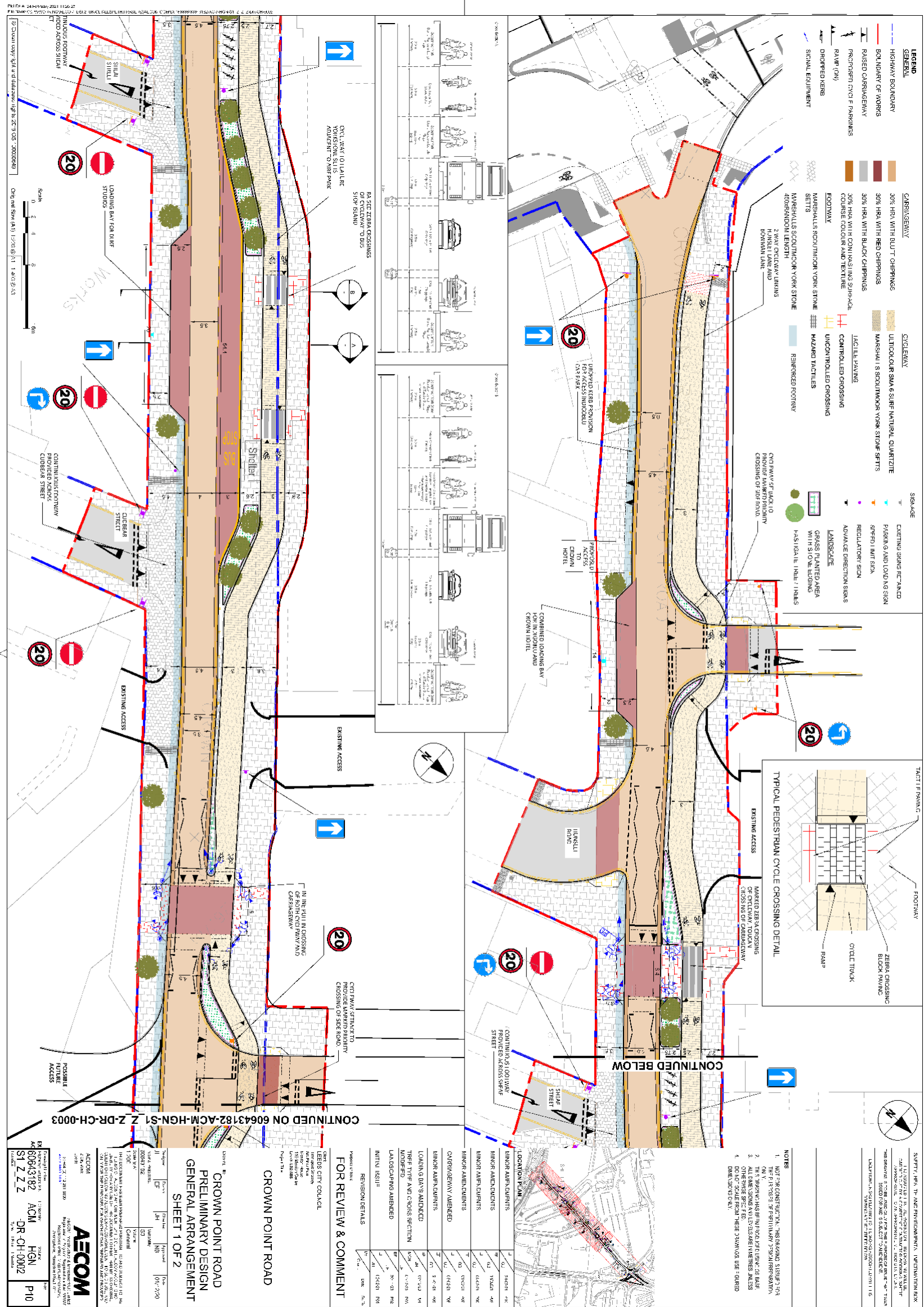
Appendix 5 – Scheme connectivity and context

1.1 Emerging Wider Context



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Please note may be subject to changes during detailed design. The design shown is the indicative preliminary design.



Appendix 7 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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Asset Management and Regeneration
Lead person: David O'Connor	Contact number: 0113 37 85914

1. Title: Grey to Green Delivery (Meadow Lane, Sovereign Bridge, Crown Point Rd)

Is this a:

Strategy / Policy
 Service / Function
 Other

If other, please specify
Physical works to create public realm improvement proposals.

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

Meadow Lane Green Space City Park - The provision of new public realm.

Sovereign Street Bridge - Construction of a new pedestrian and cycle footbridge.

Crown Point Road downgrading and greening - The reduction of the current highway alignment to a single lane carriageway with new cycle lanes and to deliver associated high quality public realm and place making works.

3. Relevance to equality, diversity, cohesion and integration
All the council's strategies and policies, service and functions affect service users,

employees or the wider community – city wide or more local. These will also have a greater or lesser relevance to equality, diversity, cohesion and integration.

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

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

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

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

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

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

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

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

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

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

Extensive consultation has been undertaken on the Our Spaces strategy in relation to the design principles for public realm, these principles will be used to inform the design of the three schemes that are the subject of this EDCI. This included online consultation, presentations to stakeholders and targeted focus groups and engagement activities to seek representative feedback. The principles focus on inclusive design that puts people

first.

Extensive consultation has also been undertaken on the Corn Exchange Gateway, including the proposals for the public realm. This included The Connecting Leeds Corn Exchange Gateway consultation on Transforming Your City Centre via the online portal, Commonplace. The consultation was open to the public. Outreach drop-in events were held throughout October 2019 at the Corn Exchange, Kirkgate Market and Leeds Bus Station. On-street outreach with the public in the area with the distribution of 9000 leaflets, cards and posters. E newsletters were also distribute and all materials were available online.

The design proposal requires that the public realm designs puts 'people first', where everyone is welcome. Proposals for the scheme design include:

Access groups have been engaged on the preliminary design and their feedback used to make the design more inclusive and accessible.

- **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)

Based on the Our Spaces principles, the designs of the spaces will be welcoming and accessible to all taking into account requirements for seating, shade and accessibility.

The bridge will be designed so that it is accessible to all.

- **Actions**

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

Collaboration and sharing good news stories are key to spreading the message about improvements to the public realm and the benefits to the city.

Work with Connecting Leeds and relevant partners to promote changes.

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
David O'Connor	Project Manager	05/03/2021
Date screening completed		05/03/2021

7. Publishing

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

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

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

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

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

Report of Director of City Development

Report to Executive Board

Date: 21st April 2021

Subject: City Centre Transformation – Enabling Schemes (Highways)

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name(s) of ward(s): Armley, Beeston and Holbeck, Hunslet and Riverside, Little London and Woodhouse	
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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number:	
Appendix number:	

Summary

1. Main issues

- Previous approvals have been obtained from Executive Board relating to the development of highway and transportation schemes at City Square and Armley Gyratory, as key enablers of the City Centre Vision. This report consolidates information on those decisions, and is now seeking approval of the designs and (subject to completion of statutory and non-statutory processes) confirmation to implement them.
- Through a range of co-produced and collaborative strategies, the city is making major progress in the delivery of people centric infrastructure and public spaces across the city centre. This strategy focusses on providing high quality spaces in between buildings which meet the needs of people first, to improve connectivity to and from surrounding neighbourhoods, help tackle the climate emergency, improve air quality and to foster enjoyment community, innovation and collaboration – all whilst ensuring there is sufficient resilience within the highway network and promoting sustainable transport modes.
- The approach to the city centre aims to overcome historic barriers and issues posed by dominant highways infrastructure advocated by the 1970's 'Leeds Motorway City' approach to place and infrastructure in the city. In particular, large swathes of 'through traffic' contribute to climate issues, disconnect surrounding neighbourhoods from the city centre and discourage investment.

- This approach has seen over £250m of investment in the last 3 years in Leeds City Centre, including the Connecting Leeds works, with major investments progressing for the 3.5 hectare green Aire Park, and the delivery of major Our Spaces schemes across the city centre. This approach is supporting the delivery of major regeneration programmes and the delivery of a vibrant mixed use environment. Continued progression of this strategy is considered to be crucial to the city's post-Covid recovery, to achieve the ambitions of the economic recovery framework, Inclusive Growth Strategy and Climate Emergency declaration, and as we plan for future growth and the delivery of the Leeds Integrated Station Masterplan.
- If the 'levelling up' of the North's economic activity is to be achieved relative to the South, Leeds must play a key role in enabling regional growth and investment. The council's approach outlined above is therefore vital not just for Leeds but the region.
- In 2008, a 'city centre vision' conference was held to take a holistic and aspirational view for the future of the city centre. This identified some 'Big Ideas' which included removing non-essential traffic by re-routing the Loop to south of the river. In June 2008 Executive Board approved progressing feasibility work on these ideas.
- The closure of City Square to through traffic – enabled by re-routing the Loop road – supports creation of a world class public space and arrival gateway for the city centre. This was intended to address significant noise and air quality issues caused by traffic using Neville Street and passing through City Square, a route which is presently designed to accommodate significant traffic flows, some of which has easy access straight off the motorway, and is going to destinations beyond the city centre. The 'dark arches' on Neville Street has been amongst the top 10 most polluted streets in the country, a particular problem because it is such a busy walking route.
- As future growth occurs, and pedestrian flows and travel demand increases, the air quality, noise and severance issues would get worse without action. In addition, the high traffic volumes in the city centre hinder our ability to reallocate roadspace to deliver improvements on other streets, to meet our wider objectives.
- With pre-Covid traffic levels, and without the effects of future changes in policy, tests showed that closing City Square would cause a significant increase in congestion without appropriate mitigation in place. Therefore a package of measures has been developed to prevent these adverse impacts. The key measures identified are improvements to the M621, especially westbound from Junction 3 to Junction 1, and changes at Armley Gyratory. These, together with a range of signal timing changes and other more minor mitigation measures, provide additional capacity on the preferred alternative route via the Inner Ring Road, and adapt the highway network to the amended traffic patterns. This view was supported by West Yorkshire Combined Authority (WYCA) in approving an Outline Business Case in 2016 for this package of measures, known as the Leeds City Centre Package (LCCP), agreeing to fund it from the West Yorkshire Plus Transport Fund (WYTF).
- In September 2016 Executive Board approved entering in to funding agreements with WYCA for the WYTF schemes including LCCP. Highways England (HE) has since agreed to progress and fund the works on the M621, and is in the advanced stages of design and preparation for implementation.
- In tandem with the 'highways' development work, the council has been developing its approach to enhancing public spaces across the city centre, leading to development of the 'Our Spaces' strategy, of which City Square forms a key

component. In 2018, Executive Board approved the draft strategy for consultation, and following positive feedback approved the final amended version for publication in March 2020. In November 2020, Executive Board endorsed progression of a design competition brief for the re-design of the public space at City Square, including removing general traffic to double the useable size of the square.

- In December 2020, Executive Board approved consultation on the draft Transport Strategy, which includes ‘pedestrianising City Square’ and ‘transforming the city centre.’
- The LCCP is evolving to react to emerging funding opportunities, and as such has been designed in tandem with a wide range of other highway schemes, all consistent with the above strategies. These schemes include LPTIP Gateways and Corridors, Transforming Cities Fund ‘station gateway’ and cycle corridors, City Connect (1, 2, and 3), ‘Grey to Green’ schemes, Network Rail works at the station, Regent Street bridge renewal, and HE’s M621 scheme.
- Although Armley Gyratory is a key enabler for the closure of City Square, and is beneficial for delivering new housing and other local developments, there are direct benefits for the local community including reducing severance and improving walking/cycling connections between New Wortley and the city centre, Whitehall Road and Kirkstall Road. This is through delivery of new or wider bridges with more accessible ramps, wider/ resurfaced footways/ cycleways, and improved landscaping to help personal security. The scheme also addresses existing road safety and delay problems.
- Consultation on the proposed design for Armley Gyratory was undertaken between August and September 2019, with engagement on the latest design revision in March and April 2021. Public consultation on the closure of City Square is to commence in June, following targeted stakeholder consultation during March 2021 to help shape the consultation exercise.
- Detailed traffic modelling is being undertaken which demonstrates that the combination of schemes listed above with the LCCP enables the delivery of the vision and mitigates the impact of traffic displacement. Details of the modelling will be made publicly available as part of the public consultation process required as part of the planning application procedure for Armley Gyratory.
- Development work on the LCCP is well advanced working towards a target completion date on site for Armley Gyratory of December 2022 with closure of City Square to all through traffic planned to facilitate possible Year of Culture events in 2023.
- The various pressures on the highway network from highway construction, utility works and developer works continue to be managed by the Network Management team and overseen by the Planning for Growth Board. Lessons from recent schemes are being fed into the work planning, but significant disruption may prove unavoidable, especially during late 2021 and through 2022. A ‘comms’ plan will be developed to ensure stakeholders are kept fully informed, to manage issues arising. This will include any arrangements around the Christmas trading period, which are yet to be defined. In addition, a Monitoring and Evaluation Plan is under development which will keep track of traffic flow changes on the network, including potentially sensitive locations such as Holbeck, whilst the new Leeds UTMC Traffic Control Room in Civic will be equipped and staffed to disseminate information, and mitigate issues arising, especially for bus operations.

- The effect of the schemes described above represent the biggest change in the city centre road network since the pedestrianisation of Briggate in the 1990's and creation of the Loop Road. Given the scope and effect of the combined package of measures, approval is now sought for designs of and the implementation of City Square closure and Armley Gyratory as per the plans in Appendix 1, subject to the outcome of the Armley Gyratory Planning Application.
- For clarity, reference to the 'City Square scheme' in this report refers to the reconfiguration of the highway. The public space 'design competition' aspect of City Square, which is complementary to these proposals and mentioned above, will be the subject of subsequent reports.

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

- The closure of City Square helps facilitate the Best City ambition by creating opportunity for a World Class public space, releasing highway for improved realm in other city centre locations, improving the environment, encouraging more city centre living, enabling investment, improving health outcomes through improving active travel facilities, and future-proofing the city centre for the arrival of key transport projects including mass transit and HS2.

3. Resource Implications

- Armley Gyratory and the City Square highway works are currently fully funded from the West Yorkshire Plus Transport Fund, with funding agreements in place, with an allocation of £78.8m which is also to deliver Infirmary Street Gateway/Park Row, Meadow Lane, Regent Street bridge (£12m contribution) and City Square closure complementary highway schemes.
- The release of this funding will be made by WYCA following approval of the relevant Full Business Case, with any amendments appended to the existing funding agreements.
- The programme pressures are likely to require some advance enabling works ahead of full approval by WYCA, i.e. at financial risk, to minimise disruption.
- There is currently a need to identify additional funding to fully deliver the complementary highway schemes. This gap does not jeopardise the scope or programme for delivering Armley Gyratory and City Square. The council and WYCA are working together to identify funding opportunities.

Recommendations

- a) In the context of previous decisions taken by Executive Board and outlined in this report approve the outline design for the closure of City Square to through traffic as per the plan in Appendix 1, including the indicated bus and taxi only restrictions, noting that there may be further adjustments to the design to respond to stakeholders' needs and the proposed public consultation, at the discretion of the Chief Officer (Highways and Transportation);
- b) Approve the preliminary design of Armley Gyratory as shown in Appendix 1, presented in the recent engagement, subject to any changes arising from Planning conditions or the detailed design process;

- c) Note that City Square closure (highway works) and Armley Gyratory are to be fully funded from the WYTF;
- d) Note the importance of the delivery of the Highways England M621 RIS scheme (Junctions 1 to 7) for the realisation of the city centre vision; and
- e) Note that the Chief Officer (Highways and Transportation) is responsible for the programme delivery, with a target completion date of December 2022.

1. Purpose of this report

- 1.1 Noting the previous approvals by Executive Board accepting the principle of closing City Square to through traffic and the upgrade of Armley Gyratory, this report seeks:
- approval of the outline highway design concept for the closure of City Square and its subsequent implementation in readiness for the Year of Culture; and
 - approval of the preliminary design and implementation of Armley Gyratory as presented, subject to any Planning conditions and detailed design changes.

2. Background information

- 2.1 Through a range of co-produced and collaborative strategies, the city is making major progress in the delivery of a people centric infrastructure and public spaces across the city centre. Such strategy focusses on providing high quality spaces in between buildings which meet the needs of people first, to improve connectivity to and from surrounding neighbourhoods, help tackle the climate emergency and to foster enjoyment community, innovation and collaboration – all whilst ensuring there is sufficient resilience within the highway network and promoting sustainable transport modes.
- 2.2 The approach to the city centre aims to overcome historic barriers and issues posed by dominant highways infrastructure advocated by ‘Leeds Motorway City’ of the 70s approach to place and infrastructure in the city. In particular, large swathes of ‘through traffic’ contribute to climate issues, disconnect surrounding neighbourhoods from the city centre and discourage investment.
- 2.3 This approach has seen over £250m of investment in the last 3 years in Leeds City Centre, including the Connecting Leeds works, with major investments progressing for the 3.5 hectare green Aire Park, and the delivery of major Our Spaces schemes across the city centre. This approach is supporting the delivery of major regeneration programmes and the delivery of a vibrant mixed use environment. Continued progression of this strategy is considered to be crucial to the city’s post-covid recovery as to achieve the ambitions of the economic recovery framework, Inclusive Growth Strategy and Climate Emergency declaration, as we plan for future growth and the delivery of the Leeds Integrated Station Masterplan.
- 2.4 At a Regional level, the success of Leeds city centre is vital for the prosperity of Leeds City Region, being the main driver for the regional economy. If the ‘levelling up’ of the North’s economic activity is to be achieved relative to the South, Leeds must play a key role in enabling regional growth and investment. The council’s approach outlined above is therefore vital not just for Leeds but the region.
- 2.5 In 2008, a ‘city centre vision’ conference was held to take a holistic and aspirational view for the future of the city centre. This identified some ‘Big Ideas’ grouped into

themes, one of which was connectivity, which included removing non-essential traffic by re-routing the Loop to south of the river. In June 2008 Executive Board approved progressing feasibility work on these ideas. A follow up conference in 2010 reinforced these aspirations.

- 2.6 The closure of City Square to through traffic – enabled by re-routing the Loop road – supports creation of a world class public space and arrival gateway for the city centre. This was intended to address significant noise and air quality issues caused by traffic using Neville Street and passing through City Square, a route which is presently designed to accommodate significant traffic flows, some of which has easy access straight off the motorway, and is going to destinations beyond the city centre. More than 1,800 vehicles an hour pass through City Square at peak times. Air quality monitoring in the ‘dark arches’ on Neville Street has indicated that it has been amongst the top 10 most polluted streets in the country, a problem exacerbated because it is a very busy walking route connecting the South Bank with the station and retail core, leading to large numbers of people having to endure poor air quality. The road layout and traffic volumes also sever the main station entrances from the city centre and create an unwelcoming arrival experience.
- 2.7 As future growth occurs, and pedestrian flows and travel demand increases, the air quality, noise and severance issues would get worse without action. The attractiveness of the route to drivers results in high traffic volumes on other streets such as Meadow Lane, Victoria Street, Wellington Street, East Parade, Calverley Street and Aire Street, with consequent impacts on the street environment across a wide area, and hindering our ability to reallocate roadspace to deliver improvements.
- 2.8 With pre-Covid traffic levels, and without the effects of future changes in policy, tests showed that closing City Square would cause a significant increase in congestion without appropriate mitigation in place. Therefore a package of measures has been developed to prevent these adverse impacts. The key measures identified are improvements to the M621, especially westbound from Junction 3 to Junction 2, an upgrade to the M621 Junction 2 signalised roundabout, and changes at Armley Gyratory. These, together with a range of signal timing changes and other more minor mitigation measures, provide additional capacity on the preferred alternative route via the inner ring road, and adapt the highway network to the amended traffic patterns.
- 2.9 In September 2016 Executive Board approved entering in to funding agreements with the West Yorkshire Combined Authority (WYCA) for spending WYCA grant money from the West Yorkshire Transport Fund (WYTF) on a specific list of schemes including City Square closure and Armley Gyratory. Works for these two major schemes, together with a number of complementary schemes, form the Leeds City Centre Package (LCCP). Highways England has also agreed to progress and fund the works on the M621. Having consulted on their scheme, Highways England has engaged a contractor and is in the advanced stages of design and preparation for implementation with a possible start-on-site date of later this year.
- 2.10 In tandem with the ‘highways’ development work, the council has been developing its approach to enhancing public spaces across the city centre, leading to development of the ‘Our Spaces’ strategy, of which City Square forms a key component. In 2018, Executive Board approved the draft strategy for consultation, and following positive feedback approved the final amended version for publication in March 2020. In November 2020, Executive Board endorsed progression of a

design competition brief for the re-design of the public space at City Square, including removing general traffic to double the useable size of the square.

- 2.11 In December 2020, Executive Board approved consultation on the draft Transport Strategy, which includes 'pedestrianising City Square' and 'transforming the city centre.' The draft Transport Strategy reflects the council's Climate Emergency declaration, by setting out to make Leeds a city where 'you don't need to own a car,' and by promoting a range of solutions intended to reduce carbon dioxide emissions towards the 2030 target. The interventions proposed would make Leeds city centre more accessible by a range of modes, helping realise outcomes from the Transport Strategy's parallel documents, namely the Inclusive Growth Strategy, Our Spaces Strategy and Health and Wellbeing Strategy.
- 2.12 The LCCP is evolving to react to emerging funding opportunities, and as such has been designed in tandem with a wide range of other highway schemes, all consistent with the above strategies. These schemes below are either complete, currently on-site or planned to be within the next 24-36 months, including:
- Leeds Public Transport Investment Programme 'Gateway' and 'Corridor' schemes including Infirmary Street, Park Row, Headrow, Corn Exchange, Meadow Lane, and 'A61(S) corridor' (programme endorsed by Executive Board in June 2017);
 - Transforming Cities Fund changes at Leeds Station and for delivery of city centre segregated cycle routes (devolved Central Government funding);
 - City Connect 1, 2 and 3 segregated cycle routes (funded by the WYTF);
 - 'Grey to Green' schemes for Crown Point Road, Sovereign Street footbridge, Corn Exchange public realm and Meadow Lane greenspace (central government grant);
 - Leeds Station Platform 0 works and improvements on Princes Square (Network Rail/DfT);
 - Regent Street bridge renewal (WYTF/LCC/DfT); and
 - M621 Junctions 1 to 7 RIS scheme (funded and delivered by Highways England as mentioned above).
- 2.13 Detailed traffic modelling is being undertaken which demonstrates that the combination of schemes listed above (with the LCCP) enables the delivery of the vision and mitigates the impact of traffic displacement. The modelling exercise is ongoing, being refined to adapt to evolving designs and funding. Details of the modelling will be made publicly available as part of the Planning Application for Armley Gyratory.
- 2.14 Modelling shows that in essence, traffic flow reduces across the city centre river bridges and the Inner Ring Road (IRR) experiences a corresponding increase in traffic, both through Armley Gyratory and on the A58 to the west, as well as around the east side of the IRR including the John Smeaton viaduct (Inner Ring Road stage 7), where signal timings will be changed to facilitate the amended traffic patterns. The closure of Junction 2A westbound off-slip by Highways England, for road safety reasons, helps reduce traffic flows through Holbeck Moor, although the modelling suggests that some other roads in Holbeck such as Jack Lane and Globe Road will see an increase in traffic.
- 2.15 The modelling also suggests that there will be an average improvement in bus journey times, of 10% or more in both peak periods.

- 2.16 Development work on the LCCP is well advanced, with procurement activity focussing on a target substantial completion date on site for Armley Gyratory highway works of December 2022 with closure of City Square to all through traffic to follow shortly afterwards, subject to the ongoing procurement discussions and development of temporary traffic management plans. Some elements of the scheme such as replacement bridges, which require a longer design time and which are not essential to realise the traffic capacity improvements on 'day one,' are likely to follow on, with a slightly extended programme.
- 2.17 It is important to note that any references in this report to a scheme at City Square refer to the 'highways' project to reconfigure the roads to amend traffic, pedestrian and cycle movements along and across trafficked areas. There is a separate 'design competition' project reviewing the opportunities for delivering the world-class public space enabled by the roadspace reallocation, as per the previous reports to Executive Board. Further progress and decisions relating to the urban realm project will be the subject of subsequent reports.

3. Main issues

- 3.1 A key component of the LCCP is an upgrade to Armley Gyratory. Because of the scale and complexity of the scheme, its development has been progressed ahead of the remaining parts of the LCCP, some smaller elements of which are still being defined. It is important that momentum of the scheme development is maintained to maximise the opportunities for timely delivery thus unlocking the benefits which accrue from traffic removal in the city centre.
- 3.2 Although Armley Gyratory is a key enabler for the closure of City Square, and is beneficial for delivering new housing and other local developments, there are direct benefits for the local community, because at present the gyratory causes severance. The scheme is investing in enhanced walking and cycling facilities, through the provision of new or wider bridges with more accessible ramps, wider/ resurfaced footways/ cycleways, helping to better connect residents in New Wortley with the City Centre, Kirkstall Road and Whitehall Road (via the Monkbridge development). The landscaping will be improved to help personal security. The works presently include substantial structural works where the footways are narrowest under the railway bridges to provide a safer and more comfortable experience for vulnerable road users.
- 3.3 The scheme also addresses an existing road safety and delay problem, by signalling the existing 'give way' where Wellington Street enters the gyratory. In addition it reduces the weaving traffic problems northbound on the A58 which are a concern for drivers.

Armley Gyratory Design Amendments

- 3.4 Through 2020, the preferred option for Armley Gyratory has been modified by widening and realigning the existing circulatory whilst removing the 'cut-through' link from the central island. The impact on pedestrian and cycle connectivity has been mitigated through proposals to improve the existing footbridge across the south side of the gyratory and complete a better quality walking and (legal) cycle link towards Wellington Street alongside the eastern carriageway of the A58. The impact on active mode journey times was appraised and found to be minor, with some movements actually being quicker because of the removal of delay at the road crossings.

- 3.5 The new and upgraded pedestrian and cycle routes included in the proposed development will provide higher quality, more accessible routes around the junction. Existing pedestrian and cycle routes will be made safer and more pleasant with pruning and reshaping of existing trees, landscaping and footpath widening. This is complemented by improved crossing facilities, including the new signal-controlled pedestrian and cycling crossing across B6159 Wellington Road and also includes the replacement of the existing footbridges over the A643 Ingram Road and A58 Inner Ring Road, with a dedicated pedestrian and cycle bridges.
- 3.6 One of the key feedback from the residents of New Wortley was how the current gyratory is a barrier, 40% of the respondents wanted the new scheme to address poor pedestrian crossing provision. The proposed improvements helps to connect New Wortley with the City Centre therefore improving access to jobs, education, culture and shopping for this neighbourhood with low car ownership, and at same encouraging people to undertake short distance trips by active modes, which helps people's health and the environment.
- 3.7 The re-design, by reducing its effect on third parties and contaminated land, has brought the scheme down in cost by £15m-£20m, to £40.5m, ensuring that both Armley Gyratory and City Square can be fully funded from the LCCP in addition to the Infirmary Street Gateway, Meadow Lane (highways) and a contribution to Regent Street Bridge.

Construction Impacts and Mitigation

- 3.8 The various pressures on the highway network from highway construction, utility works and developer works continue to be managed by the Network Management team and overseen by the Planning for Growth Board. Lessons from implementation of Regent Street Bridge and the Headrow Gateway scheme are being fed into the work planning (especially in relation to bus operators and passengers), but significant disruption may prove unavoidable, especially during late 2021 and through 2022, because of the sheer scale of activity planned across the city centre network. The programme pressures are also likely to require some advance enabling works ahead of full approval by the Combined Authority, i.e. at financial risk, to help minimise disruption.
- 3.9 The design team will work 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/bus stop locations 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;" and
 - 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.
- 3.10 Connecting Leeds and the design team will meet regularly with WYCA and bus operators to develop a mitigation package for the potential disruption to services

and routes during the works. The programme will allow for an overarching communications and delivery strategy, especially in light of potential impact of medium-term disruption, and build relationships with key internal and external stakeholders and managers of existing infrastructure and investment programmes to maximise collaborative working opportunities. The works planning will include any arrangements around the Christmas trading period, which are yet to be defined.

- 3.11 In addition, a Monitoring and Evaluation Plan is under development which will keep track of traffic flow changes on the network, including potentially sensitive locations such as Holbeck, whilst the new Leeds UTMC Traffic Control Room in Civic will be equipped and staffed to disseminate information, and mitigate issues arising, especially for bus operations.
- 3.12 The UTMC team, responsible for the day-to-day management of traffic signals, will be reviewing signal timing plans and strategies across the city centre through 2021 and 2022 to help smooth the transitions between various work phases, and to maximise capacity on suitable diversion routes. This work will be funded from the LCCP or other suitable scheme budgets. Further consideration is being given to the renewal of ageing signal infrastructure and upgrading of signal detection equipment to maximise future network resilience. However, the costs associated with these measures are not presently budgeted for.
- 3.13 The effect of the schemes described above represent the biggest change in the city centre road network since the pedestrianisation of Briggate in the 1990's and creation of the Loop Road.

Funding and Business Cases

- 3.14 In regard to funding, since the council secured Outline Business Case (Gateway 1) approval from WYCA in 2016, development has progressed using the WYTF grant, with development costs agreed and available to the council via the formal funding agreements. Because Armley Gyratory was 'fast-tracked' ahead of City Square closure, and because elements of the LCCP have been moved to different delivery streams, an Outline Business Case was submitted to WYCA for the gyratory as a standalone scheme, but under the over-arching strategy of the LCCP as a whole. This OBC received approval from WYCA on 25th June 2020. The Full Business Case will be for the modified option, and the submission is expected to be made in autumn 2021.
- 3.15 The OBC for City Square is programmed to be submitted during the summer in parallel with the public consultation exercise, to enable technical validation of the OBC by WYCA's appraisal team and progression through the assurance process. The results of the summer consultation will be fed into the process when they are available, and any adjustments or change in direction will be managed at that point. Delaying the submission of the OBC is not recommended, as this will place greater strain on the highway network during construction and possibly raise tender prices if the construction window is shortened.
- 3.16 Despite the substantial cost savings from the design amendments made to the Armley Gyratory design, there is still a funding gap for the proposed complementary schemes to support closure of City Square, resulting from the necessary prioritisation of Regent Street Bridge. The council is continuing to work with WYCA to identify and secure the remaining funding and this may require the work programming of these complementary schemes to 'flex' to capitalise on available funding. Securing the remaining funds is vital to deliver the optimal solution for the city, but the funding gap does not prevent taking Armley Gyratory and City Square through to implementation.

- 3.17 Project development funds have been released and the council and WYCA have signed a conditional funding agreement in May 2019 for the full allocated funds of £66.8m for the Leeds City Centre Package, which is being updated to £78.8m to include a £12m contribution towards Regent Street Bridge. This funding will be drawn down as each element passes the appropriate WYCA assurance stage. As each scheme comes forward from within the Leeds City Centre Package, the funding agreement will be appended with details of the amount drawn down from the total allocation.

Environmental Impact

- 3.18 Given the effect of traffic displacement from the City Square scheme, the technical assessments being undertaken for the Armley Planning Application and Full Business Case have been specified to include a scenario with City Square closed. This will allow due regard to be given to any wider effects such as changes in noise and air pollution, in making a final decision to implement either or both schemes.
- 3.19 Some trees will need to be removed to accommodate the new gyratory alignment. Whilst the number of trees removed will be minimised as far as possible, wherever this cannot be avoided, three new trees will be planted for every one tree removed in accordance with current council practice. The new trees will be planted either at the gyratory or in the surrounding local community, dependent on the space available and the most suitable location for the betterment of the local residents. The project team will continue to work with LCC Landscape, Parks and Countryside teams as well as local ward members to identify most appropriate locations for off-site tree planting. We will also employ the services of Environment and Design Group team to engage with the local community and schools focusing on landscape design.

Effect of COVID-19 on Travel Demand

- 3.20 Surveys suggest that businesses and employees are reconsidering the role of home working and use of technology, and there is some uncertainty as to how quickly traffic levels will return, and to what extent, with the current COVID-19 measures expected to be eased moving forward. It is not possible at this point to be definitive about the possible medium to long term consequences for transport planning. However, the basic premise of closing City Square and improving Armley Gyratory is unaffected, with the only query being to what extent additional highway capacity should be provided to mitigate traffic displacement.
- 3.21 Traffic counters have shown that the traffic flow through Armley during the current lockdown have remained broadly similar to pre-lockdown flows, whilst traffic flows are substantially down within the inner ring road. This appears to be because drivers find going through Armley the route of choice if congestion is not too severe. It is possible therefore that even in the event of longer term flow reductions across the city, the role of the IRR will remain vital and the Armley Gyratory scheme will still represent a worthwhile investment.
- 3.22 The actual medium to long term travel demand response will not be known for some time, and therefore given the above observations it is recommended to proceed with the proposed scheme on the current timeline.

4. Corporate considerations

4.1 Consultation and engagement

Armley Gyratory

- 4.1.1 The council carried out a public consultation exercise between February and April 2018, covering the A647 LPTIP corridor from Armley Gyratory to the boundary with Bradford, under the Connecting Leeds brand. This comprised of online information, social and print media and drop-in events in Armley, Bramley and Pudsey. The consultation asked for feedback on perceptions of the need for change and the principle of an improvement scheme.
- 4.1.2 In total, 265 responses were received via the council's Connecting Leeds website (<https://armleygyratory.commonplace.is/about>), by email, or by the return of completed questionnaires provided at public engagement events. 80% of respondents were dissatisfied with the existing Armley Gyratory, with concerns covering issues like congestion, road safety (especially weaving traffic), and pedestrian and cycle facilities.
- 4.1.3 Alongside this public consultation, the council has maintained ongoing dialogue with statutory bodies and non-statutory interest groups with regards to the Armley Gyratory proposals.
- 4.1.4 Ward members for Armley, Beeston and Holbeck, and Hunslet and Riverside, the three wards within which the scheme sits, and Little London and Woodhouse, received updates on the scheme commencing with a briefing note in February 2018 and again in July 2019. They were invited to a member-only session in advance of the public consultation drop-in events in 2018. A separate drop-in event was also held at St Matthew's Community Centre at the request of local ward members to open engagement with residents with a specific focus on the Armley Gyratory.
- 4.1.5 A second consultation, this time on the preliminary design was held between Monday 12th August and Monday 23rd September 2019. The consultation included both online and offline elements, and two further drop-in consultation events in September 2019. Both the website and the events showcased the proposals and enabled local stakeholders and the wider public to view and comment on the Proposed Development. The events provided more detailed information about the Proposed Development and explained how the proposals had evolved since the options consultation in 2018, including how feedback from the public had been considered and influenced the current design.
- 4.1.6 The consultation on the preliminary design received 333 responses with 50% being satisfied/very satisfied, and 35% being dissatisfied/very dissatisfied. 50% of respondents were satisfied or very satisfied with the pedestrian and cycle routes. 48% of respondents were satisfied or very satisfied with other improvements proposed to pedestrian and cycle routes and crossings.
- 4.1.7 The Council also maintains regular engagement and discussion with adjacent landowners regarding the emerging proposals.
- 4.1.8 Because of the modifications made through 2020 to the preliminary design as consulted on during 2019, a round of engagement was held in March/April 2021, to update stakeholders and those involved in previous rounds of consultation as to the changes. Although the engagement has not explicitly sought feedback, there will be an opportunity to comment formally as part of the public consultation process

required once the Planning Application is submitted. The plan presented in the consultation is included in Appendix 1.

City Square

- 4.1.9 Note the inclusion of the City Square scheme within various documents and Executive Board approvals, which have been or are being consulted upon, including those listed in Section 2, and explicitly within the Our Spaces Strategy, Armley Gyratory Preliminary Design Consultation (August to September 2019) and the Draft Leeds Transport Strategy (March 2021).
- 4.1.10 We are currently undertaking a targeted engagement exercise with key Stakeholders, and residents and businesses that are directly affected by the scheme. We are seeking comments on the proposals and to understand if there are any concerns regarding servicing and access to properties. The schematic plan of the proposals is included in Appendix 1. The ongoing dialogue includes the developers of City Square House.
- 4.1.11 An Executive Board report was approved on 18th March 2020 which provides an update to members on the proposals for City Square and sought approval to commission a Royal Institute of British Architects (RIBA)-led design competition to determine design options for the future public realm.
- 4.1.12 City Square has also formed part of the engagement discussion with regards the Our Spaces strategy which commenced in November 2018 and concluded in April 2019. Part of this consultation exercise sought the public's thoughts on the principle of closing City Square to general through traffic.
- 4.1.13 As the project progresses, a full communications and engagement plan will be developed. This will include public consultation and other engagement events related specifically to the proposals on City Square.
- 4.1.14 A comprehensive public engagement exercise will be undertaken in the summer following Local and Mayoral elections.
- 4.1.15 Ongoing dialogue is taking place with the developers of adjacent properties including City Square House.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An EDCI screening for the proposals in this report is provided at Appendix 2 and this indicates that the issues set out in this report are unlikely to have negative equality, diversity/cohesion and integration impacts and that there is no need for a full assessment. At Armley Gyratory, the measures will be positive for those with mobility impairments, and improve personal security for those who feel more vulnerable. The improvements to air quality, most notably in the city centre where 'footfall' is high, will benefit everyone but especially those whose health is poor, and by enabling roadspace in the city centre to be reallocated to sustainable modes it will improve accessibility for all.

4.3 Council policies and the Best Council Plan

- 4.3.1 The closure of City Square helps facilitate the Best City ambition by creating opportunity for a World Class public space, releasing highway for improved realm in other city centre locations such as Meadow Lane, improving the environment,

encouraging more city centre living, enabling investment, improving health outcomes through improving active travel facilities, and future-proofing the city centre for the arrival of key transport projects including mass transit and HS2.

Climate Emergency

- 4.3.2 The Council declared a Climate Emergency in March 2019. The modelling required for the Full Business Case and Planning Application will assess the City Centre Package's impact on the environment including noise, air quality and carbon dioxide emissions. The removal of traffic from the city centre is a key part of the aspiration to make the city centre a more liveable, walkable environment supporting sustainable living and moving around on foot, by bike or public transport, through better facilities, cleaner air and world-class open spaces. Reallocation of roadspace is required to achieve these aims.
- 4.3.3 It is a stated aim in the current draft Transport Strategy to remove traffic from the city centre, and the Armley Gyratory improvements (with the M621 RIS scheme) facilitate this. The draft Transport Strategy seeks to reduce carbon dioxide emissions to move towards the council's emission targets.

4.4 Resources, procurement and value for money

- 4.4.1 Funding for the LCCP including Armley Gyratory will be obtained through the allocation of project grant in the West Yorkshire Plus Transport Fund. This funding is confirmed in the Funding Agreement between WYCA and LCC dated 1st May 2019.
- 4.4.2 Scheme development has involved a review of scheme options, assessing those options against scheme objectives and considering performance, environmental impact, buildability, cost, etc. to arrive at a preferred solution to be taken forward for engagement. Information on options was presented to WYCA.
- 4.4.3 Value for money is being assessed through the business case process, and, as Funder, WYCA will determine whether to invest in these schemes through to construction. As demonstrated in the 'Gateway 1' OBC submitted to WYCA in 2016, the value for money case for closing City Square looks weak based on traditional transport metrics. However, given that closing City Square is about enabling transformation of the city centre and not about reducing journey times, the strategic case is very strong; and this rationale was accepted when the 2016 OBC was approved by WYCA. A poor value for money Benefit to Cost Ratio (which cannot fully quantify all the wider benefits to the city and region), is expected when the City Square OBC is submitted later this year. Recent guidance from central government recognises that the strategic case should be given more weight in decision making in circumstances such as this (see the Green Book review <https://www.cbi.org.uk/articles/green-book-review-setting-a-strategic-approach-for-achieving-net-zero-and-levelling-up/>).

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

- 4.5.1 No third party land is required for the highway works at City Square as all proposed works are within the adopted highway and consequently can be delivered under the council's powers as the highway authority for Leeds.
- 4.5.2 The scheme requires Traffic Regulation Orders (TROs) to close it to general traffic. The package of TROs required will be presented for approval to the Chief Officer

(Highways & Transportation) by way of the Highways Board process subsequent to the approval of this report. Advertisement of these TROs will take place in accordance with statutory procedures, with objections being properly considered for each TRO proposed before amendments to / introduction of the relevant Orders is undertaken as required.

- 4.5.3 The City Square closure highways scheme does not require planning permission.
- 4.5.4 For Armley Gyratory, a planning application is required and is expected to be submitted in late summer/the autumn and it is anticipated that this could be determined by the Local Planning Authority (by January 2022).
- 4.5.5 An effective solution at Armley Gyratory cannot be delivered without acquiring land from third parties.
- 4.5.6 Section 120 of the Local Government Act 1972 authorises the Council to acquire by agreement any land for the benefit, improvement or development of the Council's area or for the purposes of any of the Council's functions under any enactment, notwithstanding that the land is not immediately required for such purposes.
- 4.5.7 Sections 239 and 240 of the Highways Act 1980 are the principal powers covering the acquisition of land for the construction of new highways and the improvement of existing highways. Section 240(2) of the Act authorises the Council to acquire compulsorily or by agreement any land which is required for use by the Council in connection with the construction or improvement of a highway. Section 246 authorises the acquisition of land for the mitigation of adverse effects arising from highway construction or improvement, Section 248 authorises the acquisition of land in advance of requirements (the Council may not need to rely on this if no land in advance is required), while section 249 relates to distance limits for land acquisition for various purposes, and section 250 authorises the creation of new rights (as well as the acquisition of existing rights). Sections 14 and 125 are the main relevant powers where an SRO is required.
- 4.5.8 For the Armley Gyratory improvement shown in Appendix 1, the council has identified the principal landowners across the area—five in number. Delivery of the highway capacity enhancements depends on land from only one party, National Grid, and discussions are on-going and we are comfortable in acquiring the land through negotiations.
- 4.5.9 Acquisition of the remaining land from the other four owners is required for delivery of the replacement footbridge across the A58(M). Discussions are well advanced. If required the programme can be adapted to allow an extended period of negotiation or if necessary compulsory purchase orders, without affecting the highways works programme. A provisional sum has been included for in the project budget to allow for compensatory payments associated with land acquisition.
- 4.5.10 Following appropriate acquisition of land, the gyratory proposals can be delivered using TROs. Should any circumstances arise where additional powers are needed for land acquisition or highways, these will be the subject of subsequent reports to and decisions by the Director of Development or Chief Officer (Highways and Transportation).
- 4.5.11 This report is subject to call-in.

4.6 Risk management

- 4.6.1 The council has appointed the multi-disciplinary consultant AECOM, which is providing resource and expertise to lead on the preliminary design, business case

and planning application. AECOM has facilitated a number of risk workshops to date to identify project risks.

- 4.6.2 Council officers work closely with WYCA officers on scheme assessment and appraisal to increase assurance, reducing risk.
- 4.6.3 Construction procurement discussions include a particular focus on risk transfer.

5. Conclusions

- 5.1 City Square will be a redefined and much improved multi-functional place that facilitates every day urban culture, enabled by a dramatic reduction in traffic flows through the square.
- 5.2 The Armley Gyratory project - a key component of the Leeds City Centre Package to realize the ambitions for City Square and the wider city centre—is also moving into a more detailed phase of planning, in readiness for implementation.
- 5.3 Executive Board approval is now sought for the designs in Appendix 1, noting the progression of the development work and intended implementation, subject to the outlined processes, for Armley Gyratory and City Square.

6. Recommendations

- 6.1 Executive Board is recommended to:
 - a) In the context of previous decisions taken by Executive Board and outlined in this report approve the outline design for the closure of City Square to through traffic as per the plan in Appendix 1, including the indicated bus and taxi only restrictions, noting that there may be further adjustments to the design to respond to stakeholders' needs and the proposed public consultation, at the discretion of the Chief Officer (Highways and Transportation);
 - b) Approve the preliminary design of Armley Gyratory as shown in Appendix 1, presented in the recent engagement, subject to any changes arising from Planning conditions or the detailed design process;
 - c) Note that City Square closure (highway works) and Armley Gyratory are to be fully funded from the WYTF;
 - d) Note the importance of the delivery of the Highways England M621 RIS scheme (Junctions 1 to 7) for the realisation of the city centre vision; and
 - e) Note that the Chief Officer (Highways and Transportation) is responsible for the programme delivery, with a target completion date of December 2022.

7. Background documents¹

- 7.1 None.

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

Appendix 1 Scheme Plans

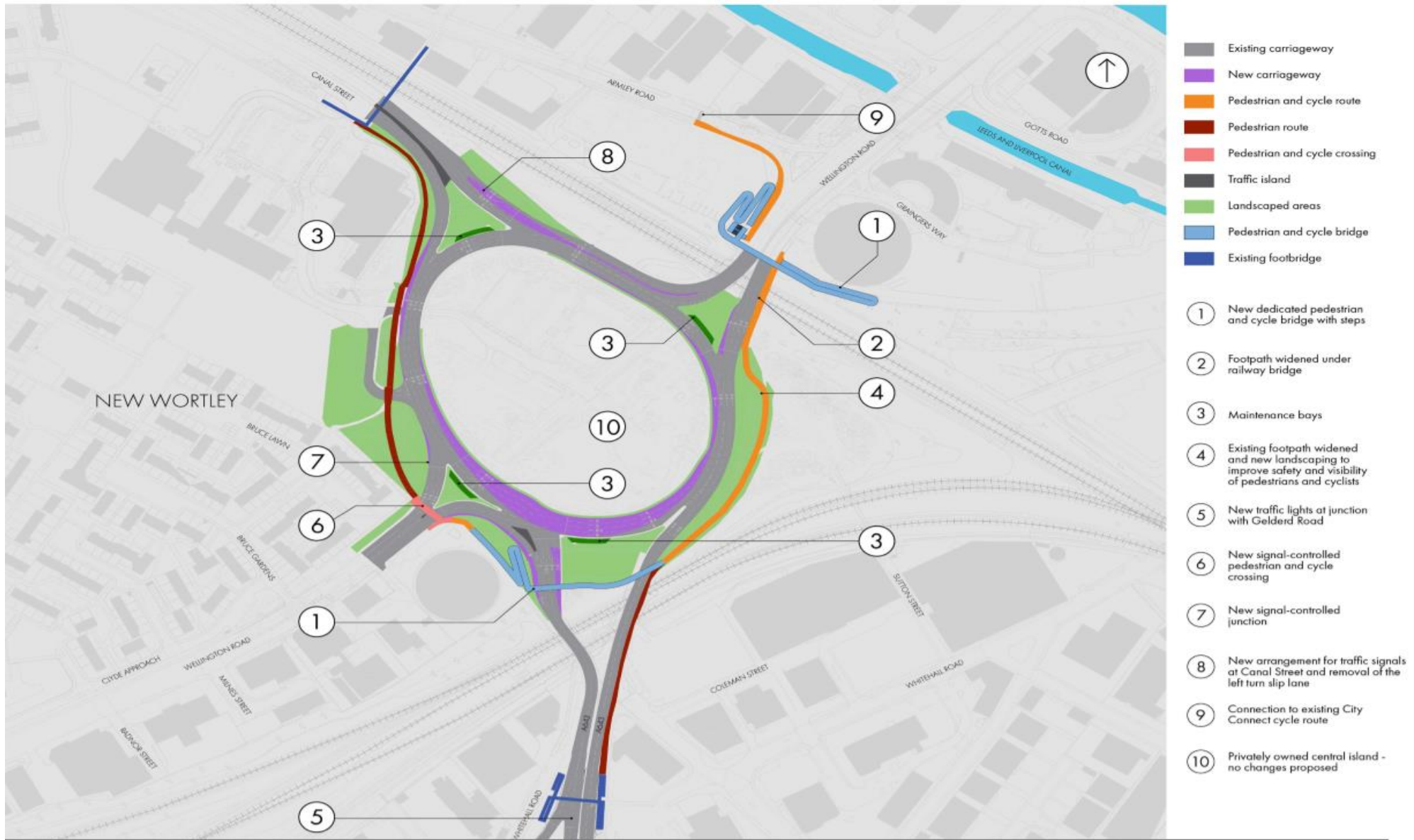
City Square Public Realm (Illustrative Concept Only – Design Competition Ongoing)



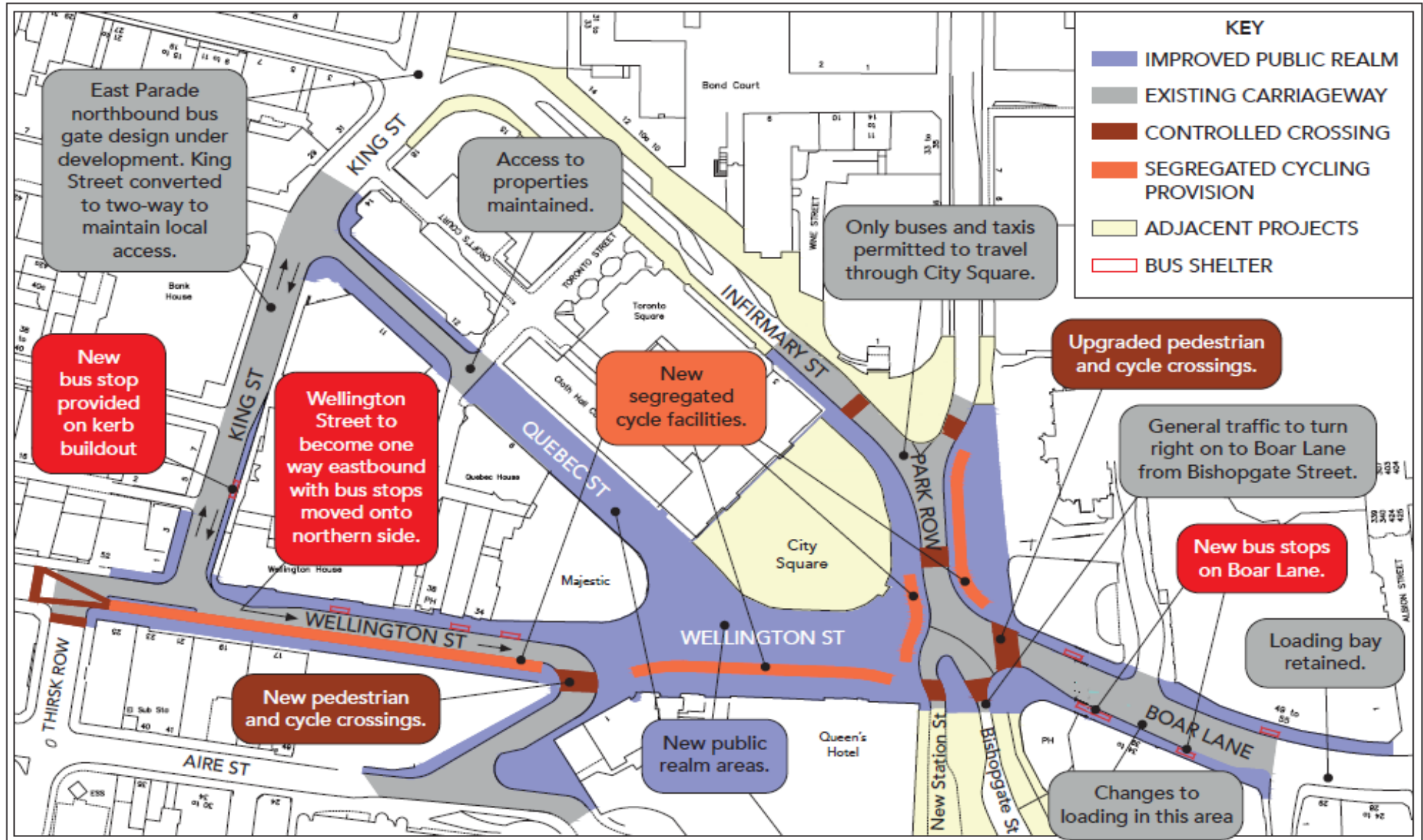
City Square as Featured in the Our Spaces Draft Strategy Endorsed by Executive Board for Consultation



Armley Gyratory – Engagement Plan



City Square – Engagement Plan



Appendix 2 Equality, Diversity, Cohesion and Integration (EDCI)



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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Highways & Transportation
Lead person: Mark Philpott	Contact number: 0113 378 7528

1. Title: City Centre Transformation – Enabling Schemes (Highways)

Is this a:

Strategy / Policy
 Service / Function
 Other

If other, please specify

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

The Armley Gyratory Highway Reconfiguration scheme incorporates proposed alignment and operational changes to the existing gyratory system through the creation of a new area of carriageway, improving vehicle connectivity between the M621 and the Inner Ring Road and delivering the additional capacity required to mitigate against traffic displaced from the city centre.

The scheme also seeks to improve pedestrian and cycle connectivity between previously disconnected areas of Wortley and Armley and the city centre through the introduction of illuminated, segregated footways and cycleways which run adjacent to carriageway and the provision of an accessible footbridge to the north of the gyratory

Armley Gyratory is one of a series of major interventions throughout the city centre designed to facilitate the removal of general through traffic from City Square and unlock

public realm/green space enhancements within the city.

The closure of City Square to through traffic – enabled by re-routeing the Loop road – supports creation of a world class public space and arrival gateway for the city centre. This was intended to address significant noise and air quality issues caused by traffic using Neville Street and passing through City Square, a route which is presently designed to accommodate significant traffic flows, some of which has easy access straight off the motorway, and is going to destinations beyond the city centre. The ‘dark arches’ on Neville Street has been amongst the top 10 most polluted streets in the country, a particular problem because it is such a busy walking route.

3. Relevance to equality, diversity, cohesion and integration

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

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

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

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

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

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

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

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

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

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

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

The Council carried out a public consultation exercise between February and April 2018, covering the A647 LPTIP corridor from Armley Gyratory to the boundary with Bradford, under the Connecting Leeds brand. This comprised of online information, social and print media and drop-in events in Armley, Bramley and Pudsey. In total, 265 responses were received via the Council's website, by letter, by email, or by the return of completed questionnaires provided at public engagement events.

Alongside this public consultation, the Council has maintained ongoing dialogue with statutory bodies and non-statutory interest groups with regards the Armley Gyratory proposals.

The Green Streets Initiative has been progressed with the West Yorkshire Combined Authority and the Council's landscape planning and design officers to ensure robust attention is paid to any green or environmental mitigation measures proposed.

Ward members for Armley, Beeston and Holbeck, and Hunslet and Riverside, the three wards within which the scheme sits, and Little London and Woodhouse, have received updates on the scheme commencing with a briefing note in February 2018 and July 2019. They were invited to a member-only session in advance of the public consultation drop-in events in 2018. A separate drop-in event was also held at St Matthew's Community Centre at the request of local ward members to open engagement with residents with a specific focus on the Armley Gyratory.

A second consultation on the preliminary design was held between Monday 12th August and Monday 23rd September 2019. The consultation included both online and offline elements, and two further drop-in consultation events in September 2019. Both the website and the events showcased the proposals and enabled local stakeholders and the wider public to view and comment on the Proposed Development. The events provided more detailed information about the Proposed Development and explained how the proposals had evolved since the options consultation in 2018, including how feedback from the public had been considered and influenced the current design.

A flythrough simulating the proposed design was hosted online and shown at the events. This visualisation enabled attendees to view how vehicles, cyclists and pedestrians would travel around the proposed gyratory and to see how landscaping would likely look.

Because of the modifications made through 2020 to the preliminary design as consulted on during 2019, a further round of engagement was held in March/April 2021, to update stakeholders and those involved in previous rounds of consultation as to the changes.

Although the engagement has not explicitly sought feedback, there was an opportunity to provide comments, and there will be an opportunity to comment formally as part of the Planning Application.

At City Square we are currently undertaking a targeted engagement exercise with key Stakeholders, and residents and businesses that are directly affected by the scheme. We are seeking comments on the proposals and to understand if there are any concerns regarding servicing and access to properties.

A comprehensive public engagement exercise will be undertaken in the summer following Local and Mayoral elections.

The Council also maintains regular engagement and discussion with adjacent landowners regarding the emerging proposals.

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 works at Armley Gyratory enhances the resilience of the wider network and preserves connectivity to key city centre infrastructure e.g. hospitals, commercial and finance units. The proposals will also deliver the increased capacity identified to allow the removal of unnecessary traffic within the city centre and 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.

The closure of City Square to through traffic will have a positive impact on air and noise quality in the City Centre and in particular under the dark arches which is one of the most polluted streets in Leeds and UK, also current noise levels makes it an unpleasant and unwelcoming location for one of the busiest pedestrian routes into the City Centre.

The provision of more appealing and accessible routes at Armley Gyratory for both pedestrians and cyclists by delivering new dedicated pedestrian and cycle bridges, signal controlled crossing and improved pedestrian and cycle routes will ensure safety for those wishing to cycle and walk.

Improved landscaping at Armley Gyratory to increase visibility for pedestrians and cyclists will ensure personal security which at the moment is compromised.

- **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 Armley Gyratory proposals with the objective being the major regeneration of the city's dated highway infrastructure and improve connectivity to this key area of the Strategic Road Network while creating the capacity to 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 scheme also seeks to significantly improve local cyclist and pedestrian movements allowing for more direct journeys between the local area and the city centre and improving safety. The current dark and unwelcoming atmosphere of the segregated footways will be improved by bringing them kerb line adjacent and by improving sight lines and removing unlit spaces that attract crime.

The new proposals for Non-Motorised Users (NMU) will include wider accessible footways and push-button controlled crossing points at the junctions. In addition, the existing temporary footbridge to the north of the gyratory will be demolished and reconstructed with wheelchair accessible ramps in accordance with current guidance. This footbridge will provide enhanced connectivity between Armley, Wortley and the city centre and open up areas for development.

The Armley Gyratory and City Square project teams 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)	
--	--

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)	
Date screening completed		15 th March 2021

7. Publishing

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

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

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

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

For Executive Board or Full Council – sent to Governance Services	Date sent: 19 th March 2021
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:

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Report of the Chief Officer Financial Services

Report to Executive Board

Date: 21st April 2021

Subject: Financial Health Monitoring 2020/21 – 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 2020/21 provisional financial outturn for the Authority in respect of both the General Fund revenue budget and the Housing Revenue Account.
- The Council has managed to achieve considerable savings since 2010 and the budget for 2020/21 requires the delivery of a further £28.4m 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 ninth budget monitoring report of the year, and Executive Board will recall that the 2020/21 general fund revenue budget, as approved by Council, provides for a variety of actions to reduce net spend through the delivery of £28.4m of budget action plans by March 2021. At this stage of the financial year, it is clear that COVID-19 has impacted on the delivery of some of these actions.

- In addition the Council continues to incur additional expenditure and to lose income across services as a consequence of COVID-19. As a result Directorate dashboards highlight a potential COVID-19 related overspend of £120.3m before proposals to balance.
- The addition of projected losses of council tax and business rates income results in a total projected COVID overspend of £170.2m at Month 11 (Provisional Outturn). In addition pension strain and severance costs associated with staff exiting the Council through the Early Leavers Initiative increases the overall overspend to £183.1m.
- As a result of taking account of non-COVID savings and the application of earmarked reserves and additional Government funding the projected Directorate overspend reduces by £36.7m to £83.6m. When combined with the corporate pressures the overall General Fund overspend has reduced from £183.1m to £146.4m.
- The Council had received £72.2m of Government funding towards the costs of COVID-19, of which £2.6m has been applied in 2019/20, leaving £69.5m of available funding. An estimated £26.9m Government contribution to lost income is also reflected, pending confirmation of the final amount. Application of this £96.4m of grant reduces the financial pressure in 2020/21 to £49.9m.
- Since this reported position assumes that the estimated Collection Fund income shortfall of £49.9m will impact on the revenue position in 2021/22 and future years, the provisional outturn projection for 2020/21 reflects a balanced budget position at year end.
- This position reflects the Council's best estimate of the impact of the current lockdown arrangements which equates to a calculated COVID impact of £27m per month. This calculated impact covers both expenditure and income which is compensated for through the Government's sales, fees and charges scheme. In addition it does not reflect the potential effects of any further local or national lockdown arrangements not yet introduced, which could impact on these financial projections.
- At provisional financial outturn, the Housing Revenue Account is forecast to underspend by £14m, of which around £9.6m will be transferred to the Major Repairs Reserve for use in future years to support ongoing investment in the Housing stock and approximately £4m relating to the in year underspend on repairs to a repairs reserve.

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

- The 2020/21 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

- At provisional financial outturn Directorate dashboards reflect a projected overspend which largely relates to COVID-19 pressures of £120.3m which when combined with Corporate pressures results in an overall overspend of £183.1m.

After application of government funding and a range of further measures, this report shows a balanced budget position for 2020/21.

Recommendations

Executive Board are asked to:

- a) Note the projected provisional financial outturn for the Authority and note the projected impact of COVID-19 on that position;
- b) Note that for 2020/21 the Authority is forecasting a balanced budget position.

1. Purpose of this report

- 1.1. This report sets out for the Executive Board the Council's provisional financial outturn position for 2020/21.
- 1.2. Budget monitoring is a continuous process throughout the year, and this report reviews the position of the budget and highlights potential key risks and variations after the tenth month of the year.

2. Background information

- 2.1 Executive Board will recall that the net budget for the general fund for 2020/21 was set at £525.7m.
- 2.2 Following the closure of the 2019/20 accounts, the Council's general fund reserve stands at £31.6m. The 2020/21 budget assumes further use of £9.0m from this reserve during the current financial year. However it is planned to contribute £4.1m into the general fund reserve during 2020/21 so that the anticipated balance at 31st March 2021 will be £26.7m
- 2.3 The Financial Health report received at March's Executive Board projected a balanced budget position for 2020/21 after the application of Government funding, the delivery of non-COVID savings and the utilisation of earmarked reserves.
- 2.4 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 projects a COVID related overspend of £170.2m which, combined with the additional pension strain and severance costs associated with staff exiting the Authority through the Early Leaver's Initiative, results in an overall overspend position of £183.1m.
- 3.2 In response to the financial challenge for 2021/22 that was detailed in the Medium Term Financial Strategy report received by Executive Board in September, to date

845 employees have either left or are due to leave the Council through the Early Leaver's Initiative by the 31st March 2021. The salary savings resulting from these staffing reductions contribute towards the realisation of the budget savings proposals for 2020/21 that were received at this Board in September, October, November and December 2020.

- 3.3 Whilst the Council has incurred severance and pension strains costs of £12.9m in 2020/21 it is projected that over the five year period covered by the Council's Medium Term Financial Strategy savings of £100.2m (before reconfiguration costs) will be realised through the deletion of the posts.
- 3.4 The projected overspend position of £183.1m also reflects the estimated Collection Fund deficit of £49.9m resulting from a reduction in collection rates in respect of both Council Tax and Business Rates.
- 3.5 Details of the Directorate overspend due to COVID-19 are summarised in Table 1.
- 3.6 The Council has received £72.2m of Government funding towards the costs of COVID-19 to date, of which £2.6m has been applied in 2019/20, leaving £69.5m available. On 2nd July Government announced a further package of financial support for Local Government as a consequence of which £18.9m has been claimed with an estimated further £8m to be received for the remainder of the financial year. Application of this £96.4m of grant in 2020/21 would reduce the COVID financial pressure to £86.6m.

3.7 **Table 1**
Summary Position at Provisional Outturn - Financial Year 2020/21

Directorate	Director	(Under) / Over spend for the current period				COVID related	Non-COVID related	Month 10 Total	COVID related	Non-COVID related
		Staffing	Total Expenditure	Income	Total (under) /overspend					
		£000	£000	£000	£000	£000	£000	£000	£000	£000
Adults & Health	Cath Roff	(643)	52,451	(41,837)	10,614	10,614	0	10,614	10,614	0
Children and Families	Sal Tariq	123	4,370	3,722	8,092	8,092	0	8,092	8,092	0
City Development	Martin Farrington	(3,207)	(7,168)	29,194	22,026	25,180	(3,154)	22,194	25,180	(2,986)
Communities & Environment	James Rogers	1,219	5,021	18,638	23,659	26,724	(3,065)	23,717	27,141	(3,424)
Resources & Housing	Neil Evans	(3,319)	2,057	10,731	12,788	17,546	(4,758)	13,359	17,802	(4,443)
Strategic	Victoria Bradshaw	(139)	104,964	(78,210)	26,754	32,155	(5,400)	26,738	32,038	(5,300)
Strategic (Proposals to balance)	Victoria Bradshaw	12,440	(500)	(99,933)	(100,433)	(100,433)	0	(101,213)	(101,213)	0
Adults & Health (Proposals to balance)	Cath Roff		(3,500)	0	(3,500)	(3,500)	0	(3,500)	(3,500)	0
Total Current Month (Dashboards)		6,474	157,695	(157,695)	0	16,377	(16,377)	0	16,153	(16,153)
Council Tax & Business Rates Losses (Declared)					49,890	49,890	0	49,890	49,890	0
					49,890	66,267	(16,377)	49,890	66,043	(16,153)

Previous month (under/over spend in directorates) 6,849 149,771 (149,771) (0)

- 3.8 The major variations are outlined below, with additional detail provided on the Directorate dashboards which are appended to this report;
- 3.8.1 **Adults & Health** – at provisional financial outturn the directorate is projected to overspend its budget by £7.1m. This figure is based upon COVID-19 related cost pressures of £10.6m, offset by a £3.5m contribution from reserves.

The pressure is related to a number of actions taken by the directorate in light of the pandemic and the resultant impact of those changing priorities on delivering a number of budgeted savings plans. It is currently projected that £3.6m of savings plans will not be delivered this financial year; though it is assumed that once a return to 'normal' is achieved the work needed to deliver these plans will resume, but there will be slippage in the delivery.

The pressures that make up the remaining COVID pressure are the £0.5m relating to non-realisation of savings to fund the additional pay award; additional care packages to meet the needs of people affected by day centre closures (£0.5m) and 'paying to plan' on home care (£0.5m). £4.5m has been committed to meet pressures within the care sector. In line with national guidance to support the pressures within the provider market the equivalent of a 20% fee uplift, based on historic payments, has been paid to providers over each of the first three months of the year. £0.4m has been incurred to fund PPE and equipment to facilitate early discharge. The NNDR attached to the Waterside building has been allocated as a COVID-19 cost due to its use as a temporary mortuary. Income is also affected with a pressure caused by the cessation of face to face financial assessments. The directorate has finalised the review and transfer of packages previously funded by NHSE Early Discharge funding.

3.8.2 Children and Families – As detailed on the dashboard, the current year-end forecast for the Children and Families directorate is an overspend of £8.092m, in line with the position previously reported for Month 10. The overspend is due to a number of pressures as a result of COVID.

The Month 11 projected overspend of £8.092m is broken down as follows:

Expenditure	£m
• Staffing related costs	0.12
• Placements (CLA and non-CLA)	5.75
• Section 17 payments	0.31
• Direct payments	0.25
• Passenger Transport	(0.70)
• Other expenditure	<u>(1.36)</u>
	4.37
Income	£m
• Traded income from schools	2.02
• School attendance income	0.40
• Childcare income	3.65
• Net additional funding	<u>(2.35)</u>
	3.72
Total projected overspend	8.09

Although the overall position since Month 10 has not changed, within this there is an additional £160k of savings relating to travel and legal costs which are reflected in other expenditure, offset by an equivalent increase in funding.

As shown in the breakdown above, the key pressure within expenditure relates to the budget for Children Looked After (CLA) and non-CLA placements, which is currently forecast to overspend by £5.75m. Although detailed benchmarking is not yet available, feedback from local authorities across the country is that many are currently seeing an overall increase in CLA numbers. In Leeds however there has been a decline in CLA numbers since the start of the year and overall as at early March there were 64 fewer placements than originally budgeted, despite the impact of COVID in the city.

Although CLA numbers in the city are less than the total amount budgeted for, the rates paid to providers have increased during 2020/21 due to COVID. In addition, within the non-CLA placements there is a pressure on semi-independent living costs for over 18 year olds due to an increased number of placements compared to the budget. This reflects the difficulty with young people being able to move out of these placements in the current climate, as well as the impact of COVID on providers.

A further key impact of COVID on the Children and Families budget is on income, and in total a £5.87m pressure has been identified due to expected loss of income from children's centres, school trading and school attendance income. In line with principles laid out by Government, the Council has taken the approach that schools should be charged as normal for disrupted Council services for which they have a regular financial commitment, as they have received funding to pay for these services. However there is still some loss of income projected for ad hoc traded services to schools and those paid for through parental contributions, such as music services. This has been included on the Council's claim to MHCLG for funding towards loss of income.

Dedicated Schools Grant

In relation to the Dedicated Schools Grant (DSG), at the end of 2019/20 there was a deficit balance of £3.95m on the general DSG. The provisional outturn projects a £375k overspend on general DSG for 2020/21, which would result in a closing deficit of £4.33m. This is due to a projected overspend of £1.76m on high needs, which is partly offset by:

- £567k underspend on early years, due to funding being calculated at a point in the year when the numbers of children are higher than the average over the full year. There is a degree of uncertainty in these projections due to the volatility created by COVID, both in terms of the grant that the Council will receive and the payments required to providers as a result of the impact of COVID;
- £77k underspend on central school services, as a result of staff vacancies; and
- £741k underspend on schools. £246k of this is due to timing differences in funding arrangements when maintained schools convert to academies. The remaining £495k is due to an underspend on the fund for growing schools, which will be carried forward to be used in 2021/22.

The projected high needs overspend is due to a cap on funding increases and an increase in the demand and complexity of special educational needs across the

country. Although high needs funding increased nationally for 2020/21, the Department for Education still applied a cap on gains which meant that the allocation for Leeds was subject to a reduction of £4.7m. A plan for managing the pressures on DSG is currently being developed by Children and Families.

3.8.3 City Development – At provisional financial outturn the Directorate is projecting an overspend of £22.03m, which is a favourable movement of £0.17m from the Month 10 position previously reported to Executive Board. This includes an estimated impact of COVID-19 of £25.18m. The projected outturn includes the forecast financial impact of Lockdown 3 and assumes that the Lockdown restrictions will be in place to the end of the financial year. The Directorate's financial position continues to be significantly affected by the current restrictions in place and the subsequent impact on the economy with the vast majority of the overspend resulting from reduced income across a number of services. The projections reflect a projected overspend of £600k on Winter Maintenance due to the particularly cold weather and the need for increased gritting.

The variances below include £0.378m of ELI savings that will be realised by employees leaving before the 31st March 2020.

The most significant loss in income is still forecast to be in Active Leeds where some facilities only started re-opening on a staggered basis at the end of July but with reduced capacity, closed again due to the current second lockdown, and then closed for the current lockdown. The year-end financial position for Active Leeds is projected to be an overspend of £12.5m. This is an increase of £2.5m of COVID related income pressures however it is anticipated that this pressure will be offset by circa £1.9m via the fees and charges loss of income funding from MHCLG.

Other services also facing projected reductions in income include:

- Arts and Heritage - £2.2m, net of running cost savings, following the closure of sites and cancellation of events.
- Asset Management and Regeneration - £2.8m from expected reductions in rental and other commercial income. This includes expected shortfalls against new commercial income included in the 2020/21 budget.
- Planning and Sustainable Development - £0.9m through an estimated reduction in planning and building fee income.
- Markets and City Centre - £2.2m from a reduction in rental and advertising income.
- Highways and Transportation - £0.74m through a reduction in chargeable fees and recovery of overheads, mainly in the Highways DLO.

Whilst the impact of COVID-19 on City Development is mostly on income some additional costs are also being incurred. A sum of £0.5m for the year is currently projected across the Directorate. The impact of non-realisation of savings to fund the additional cost of the higher pay award is estimated at £0.37m.

The projected position includes anticipated staff savings of £2.06m on non-chargeable vacant posts net of the additional costs of the higher pay offer. Savings of £1.01m have also been included for reduced spend on general running costs and travel and subsistence.

3.8.4 Communities & Environment – the overall position for the directorate at provisional financial outturn is a projected overspend of £23.7m. Of this, £26.7m relates to the impact of COVID-19 which takes into account the estimated impact of the latest lockdown period. There still remains a degree of uncertainty around income projections and these continue to be kept under review.

The main areas of variation in respect of COVID-19 are estimated as follows:

- Loss of car parking and enforcement income £8.1m
- Loss of Parks & Countryside income £5.1m. This includes income from visitor attractions, cafes, bereavement services, chargeable works within Parks Operations and Landscaping teams and the cancellation of planned events.
- Loss of Electoral and Regulatory Services income £1.7m. This includes Registrars, Entertainment Licensing, Land and Property Searches, Taxi & Private Hire and Environmental Health activities. These income losses are partially offset by £0.3m savings resulting from the cancelled May 2020 local elections.
- Waste Management – net additional expenditure £6.9m. This includes the cost of providing additional crews and vehicles to deal with increased volumes of waste, the cost of disposing of the additional waste and the cost of providing staffing cover and PPE equipment across the service as well as income losses at Household Waste sites.
- Welfare & Benefits – additional expenditure of £0.7m in respect of the estimated net cost of Housing Benefit claims for the vulnerable homeless in emergency accommodation.
- Estimated cost to LCC of providing a temporary mortuary facility £0.9m - created as part of the Council's emergency planning arrangements to deal with a potential increase in mortality rates over and above current capacity for Leeds and Wakefield.
- Additional cost of the local government pay award £0.7m. This represents an additional 0.75% over the amount budgeted and the COVID-19 situation will impact on the ability to deliver the savings required to mitigate this additional cost.
- Other areas of income loss/additional expenditure across the directorate £2.9m. This includes estimated income losses from community centres, libraries/community hubs, bulky waste collections and from environmental enforcement. It also includes additional costs of providing PPE/Cleaning/Social distancing measures and software/equipment to support home working. It also includes the cost of providing for a city wide mailout and other staffing related costs in support of the Council's response to the crisis.

The overall position for the directorate also includes forecasts around other net expenditure savings totalling £3.1m. These include estimated savings from the implementation of tighter controls on recruitment and the part year impact of staff leaving the authority before 31st March 2021 under the Council's Early Leaver scheme (£2.1m) and net savings on other expenditure budget headings across the directorate (£1.0m).

3.8.5 Resources & Housing – Based on the estimated impact of COVID-19 in the directorate, an overspend of £12.8m is forecast at provisional financial outturn, a

reduction of £0.6m from Month 10 and in the main reflects a reduction in projected spend on PPE.

In total £17.5m of pressures are COVID related, broadly summarised into the following areas across the Directorate's services:-

• Trading shortfall within Leeds Building Services (LBS)	£5.5m
• Additional PPE (LCC wide)	£4.3m
• Homelessness accommodation costs (net of grant)	£0.8m
• Catering income & emergency meals	£2.5m
• Other income reductions (capital / court fees)	£3.2m
• Delays to budget action plans	£0.3m
• Savings from Working home/buildings/car allowances - net	(£0.2m)
• Non-realisation of savings to fund additional pay award	£1.1m

The recruitment freeze, savings in non-essential spend, additional grant income and the impact on staffing costs of the ELI leavers in November and December (£1.1m) are forecast to deliver around £4.8m of savings to the directorate's bottom line projections.

3.8.6 Strategic & Central Accounts - At provisional financial outturn, the Strategic & Central accounts projection is for an overspend of £26.8m, of which £32.2m is COVID related, before taking into account proposals to balance the 2020/21 budget. The £26.8m overspend includes a forecast £3.4m debit for the contribution to reserves of net non-COVID related underspends across directorates. This projection recognises the potential for an overspend of £27.9m in MRP, as a result of a reduced level of capital receipts being available to repay debt as a consequence of the impact of COVID-19. There is considerable uncertainty over how quickly the property market will recover, and the position will continue to be reviewed and updated. This projected overspend is partly offset by savings of £1.3m in the remainder of the debt budget.

A projected underspend of £2.1m has been included for a reduction in the expected business rates levy payable, as a result of reduced business rates income for the year. The position also reflects an additional projected £75.9m of S31 grants in relation to business rate reliefs awarded due to the impact of the pandemic. These grants will need to be carried forward in an earmarked reserve, as they are required to fund the 2020/21 Collection Fund deficit which will impact on the revenue position in 2021/22.

Following the government spending review, additional New Homes Bonus grant of £2.2m has been recognised.

Potential pressures of £1.3m have been recognised across the target budgets for general capitalisation and schools capitalisation, as overall restrictions on spending have reduced the potential for capitalisation.

Proposals to deliver a balanced budget position are also reflected in the Month 11 Strategic position and the appended dashboard and are discussed below.

Proposals to Balance

3.8.7 Directorate dashboards highlight a projected COVID-19 overspend of £120.3m which combined with other corporate pressures which includes a variation in the Collection Fund, pension strain and the cost of severance results in a projected overspend of £183.1m.

3.8.8 In order to manage this overspend a range of proposals have been identified which are detailed in Table 2 below.

	Month 11	Mitigation- Savings including Salary	Use of Reserves	Total
Directorate/Service	£m	£m	£m	£m
Adults & Health	10.614	0.000	-3.500	7.114
Children & Families	8.092	0.000		8.092
City Development	25.180	-3.154		22.026
Communities & Environment	26.724	-3.065		23.659
Resources & Housing	17.546	-4.758		12.788
Strategic & Central	32.154	-5.400	-16.872	9.882
Directorate dashboards	120.31	-16.38	-20.37	83.56
<i>Corporate pressures:</i>				
CT/BR Income Losses	49.89			49.89
Cost of Severance	11.68			11.68
Pension Strain	1.26			1.26
	62.83			62.83
Total General Fund Impact	183.14	-16.38	-20.37	146.39

	Month 11	Mitigation- Savings including Salary	Use of Reserves	Total
Total General Fund Impact	£m	£m	£m	£m
	183.14	-16.38	-20.37	146.39
Government Funding	-69.57			-69.57
Government Support for Income Losses	-26.93			-26.93
Net Position	-96.50			-96.50
Total GF Impact 2020/21	86.64	-16.38	-20.37	49.89
Council Tax/Business Rates	-49.89			-49.89
COVID-19 Funding Gap 2020/21	36.75	-16.38	-20.37	0.00

- 3.8.9 The level of non-COVID savings, including those resulting from the deletion of posts resulting from staff exiting the Council through the Early Leaver's Initiative is £16.4m and this contributes towards addressing the estimated budget gap.
- 3.8.10 As referenced in the addendum to November's Executive Board the Council has identified a number of one off resources that contribute towards addressing the identified estimated budget gap in 2020/21. One off resources include the planned application of an additional £16.4m of capital receipts which have become available through recognising the capital distribution from the pre-payment of rent at Merrion House as a capital receipt rather than as deferred income on its balance sheet.
- 3.8.11 In order to facilitate the upgrade of Merrion House, the Council entered into a series of linked agreements with the Town Centre Securities (TCS) Group who own the freehold to the building. Under these agreements, the council entered into a 50:50 limited liability partnership (LLP). During 2018/19 the Council made a prepayment of rent under the 25 year lease at a discounted rate, which was immediately distributed to the two partners of the LLP. The Rent Advance agreement that was entered into resulted in a prepayment of rent of £54m which was followed immediately by a distribution of capital of £27m to each of the LLP members.
- 3.8.12 In 2018/19, and in the absence of the first set of LLP accounts reflecting the rent advance and its distribution to partners, the Council determined to hold the £27m on its balance sheet as a receipt in advance. This approach was discussed and agreed with Grant Thornton prior to the closure of the 2018/19 accounts.
- 3.8.13 The Council has now reconsidered its approach in the light of the LLP's 2018/19 accounts which were published in June 2020. The LLP's accounts show the capital distribution to members as an immediate transfer of net worth from the LLP to its members.
- 3.8.14 Consequently, the Council has held further discussions with its external auditors over the treatment of the £27m distribution it received. As a result it will now recognise the transfer of net worth by reducing the value of its investment in the LLP and instead recognising the balance of £25.65m which was previously shown as deferred income in its accounts as a capital receipt during 2018/19. This will result in an increase in the level of the Usable Capital Receipts Reserve carried forward into 2019/20.
- 3.8.15 In changing the accounting treatment in this manner there is now a requirement to identify provision in the MTFS of £1.1m which would originally have been amortised from the deferred income balance, which will be required from 2022/23 to resource the annual lease payments for Merrion House. This £1.1m revenue pressure will be met in 2020/21 and 2021/22 by applying additional capital receipts to redeem debt, thus enabling an equivalent reduction in the MRP charge to revenue. This will reduce the balance of additional capital receipts available to £23.4m.
- 3.8.16 It is proposed that of this additional usable capital receipt £16.4m is applied to address the estimated budget gap identified above, replacing some of the capital receipts which were originally forecast to be generated during the year, with the remainder carried forward.

- 3.8.17 It is also proposed to utilise £3.5m of earmarked reserves with Adults and Health whilst £0.5m remains from the £1.5m set aside through the flexible use of capital receipts for transformational expenditure and this can be used to fund ELI payments.
- 3.8.18 As a result of the above proposals the Directorate overspend reduces to £83.6m which combined with a Corporate pressure of £62.8m reduces the overall level of overspend down to £146.4m.
- 3.8.19 To date the Council has received £72.2m of Government funding towards the costs of COVID-19, of which £2.64m has been applied in 2019/20, leaving £69.57m available. An estimated £26.93m Government contribution to lost income is also reflected, pending confirmation of the final amount. Application of this £96.5m of grant in 2020/21 reduces the COVID financial pressure to £49.9m.
- 3.8.20 Since the Collection Fund income shortfall of £49.9m does not impact on the revenue position until 2021/22, when it can be spread over 3 years, it is forecast that a balanced budget position will be delivered in 2020/21.
- 3.8.21 The reported position does not reflect the potential impact of any further local or national lockdown arrangements not yet introduced, which could impact on these financial projections, most likely by increasing projected income losses which can only be recovered in part through the Government's Sales, Fees and Charges compensation scheme.

3.9 Other Financial Performance

3.9.1 Council Tax

The Council Tax in-year collection rate at the end of February was 92.11% which is 0.88% lower than performance for the same period last year. This lower collection rate will in part reflect the impact of agreed payment deferrals. When setting the 2020/21 budget the target collection rate for the year was assumed to be 96.11%, in line with previous years. If the forecast were achieved this would collect some £374.1m of income. In light of the potential impact of COVID-19, it is currently estimated that in year collection could be 94.1%, achieving £366.3m of income. The collection rate will continue to be closely monitored.

3.9.2 Business Rates

The budgeted collection rate for business rates is to achieve an in-year collection target of 97.7%, collecting £363.2m of business rates income billed at 1st April. However, the Board will be aware that in response to the COVID-19 pandemic Government awarded significant additional business rates reliefs, reducing the income to be collected directly from business to £228.0m. These reliefs will be funded in full by Government through Section 31 grants. Whilst this reduces the risk to the Authority regarding non-collection of business rates income, the business rates collection rate at the end of February 2021 was 86.52% which is 7.79% behind performance in 2019/20. This lower collection rate will in part reflect agreement to defer payments.

The total rateable value of business properties in Leeds has reduced from £935.2m at 1st April 2020 to £928.6m at the end of February 2021, a decrease of £6.6m. To calculate Leeds' actual income from business rates this total rateable value is multiplied by the national business rates multiplier (49.9p in the pound). After reliefs and adjustments this amount is then shared between Leeds City Council (49%), Central Government (50%) and West Yorkshire Fire Authority (1%). After allowing for the business rates deficit brought forward, Leeds' share of projected business rates income is in the region of £75.1m, which is £108.5m below budgeted expectations. However much of this shortfall is accounted for by the Government's new extended reliefs for the retail and leisure sectors and children's nurseries. This results in grant funding associated with business rates some £75.9m above that forecast in the Council's budget. The Government has also announced that it will provide 75% compensation to local authorities for their 'irrecoverable losses' in business rates income. Although further guidance has been released about the definition of 'irrecoverable losses', areas of uncertainty do remain, but it is estimated this local tax income guarantee will contribute around £8.04m to the deficit that has to be repaid to the collection fund in 2021/22.

In light of the current situation we expect to see losses of business rates income through non-payment and reduction in rateable value where businesses may cease to trade or revise their business model to reduce business rates and other costs. Business rates income continues to be closely monitored and reported to the Board in these monthly financial health reports.

3.9.3 Business Rates Appeals

The opening appeals provisions for 2020/21 are £27.8m, made up of £8.7m relating to appeals received against the 2010 ratings list and £19.1m estimated costs in relation to the 2017 ratings list. Under 50% Business Rates Retention, Leeds' budget is affected by 49% of any appeals provision made in this year. Provisions brought forward from 2019/20 were made at 74%.

On the 28th February 2021, there were 626 appeals outstanding against the 2010 ratings list with 9.8% of the city's total rateable value in the 2010 list currently subject to at least one appeal. During February 2021 99 appeals have been settled, of which only 4 have resulted in changes to rateable values. No new appeals have been received in February.

Only two appeals have been received to date against the 2017 list. However, since the imposition of national lockdowns the number of ratepayer claims entering the first two stages of the new Check, Challenge, Appeal process, introduced on the 1st April 2017, has increased significantly. Currently there are 317 Checks outstanding but this first stage is only where the Valuation Office Agency and the ratepayer's agent seek to clarify the facts relating to a particular property. Very few of these Checks have resulted in a reduction to the ratepayer's Rateable Value. However since September 2020 an increasing number of these claims are returning to the process as Challenges, the second stage of the new process. At this stage the Valuation Office Agency and the ratepayer discuss whether the facts are being applied correctly as a matter of law. At 28 February 2021 there are 1,314 Challenges outstanding, up from 365 as at 30th April 2020. Of the current Challenges 1,010 relate specifically to the period since the first national lockdown restrictions were brought into force and therefore the impact is limited because they

are backdated by only one year. The remainder are assumed to relate to entire lifetime of the ratings list and therefore can be backdated to 1st April 2017. There has been speculation in the press that a general reduction in Rateable Values is to be implemented in response to the economic downturn caused by the restrictions on commercial activity, however the Valuation Office Agency has issued a statement denying that any such generalised reduction has been agreed. The situation with the increased numbers of Challenges and any announcement about general reductions in Rateable Values is being closely monitored and the level of appeals provisions is being adjusted accordingly. As at the 28th February 2021 £40.8m in provisions is projected to be held by the Council against losses due to changes in Rateable Value on the 2017 ratings list by the end of the financial year.

3.9.4 Impact of COVID-19 on the Collection Fund

It remains very complex to estimate the ultimate impact of COVID-19 on council tax and business rates income. The Council declared the deficit on the Collection Fund, which is an estimate of what the deficit will be at year-end, at December 2020, the position at that point being an unfunded loss of £49.9m on the Collection Fund: £13.2m in Council Tax and £36.7m in business rates. This is the position reflected in the Council's 2021/22 budget. As at February, the Council Tax projected outturn variance for 2020/21 is £12.8m and the Business Rates deficit is £36.7m. The impact of any variance between the declared deficit and the outturn is accounted for in 2022/23 and will not impact on the 2021/22 budget.

Any Collection Fund income shortfall in 2020/21 would normally impact on the Council's financial position in 2021/22. However, in response to Collection Fund income losses arising due to COVID Government are allowing phased repayment of 2020/21 Collection Fund deficits over three years, spreading the revenue impact. Further detail was provided following the provisional Local Government Finance Settlement and any projected 2020/21 Collection Fund deficits must be spread over the years 2021/22, 2022/23, 2023/24. These deficits will be adjusted for prior years and any other requirements of the legislation.

Further, these same announcements indicated that Government would fund 75% of irrecoverable Council Tax and Business Rates losses from 2020/21. Details of the calculation have been provided and Leeds expect to receive compensation of around £31m. This is expected to be received and utilised in future years and will not impact on the 2020/21 Collection Fund.

4. Housing Revenue Account (HRA)

- 4.1 At provisional financial outturn the HRA is projecting an underspend of £14.0m, primarily due to the reduction in the revenue contribution required to support its capital programme (RCCO). £9.6m of this underspend will be transferred to the Major Repairs Reserve at year end to maintain future levels of capital investment; and savings in repairs of £4.2m, and it is proposed to set aside most of this year's underspend for use in 2021-22 by means of a repairs reserve
- 4.2 The projected saving in the RCCO is around £14.8m, however £5.2m of this saving is required to fund other in year pressures arising in the HRA as outlined below.

- 4.3 There is a forecast reduction in total income of £4.4m. Rental income is forecast to be £1.7m lower, mainly due to a temporary increase in the number of void properties due to COVID-19. £2m of income is impacted by forecast lower staff charges to capital from vacant posts and also due to the reduced capital programme for 2020-21. A small reduction in commercial rent income of £0.2m is also projected, and a reduction of fee income from Right to Buy sales of £0.3m
- 4.4 Total tenant arrears are £11.8m, approximately £0.5m below the equivalent period last year and rent collection remains high 96.1% compared with last year's position at 96.4%. However, it is prudent to project for an increase in the provision for doubtful debts given the future uncertainty on the impact of COVID on rental income. An additional £0.2m is projected; but this will be subject to a year end review of the arrears position.
- 4.5 Staffing costs are forecast to underspend by around £1.4m, with the recruitment freeze being the main reason for this. This saving also assumes the HRA funds severance costs of those staff exiting the Authority on ELI in 2020/21.
- 4.6 With respect to the repairs budget, it is now projected that a saving of approximately £4.2m will be made in year due to the impact of COVID. It is proposed to set aside some of the in year underspend for use in 2021-22 by means of a repairs reserve.
- 4.7 Housing disrepair costs remain a pressure and risk, with an additional £2.1m being estimated as needed for the provision in year.
- 4.8 An additional £136k is required to fund works associated with exiting Navigation House as part of the Council's asset rationalisation programme, although other premises related costs in the offset these costs.
- 4.9 The HRA capital programme has been reduced for 2020-21 only to circa £60m from £80m. As referenced above, the saving from the reduced revenue contribution is helping to offset in year pressures and the balance of any savings are planned to be transferred to the Major Repairs Reserve to support an ongoing programme of around £80m from 2021-22 onwards.

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 2020/21 was subject to Equality Impact Assessments where appropriate and these can be seen in the papers to Council on 26th February 2020.

5.3 Council policies and the Best Council Plan

- 5.3.1 The 2020/21 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 2020/21 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 The reported budget position is considered in the context of risk to both the in year financial position and the potential impact on the Council's Medium Term Financial Strategy. Both of these risks are included on the Council's corporate risk register.

5.7.2 Budget management and monitoring is undertaken on a risk-based approach where financial management resources are prioritised to support those areas of the budget 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 approach, specific project management based support and reporting around the achievement of key budget actions plans is in place for 2020/21.

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 currently projects a COVID-19 related overspend of £170.2m. Additional budget pressures of £12.9m arise due to severance and pension strain costs relating to staff exiting the authority in 2020/21 under the new ELI scheme, increasing the budget gap to £183.1m.

6.2 This report then details a range of proposals which would result in a forecast balanced budget position being delivered in 2020/21. This reported position does not reflect the potential effects of any further local or national lockdown arrangements not yet introduced which could impact on these financial projections.

6.3 Largely as a result of non-COVID savings and the application of one funding resources the projected overspend can be reduced to £146.4m.

6.4 To date the Council has received £72.2m of Government funding towards the costs of COVID-19, of which £2.6m has been applied in 2019/20, leaving £69.57m available. An estimated £26.93m Government contribution to lost income is also reflected, pending confirmation of the final amount. Application of this £96.5m of grant in 2020/21 would reduce the COVID financial pressure to £49.9m. Since the Collection Fund income shortfall of £49.9m does not impact on revenue in 2020/21,

but instead must be spread over the years 2021/22, 2022/23 and 2023/24, this means that a balanced budget position is forecast in 2020/21.

- 6.5 The Housing Revenue Account is forecast to underspend by £14m, of which around £9.6m will be transferred to the Major Repairs Reserve for use in future years to support ongoing investment in the Housing stock and approximately £4m relating to the in year underspend on repairs to a repairs reserve.

7. Recommendations

7.1 Executive Board are asked to:

- a) Note the projected provisional financial outturn for the Authority and note the projected impact of COVID-19 on that position;
- b) Note that for 2020/21 the Authority is forecasting a balanced budget position.

8. Background documents¹

8.1 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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ADULTS AND HEALTH

Financial Dashboard - 2020/21 Financial Year

Month 11 (February 2021)

The directorate is projected to overspend its budget by £7.1m. This is analysed as a £10.6m Covid-19 related cost pressure less an application of £3.5m of reserves. A number of budget action plans are expected to slip directly as a result of the Covid-19 pandemic, this is because the necessary resources to deliver these are being redirected; these total £3.6m.

SECTION A: the Covid-19 cost pressures to the Adult Social Care are £10.6m.

The Covid-19 reported pressures across the key expenditure types are as follows:

Staffing (+£0.6m): the impact of the proposed pay award which is above the budgeted assumptions is shown as Covid-19 pressure as the urgent and necessary reaction to the pandemic has meant that plans to recover this pressure have had to be deferred.

Buildings (+£0.1m): a pressure of £0.1m is shown representing the cost of rates at the recently acquired Waterside building (for the Assisted Living Leeds move) which is now being used as a PPE storage and distribution centre as well as being the site for a temporary mortuary.

Community Care Packages (+£5.6m): these pressures include the cost of additional care packages to meet the needs of people affected by day centre closure, paying to plan on home care and slippage in a number of savings plans because staff required to deliver these have been redirected to deal with the crisis. The figure also includes the funding expended to meet pressures within the care sector and to support it through this period and more latterly includes the impact of the transfer of care packages previously paid for by the NHS's Early Discharge Grant that transferred over to the Council between September and December.

Commissioning (+£1.4m): £1.1m relates to the funding expended to meet pressures within the care sector. The directorate has funded 33 organisations with £5k grants to help support their communities and the purchase of PPE.

General Running Costs (+£0.5m): mainly representing expenditure on equipment to facilitate early discharge. It is possible this may be recoverable from the NHS Early Discharge funding.

Income (+£2.4m): the Covid-19 pandemic has impacted upon savings plans for the recovery of income within client contributions, staffing costs and CCG (BCF) funding.

SECTION B: there are other Covid-19 variations that are not directly a cost to the Council as expenditure is funded by income from the CCG and Government grants, these are:

- a) NHS Early Discharge funding (£3.3m)
- b) Test & Trace grant (£16.0m)
- c) Infection Control grant (£13.5m)
- d) Rapid Testing funding (£1.8m)
- e) Workforce Capacity funding (£1.7m)

SECTION C: outside of Covid the directorate is projecting a balanced position, however, the directorate is applying £3.5m of reserves to help offset the Councils wider Covid-19 pressure. The main variations to planned spend, across the key expenditure types are as follows:

Staffing overall (-£1.2m): the projection is based on the current staffing levels and at P9 there is a high level of vacancies across the directorate.

Community Care Packages (+£1.8m): there are cost pressures within homecare (£1.5m) and Supported Living (£0.3m).

Commissioned Spend (-£1.0m): within Public Health the Agenda for Change uplift has yet to be determined so the earmarked funding will be transferred to the Reserve pending discussions in the new financial year. It is also noted that reserve funded expenditure has not been incurred as planned; there is a matching adjustment within the appropriation account.

General Running Costs (-£1.0m): savings due to reduced general running costs including utilities and staff travel.

Appropriation (-£1.2m): underspends within the Leeds Safeguarding Board, Leeds Plan and Public Health are planned to be carried forward and the planned use of reserves to support temporary staffing is less than required. £3.5m of reserves have been drawn down to partially offset the Covid-19 pressure. £0.7m of reserves does not need to be drawn down from reserves and delays in determining the Agenda for Change settlement have determined that the allocated funding is transferred to reserves, pending resolution in the new financial year.

Income (-£0.9m): additional client contributions is offset against increased demand spend.

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	1,496	(964)	532	(150)	0	0	0	0	(44)	0	0	160	(34)	(7)	(41)
Social Work & Social Care Services	288,249	(54,725)	233,523	71	(113)	208	(222)	(185)	11,382	(566)	0	581	11,156	(258)	10,898
Service Transformation	2,360	(369)	1,991	(204)	0	0	0	0	0	0	0	0	(204)	(88)	(292)
Commissioning Services	25,019	(65,294)	(40,274)	55	(4)	85	(9)	1,429	17,302	0	0	(2,979)	15,879	(18,780)	(2,902)
Resources and Strategy	6,726	(1,567)	5,159	(121)	0	(131)	2	0	0	0	0	0	(251)	(298)	(549)
Public Health (Grant Funded)	45,293	(44,949)	344	(293)	0	8	0	0	21,097	0	0	1,595	22,406	(22,406)	0
Appropriation Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	369,143	(167,868)	201,276	(643)	(118)	170	(229)	1,245	49,736	(566)	0	(644)	48,951	(41,837)	7,114

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.	Review of Learning Disabilities	Caroline Baria		R	1.0	0.8
2.	Review of Physical Impairment and home care efficiency	Shona McFarlane		R	0.1	0.1
3.	Review of home care efficiency	Shona McFarlane		R	0.1	0.1
4.	Demand - continuation of strengths-based approach	Shona McFarlane		G	0.7	0.0
5.	Recover unspent Direct Payments (based on trends)	Shona McFarlane		G	0.9	0.0
6.	Enablement Service - improvements in productivity	Shona McFarlane		R	0.5	0.5
7.	Review billing and collection of assessed client contributions and trends	Steve Hume		R	1.9	0.4
8.	Assistive technology to a city-wide self-pay market	Shona McFarlane		R	0.2	0.2
9.	Occupational Therapists: grant contribution funding from the DFG	Shona McFarlane		G	0.2	0.0
10.	Section 117 and CHC clients - review cost allocations	Max Naismith		G	0.1	(0.2)
11.	CHC - LD: client transport costs/ staffing costs	Max Naismith		G	0.4	0.1
12.	Client transport - route and efficiencies	Steve Hume		G	0.3	0.0
13.	Spring Budget (end of time limited schemes)	John Crowther		B	2.5	0.0
14.	Meals on Wheels	Steve Hume		G	0.2	0.0
15.	Contract management efficiencies	Caroline Baria		G	0.8	0.0
16.	iBCF - Health Funding to support social care & Inflation	Steve Hume		R	3.3	1.4
17.	Staffing - vacancy factor/turnover	Shona McFarlane		G	0.4	0.0

B. Other Significant Variations

1.	Staffing	All	relating to staffing turnover and slippage in employing new staff	(0.6)
2.	Commisioned services - care and Public Health	Various	anticipated variation	47.9
3	General running costs	All	Savings of £0.7m are reduced due to Covid-19 costs	1.1
4	Use of reserves	All	Carry forward of Public Health underspend (£0.62m), carry forward of Leeds Plan underspend (£0.16m), reduced requirement of reserve funding within commissioning (£0.5m) and carry forward of Adult Safeguarding (£0.03m)	(0.6)
5	Income	S. McFarlane	Includes Infection Control Grant (£13.5m) offset by spend, Test & Trace Grant (£4.1m) offset by spend, Early discharge funding (£2.2m)	(43.9)
Adults and Health Directorate - Forecast Variation				7.1

CHILDREN & FAMILIES 2020/21 FINANCIAL YEAR FINANCIAL DASHBOARD - Period 11

Overall Summary - At P11 the directorate is reporting a pressure of £8.092m, all of which is attributable to Covid-19. The overspend includes both additional expenditure, loss of income and savings attributable to Covid. The P11 projection is in line with the reported P10 statement.

Children Looked After (CLA): - The budget for 20-21 is £43.8m, an increase of £1.45m from 19-20. The budget supports 1,346 CLA placements; including 58 External Residential (ER) and 183 Independent Fostering Agency (IFA). At P11 19-20 an early pressure of £3.8m was identified for 20-21. This pressure was projected to be addressed due to reductions in ER placements and proposals by the service for savings on both CLA and non-CLA budgets; see the action plan reported to Exec Board 24th June 2020. Offsetting this action plan was a projected increase in CLA numbers later in the year due to Covid.

These assumptions were reviewed for P6 and as placement numbers have remained fairly steady during the year it is assumed this will continue to be the case. The actual CLA figures as at 2nd March were 1,278, which is 68 less than the budgeted number. Despite total CLA numbers being less than budgeted for, an overspend of £4.2m is projected as there is a higher proportion of more costly placements than assumed in the budget and rates charged by providers have increased due to Covid. In house CLA placements are 102 less than budgeted and external placements are 34 greater than budgeted. Within the external placements pressure, at P11 we are seeing increased numbers in Secure Justice settings, +5 -v- budget of 2, no change in IFA numbers, 214, and a small reduction in ER of 3 to 60.

Non CLA Financially supported: - The non-CLA financially supported budget was increased by £1.0m to £13.9m in the 2020/21 budget. Budgeted 20-21 numbers are 950 placements (+46 20-21 -v- 19-20); current numbers are 1,032 (in line with P10 numbers; Special Guardian Orders +43, Independent Living +25 and Staying Put +14) creating a pressure of £0.365m, which includes the £0.25m increase in the rate for Care Leavers allowances. There is also an additional pressure forecast on semi-independent living of £1.176m as young people have not been able to move on from this accommodation due to COVID and £0.309k s17 payments (Non-Recourse to Public Funds (NRPF)).

Staffing: - Pay pressures of £0.123m have currently been identified. This is comprised of £1.711m existing pressures in Social Care which includes £1.024m additional pay costs directly attributable to Covid, a £0.687m impact of the additional 0.75% pay award offer, offset by £0.794m savings in Early Start and £0.1m Resources & Strategy. There are also additional non-direct employee savings of £0.325m on severance/retirement costs for former teachers. At P7 further pay savings of £0.369m were reflected due to leavers on the 2nd November under the Early Leavers scheme. Gross pay savings for 20-21 were £0.519m, however due to back fill and loss of grant funding the net figure is £0.369m.

Transport: - The Passenger Transport expenditure budget has increased compared to 19-20 by £0.465m to £15.2m. At P10 we are reflecting £0.7m savings on Private Hire from CEL Passenger Transport, a further £0.1m of savings from P9. Offsetting this is a small pressure of £0.115m due to slippage in the plan to bring in-house the Independent Travel Training contract due to COVID, £0.06m adverse movement from P10..

Trading and Commissioning: - The directorate have incurred losses of income due to Covid for Children's Centres (£2.171m net figure and detailed in table below) and trading with schools, £2.415m an increase of £0.495m from the P7 projection due to the early assessment of the new lockdown w.e.f 5.1.21 on trading income in the music service, the wider Learning Improvement Service and the School Attendance Service.

Supplies & Services & Internal Charges:- £0.51m savings in Travel & Subsistence costs have been identified and are reflective of the current home-working arrangements during first half year. There are £0.45m savings on Legal Charges (+£0.1m adverse movement from P10), £0.1m for DIS and £0.25m for Direct Payments. In addition there are £0.2m savings on expenditure related to School Brokerage Grant, as well as £0.1m savings on supplies & services.

Other Income / Projects : The projections include a pressure of £0.324m due to the reduction in 20-21 of the Troubled Families Earned Autonomy Grant, which was notified after the budget had been set and a £0.244m shortfall in CCG income for ER placements. In response to this and the CLA pressures noted above, current income projections assume utilisation of £2.538m of other grant funding, covering DfE, DSG and Public Health funding streams.

Budget Management - net variations against the approved budget

	Expenditure Budget	Income Budget	Latest Estimate	PROJECTED VARIANCES											Total (under) / overspend	
				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
Demand Led Budgets:																
In House placed CLA	21,079	0	21,079	0	0	0	0	0	(54)	0	0	0	0	(54)	0	(54)
Independent Fostering Agency	7,681	0	7,681	0	0	0	0	0	1,050	0	0	0	0	1,050	0	1,050
External Residential	12,096	(3,995)	8,101	0	0	0	0	0	2,990	0	0	0	0	2,990	144	3,134
Other Externally placed CLA	2,967	0	2,967	0	0	0	0	0	224	0	0	0	0	224	0	224
Non CLA Financially Supported	13,872	(5,610)	8,262	0	0	0	0	0	1,541	0	0	0	0	1,541	0	1,541
Transport	15,586	(897)	14,689	0	0	110	(700)	0	0	0	0	0	0	(590)	0	(590)
Sub total Demand Led Budgets	73,282	(10,502)	62,780	0	0	110	(700)	0	5,751	0	0	0	0	5,161	144	5,305
Other Budgets																
Partnerships & Health	5,845	(2,063)	3,782	(82)	0	0	(21)	0	0	0	0	0	0	(103)	0	(103)
Learning	35,516	(30,116)	5,400	(4)	0	(200)	(111)	0	0	0	0	0	0	(315)	2,415	2,100
Social Care (Excl. Early Start & H&W)	71,004	(31,990)	39,014	1,466	0	0	(463)	(450)	408	250	0	0	0	1,211	(2,114)	(903)
LfL - Early Start & H&W	67,531	(61,571)	5,959	(794)	0	(212)	0	0	187	0	0	(287)	(1,106)	3,277	2,171	2,171
Resources and Strategy	67,918	(61,615)	6,303	(463)	0	0	(15)	0	0	0	0	0	0	(478)	0	(478)
Sub total Other Budgets	247,814	(187,356)	60,458	123	0	(412)	(610)	(450)	595	250	0	(287)	(791)	3,578	2,787	
Total	321,096	(197,858)	123,238	123	0	(302)	(1,310)	(450)	6,346	250	0	(287)	4,370	3,722	8,092	

<u>Key Budget Variations:</u>		<u>Additional Comments</u>	<u>Direct Covid Impact</u>	<u>Indirect Covid-Impact</u>
A. Key variances			£m	£m
Staffing	- Delivery of £2m Staffing Action Plans	The 20-21 budget assumed £2m action plan staff savings target and at P6 the directorate are on target to deliver these savings mainly via post release controls. Further £0.687m relates to additional 0.75% current pay award offer. Also reflected further £0.369m net pay savings under the Early Leavers scheme on the 2nd November.		0.368
	- Direct impact	Additional staffing within LCC run residential homes, 4 x Service Delivery Managers for 6 months and Adel Beck pay pressures re Agency & Overtime.	0.874	
	- Other employee costs	Within Resources & Strategy - Central Overhead Account savings on former teacher severance and pension costs		(0.325)
Children Looked After & Financially Supported Non-CLA Demand Budgets	- Delivery of actions within Exec Board report to address £3.8m pressure identified Feb'20.	Whilst overall CLA numbers are less than budgeted numbers, the placement mix towards higher cost external placements (ER / IFA / Secure Justice & Welfare) is creating significant in-year budget pressures. Current ER numbers are 60 and IFA 214 creating budget pressures of £2.6m and £1.1m respectively. Modelling assumes trend continues for remainder of financial year. The unit rates for ER & IFA Placements are also higher due to covid, average circa 7%. Offset by £0.35m savings on In-House Fostering and Kinship.		3.346
	- assessed impact on CLA numbers and budget specifically relating to covid-19.	Reflects £0.3m pressure relating to S17 payments and £0.25m due to increased benefit payments under universal credit for all of 20-21 financial year. Further £1.155m relating to impact of covid on the new semi-independent leavers contract, OWL's. Further £1m impact of covid on unit rates, circa 9%.	2.713	
Non-Staffing	- Insourcing of Independent Travel Trainer contract	Impact of COVID on in-sourcing ITT contract		0.050
	- assessed impact on non-staffing related expenditure directly due to covid-19	£0.1m impact re additional DIS equipment and £0.25m increased Direct Payments, offset by £0.7m private hire savings from CEL Passenger Transport, £0.51m savings on travel & subsistence and £0.55m on Legal charges. £0.2m savings on S&S related to School Brokerage Grant.	(1.550)	
Income (including Grant funding)	- impact on 20-21 income not directly due to covid-19	Following approval of the 20-21 budget the following projections relating to income & grant have been realised / identified: £0.324m reduction in Troubled Families Grant offset by £0.05m additional Pupil Premium funding for Virtual Head, £0.25m saving from utilising more in-house resources to deliver SFPC programme and £1.672m PiP funding. £0.25m from Improvement Partner work with other LA's. Offset by £0.244m CCG income shortfall. Additional DSG Grant for ER Placements and the educational cost of the settings.		(1.840)
	- assessed impact on income directly due to covid-19	There has been a significant impact on income directly related to the impact of covid-19; projected pressures of £2.171m Early Start Net Nursery Fees income, £2.415m school traded income fee income.	4.586	
	- New grant funding for covid related schemes	Funding for the recovery of the impact of COVID received from Public Health and DfE - PiP Programme	(0.130)	
			6.493	1.599
Children and Families Directorate - Forecast Variation				8.092

CHILDREN & FAMILIES 2020/21 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 Period 11 it is expected that the DSG will be £98k underspent in 2020/21, which includes a surplus on de-delegated budgets of £473k. De-delegated budgets are ringfenced, and excluding these the DSG budget is projected to overspend by £375k. In relation to COVID pressures, £100k of the costs on the High Needs Block have been identified as due to increased provider rates on outside placements due to the impact of COVID.

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. Since the budget was set, there have been a number of academy conversions which reduces the grant received and the school funding paid out. Following these conversions, there is a small one off saving in the year in which it occurs. 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). As there were fewer schools converting to an academy by 1st September 2020, additional de-delegated income of £286k is projected and an underspend of £500k is projected on the schools contingency fund, which is offset by overspends of £300k on maternity pay and £37k on SIMs licences. Overall the de-delegated underspend is expected to be £473k. The Growth Fund budget remains part of this block and is currently projected to be £495k underspent. This underspend is earmarked for use to fund growth requirements in 2021/22.

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). There is expected to be an underspend of £77k as a result of vacancies in the admissions service.

Early Years Block - This element is concerned with provision to pre-school children. The uncertainty and changing requirements as a result of COVID19 are continuing on this block which makes accurate projections difficult. The impact on 2020/21 has been mitigated by a slight change in the way the income due is calculated. For 2020/21 only, the January 2021 early years census will only affect the income due for 3 months of the year, rather than the usual 7 months. This should reduce the potential volatility of the grant due, though the final grant will still not be confirmed until the 2021/22 financial year. In line with the 8p per hour increase in the unit rate received, the unit rates paid to providers has been increased for both 2 year old and 3 & 4 year old providers by 8p. The grant and expenditure for the period April to December 2020 show an underspend of £205k on 2 year olds with an initial underspend of £3.6m on 3 & 4 year olds. In order to ensure that the grant is paid out to providers, it is proposed to make exceptional funding payments totalling £3.2m. Overall, it is estimated that there will be an underspend of approximately £567k on this block.

High Needs Block - This element is used to support provision for pupils and students with special educational needs and disabilities. The current projections are that there will be an overspend of £1,760k. The largest areas of variance are as follows:

- Mainstream top-ups and additional blocks overspend of £1,747k. Based on top up funding already allocated out, with estimated increased based on the average at this point in year for the past 3 years. Additional place funding is based on the details in the FFI database as at the end of January 2021.
- An increase in the number of pupils requiring post 18 places is expected to result in an overspend of £765k.
- Outside placements is projected to overspend by £1,917k, based on current placements. However due to a shortage of specialist places in Leeds, there is a significant risk that this could increase further.
- When the budget was set, it was known that there were a number of high needs pupils where special school places had not at that time been identified. Now that they have been and are reflected in the above overspends, that budget of £2,106k is no longer required.
- The high needs block services provided by Leeds City Council are projected to underspend by £436k.
- At the start of the year, a number of elements of the grant allocation were not confirmed. These have now been confirmed and will result in an additional £120k of grant income.

Reserves - There is an overall deficit brought forward from 2019/20 on general DSG of £3,955k and a de-delegated surplus of £722k. The reserves carried forward into 2021/22 are projected to be a deficit on general DSG of £4,330k and a surplus on de-delegated services of £599k. In line with the School Forum request in October, the 2019/20 underspend on de-delegated services of £596k has been refunded to schools pro-rata to the de-delegated income received from the school.

Budget Management - net variations against the approved budget

DSG Grant Reserves

	Budget £'000	Projection £'000	Variance £'000
Schools Block			
DSG Income	(314,877)	(306,600)	8,277
Individual Schools Budgets	307,309	298,786	(8,523)
De-delegated budgets	4,568	4,095	(473)
Growth Fund	3,000	2,505	(495)
	0	(1,214)	(1,214)
Central School Services Block			
DSG Income	(4,867)	(4,867)	0
CSSB Expenditure	4,867	4,790	(77)
	0	(77)	(77)
Early Years Block			
DSG Income	(64,216)	(59,830)	4,386
FEEE 3 and 4 year olds	50,897	48,973	(1,924)
FEEE 2 year olds	10,147	7,402	(2,745)
Other early years provision	3,172	2,888	(284)
	0	(567)	(567)
High Needs Block			
DSG Income	(79,831)	(79,951)	(120)
Funding passported to institutions	72,329	74,645	2,316
Commissioned services	1,821	1,821	0
In house provision	5,123	4,687	(436)
Prudential borrowing	558	558	0
	0	1,760	1,760
Total	0	(98)	(98)

Latest Estimate

Balance b/fwd from 2019/20
 Net contribution to/from balances
Balance c/fwd to 2021/22

Projected Outturn

Balance b/fwd from 2019/20
 Projected in year variance
 Use of reserves
Balance c/fwd to 2021/22

General £'000	De-delegated £'000	Total £'000
3,955	(722)	3,233
3,955	(722)	3,233
3,955	(722)	3,233
375	(473)	(98)
	596	596
4,330	(599)	3,731

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Key Budget Action Plans and Budget Variations:

	Lead Officer	Additional Comments	RAG	Action Plan Value	Forecast Variation against Plan/Budget
A. Key Budget Action Plans					
Transfer funding to High Needs Block		Transfer of £2.65m from the schools block and £350k from the central school services block to the high needs block as detailed in report to Schools Forum in January 2020.	B	3.00	0.00
B. Significant Variations					
Schools Block		In year underspend of £473k on de-delegated services			(0.47)
Schools Block		Underspend on growth fund			(0.50)
Schools Block		Underspend as a result of academy conversion adjustments			(0.24)
Early Years Block		Underspends on minor budgets within early years block			(0.57)
High Needs Block		Increase in high needs funding at mainstream schools			1.75
High Needs Block		Increase in outside placement costs			1.91
High Needs Block		Increase in cost of post 18 placements			0.77
High Needs Block		Budget for new places from September 2020 no longer required (part funds overspends above)			(2.11)
High Needs Block		Underspends on services provided by LCC			(0.44)
High Needs Block		Final confirmation of grant due for 2020/21			(0.12)
CSSB		Underspend on admissions service			(0.08)

Dedicated Schools Grant - Forecast Variation

(0.10)

CITY DEVELOPMENT 2020/21 BUDGET FINANCIAL DASHBOARD - MONTH 11 (APRIL - FEBRUARY)

Directorate Summary - At Period 11 it is projected that there will be a year-end overspend of £22.03m which includes the projected impact of Covid 19 of circa £25.18m (including the £375k additional cost of the higher than budgeted pay offer). This is a favourable movement of £0.17m from the Period 10 Dashboard which is due to minor savings across most services.

The Directorate's financial position has been significantly affected by the current restrictions in place as a result of Covid 19 and by the severe impact on the economy. There is a direct impact in Active Leeds and Arts and Heritage from the loss in income from the closure of all sites and the uncertainty and restrictions on recovery. In other service areas the anticipated economic downturn is expected to impact on income from the commercial property portfolio, Markets, advertising, planning and building fees and in Highways from reduced fee recovery as a result of some of the workforce self-isolating and other staff absences.

The projected position on this Dashboard assumes that the current Lockdown 3 measures and closure of facilities will continue to the end of the financial year, which is a prudent approach that has been informed by a realistic appraisal of the ongoing pandemic and the implications therein.

Staffing - Based on current vacancy levels and assuming limited external recruitment for the foreseeable future, staffing is projected to be under budget by £3m based on current vacancy levels. In Highways and Transportation most staff costs are chargeable and any vacancies will lead to reduced income or additional contractor costs. Some staff in Asset Management and Regeneration are also chargeable. Allowing for this it is estimated that staff savings will contribute a net saving of £2.064m. This also allows for additional costs from a higher pay award than budgeted for estimated at £375k although some of this cost will be charged out. There is a further saving of £378k across services due to staff leaving via ELI prior to the 31st March 2021 after accounting for income generating posts and any interim costs.

Other running cost savings - Where cost savings directly relate to closure of facilities and events then these have been accounted for in the net income loss figures. It is estimated that there could be additional savings in supplies and services and travel costs of around £1.008m across the Directorate.

Additional Covid 19 costs - Whilst the impact of Covid 19 on City Development is mostly on income, some additional costs are being incurred to ensure services are Covid compliant, assist City Centre Management and other related public health and health and safety measures. From April 2020 this was estimated to be circa £500k across the Directorate.

Planning and Sustainable Development - both planning application and building control fee income generation have improved since June but with some noted volatility. The cumulative position for December is now 11% down against the 2020/21 Budget for planning fees and 3% down against the 2020/21 Budget for building control fees. The improvement is considered to be due to a general catching up after full lockdown measures and a surge in low fee value home owner developments. The planned implementation of revised pre-application charges was initially postponed due to lockdown but has now started. The 2020/21 budget included additional income of £250k for these charges and a shortfall of £60k is projected due to the delay. Overall the shortfall in income is forecast to be circa £0.92m, which is partially offset by £0.29m of staffing, transport and supplies and services savings.

Economic Development - The service is forecasting a reduction of income and additional costs of £133k for the year, mainly reduced income from Conference Leeds and reduced recovery of staff costs where staff are now working on Covid 19 related work. The projection also includes some additional grant income that has been received, and some minor offsetting savings in transport costs.

Asset Management and Regeneration - The year end forecast anticipates a shortfall in income from the Commercial Property Portfolio from the non-achievement of budget actions which were based on generating additional rental income from the purchase of additional commercial assets during the year. It is likely that there will be a delay in new acquisitions due to the economic uncertainties arising from COVID-19. It is also anticipated that there will be a reduction in overall rental income as some businesses continue to struggle financially. The service has developed a strategy around rental income and how the service responds to requests from businesses seeking support. The current projection assumes a 30% shortfall in rental income over the non-prime commercial property portfolio. In addition, there may be specific sectors which are particularly badly hit where there is a higher risk that rental income may not be achieved.

Employment and Skills - No significant variations are currently projected. The major grant schemes that the service manages are currently expected to be delivered. There is a risk that not all grant income will be received but this will be kept under review. A saving of circa £237k is due to a vacant post and ELI's.

Highways and Transportation - The major variation is forecast to be on the amount of highways maintenance work that the DLO is able to complete due to a reduced available workforce. This will result in reduced chargeable works which will lead to a reduction in income and the recovery of overheads. The current projection is for a shortfall in income of £0.65m in the DLO, £0.73m in Civil Engineering and Transport Planning, and £100k in Utility Permit income. Further impacts of Covid restrictions are being managed within the service. This is a partially offset by circa £600k vacancy and ELI savings and £144k other expenditure savings. However the prolonged severe weather conditions has meant that a further estimated £600k is required for winter maintenance expenditure to the end of this financial year.

Arts and Heritage - As facilities were closed during the early part of the financial year and again for Lockdown 2, the service is forecasting a significant shortfall in income. Ongoing restrictions on being able to fully re-open facilities has meant that many of the planned events for the year have been cancelled significantly impacting on income for the year. The Period 11 projections reflect these cancellations and maintain the Period 9 assumptions that the impact of social distancing requirements makes it unlikely that many activities (events, room hire, etc.) will resume as planned in this financial year, a position which the instigation of Lockdown 3 and HMG's roadmap for re-opening have validated. There will be some cost savings as a result and these have been netted of the income shortfall projections where they can be identified.

Active Leeds - Due to Lockdown 3, Leisure facilities are now closed from 06/01/2021 until (subject to some limited activity) 12th April 2021. Following a review of the current situation and the likely ongoing ramifications the projections for Active Leeds therefore assumes that all facilities will remain closed for the remainder of this financial year. As a result of this the estimated loss of income has increased by £2.5m from Period 8. This further loss of income will be significantly offset by the Government compensation scheme (75p in the £1) by £1.875m however this funding is accounted for centrally and not in this Financial Dashboard.

Resources and Strategy - costs being incurred as a result of Covid 19 and the original lockdown are being recorded in the Resources and Strategy budget, currently projected at £0.5m.

Markets and City Centre - Open Market traders were not billed for rent April to June as part of a Covid support package at a monthly loss of £40k. Indoor Market traders continue to be billed but provided with a rental support scheme (rent reductions) for July to September, this scheme has now been extended for a further three months (October to December). Whilst most indoor traders are eligible for support through the Government business support scheme there has been an increase in voids in the Market and the current projection is that there will be a 38% shortfall in income. Due to Lockdown 3 a further package of support measures are anticipated, therefore the £300k additional pressure identified in Period 7 and 8 has been allocated for this. Furthermore a £700k shortfall against budget income is expected for Advertising, including the £200k additional income assumed in the 2020/21 budget, is accounted for. A further £220k loss of income is projected for City Centre Management due to the loss of licences and events income due to the pandemic.

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	9,560	(7,877)	1,684	(277)	(53)	62	(49)	28	0	0	0	0	(290)	915	625
Economic Development	2,358	(627)	1,731	72	0	(24)	(17)	0	0	0	0	0	31	103	133
Asset Management & Regeneration	17,556	(20,788)	(3,232)	(848)	318	(91)	(16)	60	0	0	0	(22)	(598)	3,612	3,014
Employment & Skills	6,245	(4,532)	1,713	(303)	0	(37)	(2)	(38)	45	0	0	0	(335)	97	(237)
Highways & Transportation	65,569	(47,660)	17,909	(522)	(224)	(791)	(374)	58	0	0	0	0	(1,853)	3,183	1,331
Arts & Heritage	21,731	(9,350)	12,380	(339)	(112)	(2,604)	(9)	(74)	0	0	65	0	(3,073)	5,211	2,138
Active Leeds Resources & Strategy	26,626	(20,453)	6,172	(899)	(215)	33	(0)	0	(150)	10	0	0	(1,221)	13,735	12,514
Markets & City Centre	1,045	(164)	881	(90)	0	453	0	(3)	0	0	0	0	360	0	360
	3,542	(4,607)	(1,064)	(2)	(149)	(37)	(2)	0	0	0	0	0	(190)	2,337	2,148
Total	154,233	(116,059)	38,174	(3,207)	(435)	(3,036)	(470)	31	(105)	10	65	(22)	(7,168)	29,194	22,026

Key Budget Action Plans and Budget Variations:

				RAG	Action Plan Value	Forecast Variation against Plan/Budget
		Lead Officer	Additional Comments		£m	£m
A. Budget Action Plans						
1.	Planning & Sustainable Development	David Feeney	Pre-Application fee income in Planning - delayed implementation	A	(0.25)	0.06
2.	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	(0.75)	0.75
3.	Asset Management & Regeneration	Angela Barnicle	Asset Rationalisation	R	(0.20)	0.20
4.	Highways & Transportation	Gary Bartlett	LED Street Lighting Conversion	G	(0.43)	0.00
5.	Highways & Transportation	Gary Bartlett	Site Development	G	(0.25)	0.10
6.	Highways & Transportation	Gary Bartlett	Utility Permits	A	(0.20)	0.00
7.	Markets & City Centre Management	Phil Evans	Advertising Income	R	(0.20)	0.20
8.	Resources & Strategy	Phil Evans	Use of Balances/One Off Income	G	(0.50)	0.00
Total Budget Action Plan Savings					(2.78)	1.31
B. Other Significant Variations						
1.	Planning & Sustainable Development	David Feeney	Planning Application and Building Control Fees			0.89
2.	Economic Development	Eve Roodhouse	Loss of income and additional costs related to Covid 19.			0.12
3.	Asset Management & Regeneration	Angela Barnicle	Commercial Rental Income & Asset Activities			2.49
4.	Highways & Transportation	Gary Bartlett	Highways Maintenance			0.65
5.	Highways & Transportation	Gary Bartlett	Civil Engineering and Transport Planning			0.73
6.	Arts & Heritage	Cluny Macpherson	Net loss of income due to closure of venues			2.56
7.	Arts & Heritage	Cluny Macpherson	Postponement of Tour de Yorkshire and the Triathlon			(0.30)
8.	Active Leeds	Cluny Macpherson	Loss of income due to closure of Leisure Centres and reduced income once they re-open.			13.45
9.	Markets & City Centre Management	Phil Evans	Markets, advertising and Licences income			2.09
10.	All Services	All	Staffing Vacancies (excluding income funded posts)			(2.064)
11.	All Services	All	Savings on running costs across the Directorate			(1.008)
12.	All Services	All	Additional Pay Award			0.38
13.	All Services	All	Additional spend as a result of Covid 19			0.50
14.	Highways & Transportation	Gary Bartlett	Winter Pressures			0.60
15.	All Services	All	Net ELI savings across all services			(0.378)
City Development Directorate - Forecast Variation						22.026

COMMUNITIES & ENVIRONMENT DIRECTORATE SUMMARY

FINANCIAL DASHBOARD - 2020/21 FINANCIAL YEAR

Period 11 (February 2021)

The overall position is a projected overspend of £23,659k. Of this net position, £26,724k relates to the estimated impact of Covid-19, although this figure remains subject to variation as the situation continues. The overall position also includes assumptions around tighter recruitment/expenditure controls and the impact of the Council's Early Leavers Initiative (ELI) and it is estimated that potential savings of £3,065k are achievable.

Communities (£365k overspend)

Covid-19 related costs total £370k which includes a £360k projected loss of Community Centre income, £100k delays to planned savings from Community Centres, offset by running cost savings of £120k, and £27k cost of the additional 0.75% pay offer. Other net expenditure savings of £2k are projected. ELI savings of £102k are being used to contribute to existing budget action plans.

Customer Access (£1,954k overspend)

Covid-19 costs are estimated at £1,514k which includes the cost of software and equipment to support home working £158k, PPE/Social distancing measures and additional cleaning at Hub sites £435k, projected net income losses of £624k across the service, the additional cost of overtime £120k and the pay offer of £171k. Other variations include a projected staffing overspend of £72k, additional security of £120k and all other non-COVID income and expenditure variations of £248k.

Electoral and Regulatory Services (£348k overspend)

Elections, Licensing and Registrars (£513k overspend)

The majority of fee earning activities have reduced significantly - including Registrars, Entertainment Licensing, Land and Property Searches, Taxi & Private Hire Licensing. The combined impact on net income is estimated at £1,700k, with a further £17k cost relating to the pay offer, although these will be partially offset by other net savings of £568k, mainly from the cancelled May elections and savings from additional grant income in respect of compliance and enforcement activities. Further net savings of £636k are anticipated from staffing and other expenditure variations (including utilisation of £159k from the TPLH earmarked reserve) to partially offset the in-year income shortfall.

Environmental Health (£165k underspend)

The projected position reflects Covid related costs of £63k, mainly due to income losses from a reduction in activities across the service and the pay offer of £10k, offset by £228k of net savings in respect of staffing and other expenditure.

Welfare and Benefits (£1,274k over budget)

The projected overspend includes Covid-19 related expenditure in respect of the net cost of Housing Benefit claims for rough sleepers (£700k) and the estimated cost of the pay offer (£33k). In addition, the net cost of Supported Accommodation cases is estimated at an additional £1,000k although this is partially offset by additional grant income of £344k in respect of Housing Benefit Administration Subsidy and other forecast variations in expenditure and income of £115k.

Parks and Countryside (£4,538k overspend)

The overall estimated impact of Covid-19 on the service is £6,030k. Income generating facilities including Tropical World, Temple Newsam Home Farm, Lotherton Wildlife World, the Arium, Cafes, Golf courses, Bowling Greens, sponsorship and concessions in parks, are currently projecting net income losses of £3,058k. In addition, shortfalls in income from the reduction in chargeable works activities within Parks Operations and Landscaping are estimated at £1,788k and losses of income resulting from restrictions within bereavement services are estimated at £539k. A further £180k of income is estimated to be lost as a result of the cancellation of events held in parks although savings of £438k from the cancellation of the West Indian Carnival and bonfires will offset this. Other COVID related expenditure of £774k is anticipated, mainly due to measures in Parks to facilitate Safer Public Spaces and the cost of PPE equipment and cleaning. The cost of the pay offer is estimated at £129k, although this is offset by staffing savings of £1,224k together with other net operating expenditure savings of £268k.

Car Parking (£7,474k overspend)

Covid-19 related income losses of £8,143k across the service are currently estimated which reflects the Council's decision to suspend all car parking charges and enforcement activity until 4th July and the further estimated reduction in income levels from July onwards including the subsequent lockdowns in November and January-March 2021. Net staffing savings of £303k (including the pay offer at +£23k) and other expenditure savings of £366k are currently anticipated to partially offset this.

Community Safety (£55k underspend)

A small amount of additional expenditure (£5k) has been incurred in respect of Covid-19 and the impact of the pay award has been £53k. This is offset by other forecast expenditure savings elsewhere in the service of £113k, mainly relating to staffing costs.

Waste Management (£6,869k overspend):

Within the Refuse service, additional expenditure of £3,551k is currently forecast which reflects the cost of providing additional crews and vehicles to deal with increased volumes of waste and to provide necessary staffing cover and PPE equipment. Additional volumes of waste are currently forecast to cost an additional £2,812k to the end of the year. A further £838k is forecast at Household Waste Sites for the cost of providing PPE equipment, staffing cover and security at the sites as well as net income losses from inert waste charges and from the Revive shops. The pay offer is estimated at £155k, although this is offset by ELI savings of £71k and other forecast savings of £416k, mainly relating to prudential borrowing savings and additional weighbridge volume trend income.

Cleaner Neighbourhoods Teams (£316k underspend)

Covid-19 related costs of £242k reflect the loss of income from bulky waste collections, additional costs of cover for staff in self isolation, litter bin stickers, PPE equipment and the estimated cost of the pay offer. However, these are anticipated to be offset by other net staffing and operational savings of £559k.

City Centre (£73k overspend)

Covid-19 related costs of £173k include the projected loss of environmental enforcement income, additional cost of cover for staff in self isolation and the pay offer. Staffing and net expenditure savings of £100k are forecast to partially offset these costs.

Directorate Wide (£1,134k overspend)

The directorate is forecasting additional Covid-19 related costs of £1,125k. £947k of this is in respect of a temporary mortuary facility created as part of the Council's emergency planning arrangements to deal with a potential increase in mortality rates over and above current capacity for Leeds and Wakefield. In addition, a city wide mail out in respect of accessing support is projected to cost £134k, overtime and transport costs of £23k are anticipated for the co-ordination of the city wide use of volunteers, and £21k reflects the cost of a temporary senior officer in support of the Council's response to the Covid situation. Other cost pressures of £9k are also anticipated.

Budget Management - net variations against the approved budget;

Summary By Service

				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	16,270	(11,418)	4,852	97	0	(23)	0	(169)					(95)	460	365
Customer Access	25,106	(4,560)	20,546	397	120	371	(20)	0					868	1,086	1,954
Electoral & Regulatory Services (including Environmental Health)	8,296	(6,428)	1,868	(845)	(56)	(680)	(16)					(159)	(1,755)	2,103	348
Welfare And Benefits	196,901	(191,795)	5,106	114	0	1,252	(14)	76					1,428	(154)	1,274
Car Parking Services	4,867	(12,252)	(7,385)	(303)	23	(389)	0	0					(669)	8,143	7,475
Community Safety	8,621	(6,283)	2,338	(44)	0	5	0	0					(39)	(16)	(55)
Waste Management	44,279	(9,766)	34,513	3,275	132	3,082	581	(160)					6,909	(40)	6,869
Parks And Countryside	33,914	(26,147)	7,767	(1,095)	(1,236)	0	70	0					(2,261)	6,799	4,538
Environmental Action (City Centre)	2,119	(427)	1,692	(56)	(2)	(53)	12	0					(98)	171	73
Cleaner Neighbourhood Teams	12,762	(4,372)	8,390	(362)	0	27	(68)	0					(403)	87	(316)
Directorate wide	0	0	0	41	0	1,094	0	0					1,135	0	1,135
Total	353,135	(273,448)	79,687	1,219	(1,019)	4,687	546	(253)	0	0	0	(159)	5,021	18,638	23,659

Key Budget Action Plans and Budget Variations:

	Lead Officer	Additional Comments	RAG	Action Plan Value (£000s)	Forecast Variation against Plan/Budget
Communities					
Communities Team	Communities Team - achievement of staffing efficiencies	Shaid Mahmood	G	(75)	
Community Centres	Community Centres - asset transfer savings and general efficiencies within the service	Shaid Mahmood	R	(100)	100
Communities	Achievement of base budget vacancy factor	Shaid Mahmood	G	(166)	
Customer Access					
Contact Centre	Secure invest to save funding to partly offset additional staffing	Lee Hemsworth	A	(150)	
Customer Access	Achievement of base budget vacancy factor	Lee Hemsworth	R	(646)	72
Welfare & Benefits					
Housing Benefits	Achievement of staffing reductions	Lee Hemsworth	G	(200)	
Welfare and Benefits	Achievement of base budget vacancy factor	Lee Hemsworth	G	(194)	
Electoral and Regulatory Services (incl Environmental Health)					
Elections	Charge PCC for share of elections	John Mulcahy	G	(400)	(311)
All	Achievement of base budget vacancy factor	John Mulcahy	G	(177)	
Car Parking					
Car Parking	Increase charges at Woodhouse Lane car park by 50p for a full day	John Mulcahy	R	(100)	100
Car Parking	Achievement of base budget vacancy factor	John Mulcahy	G	(148)	
Waste Management					
Refuse	Secure agreement from DEFRA re revision to waste contract	John Woolmer	G	(2,200)	
Waste Management - all	Achievement of management structure staffing savings	John Woolmer	G	(50)	
Waste Management - all	Achievement of base budget vacancy factor	John Woolmer	G	(290)	
Parks and Countryside					
Parks and Countryside	Additional funding from Children's Funeral Fund	Sean Flesher	G	(120)	
Parks and Countryside	Staffing savings - achievement of vacancy factor	Sean Flesher	G	(1,398)	

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Community Safety					
Community Safety	Maximisation of external funding	Paul Money		G	(175)
Community Safety	Achievement of staffing efficiencies	Paul Money		G	(17)
Community Safety	Achievement of base vacancy factor	Paul Money		G	(335)

Directorate Wide

Other Significant Variations					
All	Covid-19 related	All	Covid-19 expenditure/income variations not already shown in action plans above		26,835
All	Staffing	All	Estimated staffing savings		(2,137)
All	Operating expenditure	All	Expenditure savings identified - running costs etc.		(1,865)
ELR	Taxi & Private Hire Licensing	John Mulcahy	Utilisation of earmarked reserve		(159)
All	Other	All	All other variations		1,024

Communities & Environment - Forecast Variation	23,659
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RESOURCES AND HOUSING

FINANCIAL DASHBOARD - 2020/21 FINANCIAL YEAR

PERIOD 11

Overall

The Directorate has a projected overspend at month 11 of £12.8m which is an improvement of £571k from the month 10 position of £13.4m. The improvement can be mainly explained by a £0.75m reduction in the forecast of Authority wide PPE expenditure which has reduced to £4.25m. Within this position, there is a net deterioration of £307k on Housing mainly as a result of increases in accommodation related costs which is partially offset by additional grant funding, a net £67k adverse movement within Finance mainly as a result of an increase in court fees pressure of £162k partially offset by £74k of savings in staffing and running costs, Shared Services has improved by £93k as a result of increased staff and running cost savings. The total COVID related cost/loss of income is £17.5m is partially offset by savings/income of £4.8m comprising staff savings assumptions, additional income and savings in non essential expenditure across all services.

Resources

There is a projected overspend of £1.1m across the Resources group of services, £4.4m of this is due to the adverse impact of COVID partially offset by non COVID savings/income of just under £3.3m. The most significant items are a projected loss of court fees in Finance of £2m, £0.2m estimated cost of operating and providing meals from the Food Warehouse, £0.8m reduction in income to capital projects and other charges. Delays to the implementation of Budget Actions Plans and other COVID pressures in Shared Services are around £0.2m. There are net savings on non COVID related areas of £3.3m, being a combination of savings against vacant posts, savings from ELIs, non essential spend and other running cost savings.

Housing Services

An overspend of £688k is forecast for Housing and is an increase of £207k from the month 10 position. The £307k is a result of a £314k increase in emergency accommodation and related costs partially offset by a £120k increase in Housing Benefit subsidy. The total COVID pressure of £2.9m is partially offset by additional Housing Benefit income of £1.3m and confirmation of £0.9m of Next Step Grant of which an initial estimate is that £670k can be applied against existing pressures. Offsetting this position within the Directorate will be £404k of Tier 3 assumed funding which is being accounted for corporately.

Civic Enterprise Leads (CEL)

The division is projected to overspend by £6.7m with £8.1m attributable to COVID and partially offset by £1.4m of additional income and reduced forecast expenditure. Of the £8.1m COVID pressures, £5.7m is forecast in LBS due to a reduction in income as a consequence of reviewing what services can currently be delivered safely, front line staff self isolating and staff working elsewhere to support COVID related activity. Furthermore an estimate has been made on the impact on efficiency for those operatives working but having to do so to meet the requirements of safe distancing.

In addition, school closures earlier in the financial year and meal take up not returning to expected levels from September, continuing closures of commercial outlets and the provision of emergency meals (grab bags / hampers) to children and following announcement of the latest lockdown is forecast to cost £1.349m in Catering, a small improvement of £12k.

The Authority wide net expenditure on PPE of £4.25m although coded within CEL has been shown separately below.

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	100,415	(32,613)	67,802	150	(32)	(128)	(121)	133	0	(20)	0	0	(18)	1,118	1,100
Housing	23,148	(15,657)	7,491	(417)	0	1,650	0	0	0	0	0	0	1,233	(545)	688
CEL	148,396	(140,366)	8,030	(3,052)	(110)	(22)	(122)	(102)	0	0	0	0	(3,408)	10,158	6,750
PPE				0		4,250							4,250		4,250
Total	271,959	(188,636)	83,323	(3,319)	(142)	5,750	(243)	31	0	(20)	0	0	2,057	10,731	12,788

Key Budget Action Plans and Budget Variations:

Service	Budget Action	Lead Officer	Comments	RAG	Action Plan Value	Forecast Variation against Plan/Budget
					£m	£m
HOUSING						
Housing	Additional Charges to DFG	Jill Wildman	New structure in Health and Housing in place. No issues expected, but need to keep under review re level of capital spend to justify charges to scheme	G	(0.21)	
CEL						
Leeds Building Services	To ensure the delivery of the targeted return (£10.655m) and ensure service developments and effective productivity improvements.	Sarah Martin	Significant risk turnover won't be delivered with impact of pandemic; Currently £500k/week under recovery	R	0.00	5.65
CPM	Additional charges to capital (staffing)	Sarah Martin	New structure in place during 19/20. No issues anticipated	G	(0.04)	
Facilities Management	Insourcing of Office waste and Voids	Sarah Martin	Insourcing of general waste contract completed, insourcing of voids slipped.	G	(0.08)	
Facilities Management	Review of servicing offer at Merrion Hosue	Sarah Martin	Savings to come from fewer meetings etc as a result of WFH.	G	(0.06)	
Fleet Services	Electric Vehicle replacement and reduction in hire	Sarah Martin	EV vehicle replacement on track and service working to reduce hire. Assue slippage 6 months re COVID	A	(0.33)	
Fleet Services	Generate additional external income from maintenance of external vehicles	Sarah Martin	Covid-19 epidemic has delayed savings and income	G	(0.21)	0.01
Catering	Generate net additional income from expanding commercial offer	Sarah Martin	Aireborough leisure centre completed but affected by closures	R	(0.03)	
Catering	Target saving from reduced reliance on meat based dishes	Sarah Martin	School closures could affect ability to deliver this	R	(0.04)	
RESOURCES						
DIS / Shared Services	Mail and Print Review - Printer rationalisation	Dylan Roberts	This has been done printers required will be in place for end of March and paid from ESP budget 2019/20;	G	(0.25)	
DIS / Shared Services	Mail and Print Review - Reductions in the volume of printing (Colour and B&W)	Dylan Roberts	Work in progress to get volumes down – given that the vast majority of staff are wfh there will be significant reductions in printing. Assuming WFH continues into 2020/21 will bring reduced printing costs in the new year.	G	(0.15)	
DIS / Shared Services	Mail and Print Review - new Print Unit Equipment and LCC wide cost reduction on external spend	Sonya McDonald	Procurement exercise completed. Contract due to be awarded	R	(0.14)	0.07
DIS	DIS Breakfix - reduced external spend	Bev Fisher	This is done - past six months trends show a reduction in costs – no reasons this wouldn't continue.	G	(0.06)	
DIS	Staffing Reduction - DIS Service Desk	Bev Fisher	Not actioned – given the current demand/volume of calls cannot reduce staffing levels in the service desk in the near future or maybe at all. Need to identify alternative actions to offset	G	(0.05)	
DIS	DIS - Health and City Partnerships	Bev Fisher	Done and agreed – signed 12 months contracts with health partners	G	(0.25)	
HR	Staffing reductions	Andrew Dodman	ELI Business case approved. Staff leaving between Mar and Oct; Savings net of ELI costs	G	(0.13)	
HR	Income HR	Andrew Dodman	Charges to academies. Agreed	G	(0.02)	
HR	Ultra Low Emission Vehicles (ULEV)	Andrew Dodman	Anticipate around £10k LCC wide on existing ULEV take up	A	(0.05)	0.05
HR	Apprenticeship Levy (Rolled over 19/20)	Andrew Dodman	This income will not be received. (Will need to identify alternative savings in year & remove from base budget)	R	(0.15)	0.15
Shared Services	E Invoices	Sonya MCDonald	Procurement exercise for technical solution completed	R	(0.15)	0.15
Shared Services	Servicing of meeting savings	Louise Snowden	£200k initial savings; £60k been identified elsewhere. £140k potential issue	R	(0.14)	0.07
DIRECTORATE WIDE						
Directorate Wide	Line by Line Reductions	Various COs	HR £44k (Staff shop, Serv Devt); Legal £100k; Pru Borrowing £60k; S&I £50k; 1N year monitoring of spend	G	(0.31)	
Directorate Wide	Staffing reductions	Various COs	Passengers £87k ELI done; Housing Options £90k (split GF/ HRA)	G	(0.13)	
Directorate Wide	Impact of Covid-19		Additional expenditure/loss of income as a result of pandemic net of £1.3m HB income	R		4.86
	Impact of Covid-20		Pay Award	R		1.04
Directorate/LCC Wide	Impact of Covid-19		PPE Expenditure	R		4.25
B. Other Significant Variations						
Directorate/LCC Wide	All Other variations		Net pressures, vacancy freeze and non essential spend savings	G		(3.51)

Resources and Housing Directorate - Outturn Variation

12.79

**STRATEGIC & CENTRAL ACCOUNTS - 2020/21 FINANCIAL YEAR
FINANCIAL DASHBOARD - PERIOD 11**

Overall :

The overall projection for month 11 for Strategic & Central Accounts shows an underspend of £73.7m.

The dashboard includes a separate row for corporate Covid-related pressures and income, with a total net credit of £100.4m. This position includes £69.5m of government grant support awarded to the council for the impact of Covid (of which £3.4m will be carried forward in reserves), a projected £26.9m compensation grant for lost sales, fees and charges income during the pandemic, and £16.4m use of capital receipts brought forward arising from the Merrion House capital distribution. It also reflects the estimated £12.9m cost of the corporate Early Leavers scheme, less £0.5m to be funded from the flexible use of capital receipts.

The dashboard recognises the potential for a shortfall of £27.9m in capital receipts as a result of the shutdown in the economy due to the Covid 19 lockdown, which would require a corresponding increase in the level of MRP chargeable to revenue. This represents a worst case scenario given the considerable uncertainty in the property market, and a lower shortfall against budget may be achievable. An underspend of £1.3m in the rest of the debt budget is currently forecast.

As a result of the impact of Covid 19 on the local economy, the council anticipates that it will receive significantly more S31 grants as compensation for the additional business rates reliefs given during the year. There will be a corresponding impact on the Collection Fund deficit which the council will have to fund in 2021/22 as a result of these additional reliefs, and thus the additional income (currently projected at £75.9m) will be fully required in 2021/22 and will therefore be carried forward in an earmarked reserve. A reduction of £2.1m has also been recognised in the council's projected business rates levy for the year, as a result of anticipated reduced business rates income. Following the recent government spending review, an additional projected £2.2m of New Homes Bonus grant income has also been recognised.

There is a risk that general and schools capitalisation budget targets will not be met, and as a result the projection shows a potential pressure of £1.3m across the two budgets. Potential underspends of £3.4m in the overall corporate position are shown as a contribution to earmarked reserves.

Budget Management - net variations against the approved budget

	Expenditure Budget £'000	Income Budget £'000	Latest Estimate £'000	PROJECTED VARIANCES										Total (under) / overspend £'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	(12,988)	(20,089)	(33,078)			1,323						3,474	4,797	(61)	4,736
Corporate Covid issues	0	0	0	12,440							(16,372)	3,432	(500)	(99,933)	(100,433)
Debt	35,747	(17,881)	17,866			(400)					26,876		26,476	57	26,533
Govt Grants	2,161	(27,581)	(25,420)									75,907	73,746	(78,160)	(4,414)
Joint Committees	35,201	0	35,201						7	(2,161)			7		7
Miscellaneous	5,746	(794)	4,952	(139)		(19)							(158)	49	(109)
Insurance	8,764	(8,764)	0			1,236		25				(1,165)	96	(96)	0
Total	74,630	(75,109)	(479)	12,301	0	2,140	0	25	7	(2,161)	10,504	81,648	104,464	(178,144)	(73,680)

STRATEGIC & CENTRAL ACCOUNTS - 2020/21 FINANCIAL YEAR

Key Budget Action Plans and Budget Variations:

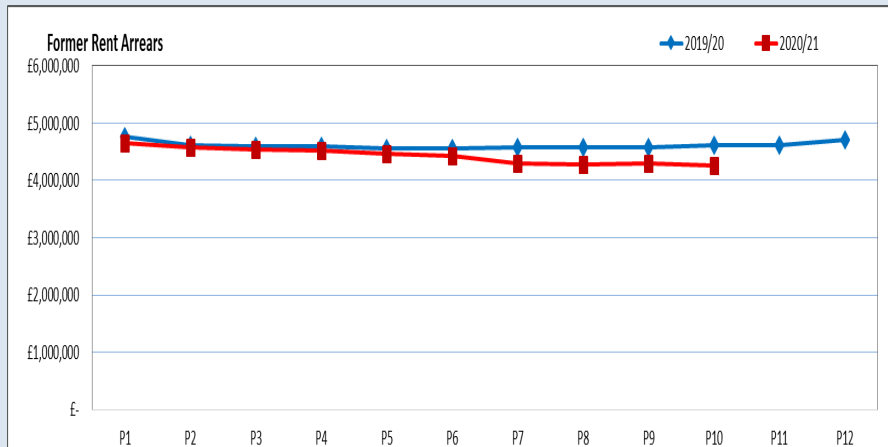
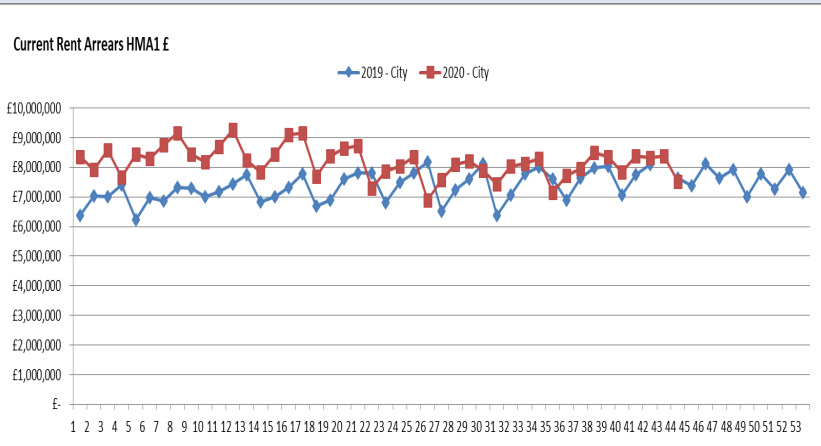
				RAG	Budget	Forecast Variation against Budget
		Lead Officer	Additional Comments			
					£m	£m
A. Major Budget Issues						
1.	Debt Costs and External Income	Victoria Bradshaw	An underspend on external debt costs is projected	G	20.2	(0.9)
2.	Minimum Revenue Provision	Victoria Bradshaw	The budget relies on the use of capital receipts to repay some debt. Due to the slowdown in economic activity, there is a risk that sufficient capital receipts may not be realised, requiring additional MRP from revenue.	R	14.2	27.5
3.	New Homes Bonus	Victoria Bradshaw	Forecast increased following recent Government Spending Review	G	(4.7)	(2.2)
4.	Business Rates (S31 Grants & retained income)	Victoria Bradshaw	The current forecast is for an additional £75.9m of S31 grant income in relation to business rates. However this will be required to fund the Collection Fund deficit expected to be carried forward to 2021/22, and so will be carried forward in an earmarked reserve.	G	(22.7)	0.0
5.	S278 Contributions	Victoria Bradshaw	Section 278 capital spend and funding is currently projected to be in line with the budget. This represents slippage in spend of £0.4m since period 10.	G	(4.6)	0.0
6.	General capitalisation target	Victoria Bradshaw	There are risks that reductions in non-essential spend may impact on the potential for capitalisation.	A	(3.5)	1.0
7.	Schools capitalisation target	Victoria Bradshaw	There is a risk that this level of capitalisation may not be achieved.	A	(3.7)	0.3
8.	Joint Committees	Victoria Bradshaw	Minor net variations at Period 11	G	35.2	0.0
9.	Covid support grants	Victoria Bradshaw	General Covid support grants totalling £69.5m have been recognised, together with £19.0m of grant in compensation for lost sales, fees & charges income	G	0.0	(99.9)
10.	Early leavers costs	Victoria Bradshaw	Estimated severance costs of £14m and pension strain costs of £2.3m have been included in respect of the corporate ELI scheme	R	0.0	12.9
11.	Use of capital receipts	Victoria Bradshaw	A figure of £17.0m has been recognised for the use of the capital receipt recognised in relation to Merrion House	G	0.0	(16.4)
12.	Flexible use of capital receipts	Victoria Bradshaw	It is intended that £0.5m of the Early Leavers costs in cluded in item 10 above will be capitalised under the flexible use of capital receipts provisions	G	0.0	(0.5)
B. Other Significant Budgets						
1.	Insurance	Victoria Bradshaw	New large claims, partially offset by schools income, have driven overspend to £743k to be funded from insurance reserve.	A	0.0	0.0
2.	Prudential Borrowing Recharges	Victoria Bradshaw	Forecast at Period 11 is in line with budget	G	(16.6)	0.0
3.	Business Rates Levy	Victoria Bradshaw	Pessimistic projection for business rates growth means that the council's levy payable is expected to be below budget	G	2.1	(2.2)
4.	Contributions to earmarked reserves	Victoria Bradshaw	Potential underspends of £3.5m in the overall corporate position will be contributed to earmarked reserves. A further £3.4m of Covid support grant will also be carried forward.	G	0.0	6.8
5.	Miscellaneous	Victoria Bradshaw	Minor net variations at Period 11	G	4.9	(0.1)
Strategic & Central Accounts - Forecast Variation						(73.7)

Housing Revenue Account - Period 11 Financial Dashboard - 2020/21 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	(212,140)	(210,385)	1,755	£1,046k Increase in Voids due to Covid 19. £365k pre-covid trend void rate moved from 0.75 to 0.92. £197k Net impact of reduction in RtBs sales offset by ROFR delays. £70k Covid 19 loss of commercial rent. Garages rent pressure £77k.	1,700
Service Charges	(8,484)	(8,410)	74		49
Other Income	(33,772)	(31,179)	2,593	£293k RtB admin income due to Covid 19. £45k Technical cap sals. £626k Civica project team not charged to capital. £250k staff not working on capital schemes due to Covid 19. £593k vacant posts in P&I not charged to cap schemes. £423k Hsg growth posts vacant - offset in emp costs. £180k reduction in Court income due to Covid 19 - offset in Internal Charges. Leeds Pipes pressure £273k. £(112)k Telecoms income.	2,712
Total Income	(254,396)	(249,974)	4,423		4,460
Expenditure					
Disrepair Provision	1,400	3,530	2,130	Increase in case numbers and average costs.	2,000
Repairs to Dwellings	45,081	40,881	(4,200)	Covid 19 impact.	(3,200)
Council Tax on Voids	778	1,022	244	Covid 19 impact due to void level.	244
Employees	31,402	29,973	(1,429)	Hsg Mgt £(1,520)k, P&I £(814)k, Hsg Growth £(320)k, Technical £42k. £1,183k Severance costs and pension strain for employees leaving before end of 20/21.	(1,406)
Premises	8,202	8,144	(58)	Navigation House Delapidation work. Gas and water savings £(166)k.	(4)
Supplies & Services	3,835	3,456	(379)	ICT savings review plus WFH and line by line review savings.	(352)
Internal Services	44,064	43,907	(157)	£575k Civica DIS staff not charged to capital. £(180)k reduction in charges for Court cost - offset in internal Income. £(16)k PFI movement. £(177)k Leeds pipes reduction in consumption. £(243) CCTV recharge. £211k Disrepair legal costs. £(376)k grounds maintenance. £100k Community Hubs. £(50)k other internal charges.	124
Capital Programme	60,550	45,777	(14,773)	Estimated £15m reduction in transfer to capital due to slippage in the programme. £9.6m transfer to capital reserve, £5m funding other pressures.	(15,066)
Unitary Charge PFI	10,417	10,651	234	To reflect movement on PFI.	234
Capital Charges	44,334	44,333	(1)		(1)
Other Expenditure	5,739	5,689	(50)	Provision for bad debt £207k pressure. £(147)k transport saving due to Covid 19. £(71)k Reduced Community Payback payments due to Covid 19.	(50)
Total Expenditure	255,800	237,362	(18,439)		(17,477)
Net Position	1,404	(12,612)	(14,016)		(13,016)
Appropriation: Sinking funds	(216)	173	389	Movement in PFI - offset above.	389
Appropriation: Reserves	(1,188)	2,839	4,027	Revised use of EIT reserve. £3.9m Transfer to Repair / Direpair reserve.	3,027
(Surplus)/Deficit	0	(9,600)	(9,600)		(9,600)
Proposed New Reserves			-		-
Transfer to Capital Reserve		9,600	9,600	Transfer to Capital Reserve	9,600
Total Current Month	0	(0)	(0)		0

Housing Revenue Account - Period 11 Financial Dashboard - 2020/21 Financial Year



Change in Stock	Budget	Projection
Right to Buy sales	(645)	(414)
Right of First Refusals/ Buybacks	65	38
New Build (Council House Growth)	80	75
Total	(500)	(301)

Right to Buy Receipts	2019/20 Actual	2020/21 Projection
Total Value of sales (£000s)	33,931	23,468
Average Selling Price per unit (£000s)	55.4	56.7
Number of Sales	612	414
Number of Live Applications	1,333	1,458

Arrears	2019/20	2020/21	Variance
	£000	£000	£000
Dwelling rents & charges	2019/20 Week 44	2020/21 Week 44	
Current Dwellings	7,644	7,535	(108)
Former Tenants	4,609	4,262	(347)
	12,253	11,798	(455)
Under occupation	2019/20 Week 53	2020/21 Week 44	
Volume of Accounts	3,051	2,747	(304)
Volume in Arrears	1,198	1,009	(189)
% in Arrears	39.3%	36.7%	-2.5%
Value of Arrears	197	161	(37)
Collection Rates	2019/20 Week 53	2020/21 Week 44	
Dwelling rents	96.43%	96.28%	-0.2%
Target	97.50%	97.50%	0.0%
Variance to Target	-1.07%	-1.22%	-0.2%

Housing Revenue Account - Period 11 Financial Dashboard - 2020/21 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)	0	0	(6,495)
Earmarked Reserves				
Welfare Change	(807)	653	0	(154)
Housing Advisory Panels	(507)	0	0	(507)
Sheltered Housing	(2,777)	0	0	(2,777)
Early Leavers' Initiative	(408)	408	0	0
Wharfedale View	(23)	0	0	(23)
Changing the Workplace	(151)	0	0	(151)
ERDMS	(257)	0	0	(257)
Proposed Repair / Disrepair Reserve	0	0	(3,900)	(3,900)
	(4,930)	1,061	(3,900)	(7,769)
PFI Reserves				
Swarcliffe PFI Sinking Fund	(1,474)	0	(1,346)	(2,820)
LLBH&H PFI Sinking Fund	(6,025)	1,173	0	(4,852)
	(7,499)	1,173	(1,346)	(7,672)
Capital Reserve				
MRR (General)	(8,278)	49,628	(50,949)	(9,600)
MRR (New Build)	(1,105)	808	0	(297)
	(9,383)	50,437	(50,949)	(9,896)
Total	(28,308)	52,671	(56,195)	(31,832)

Report of Director of Children and Families

Report to Executive Board

Date: 21 April 2021

Subject: Outcome of statutory notice on a proposal to establish Resource Provision at St Margaret’s Church of England (C of E) Primary School from September 2021



Are specific electoral wards affected? If yes, name(s) of ward(s): Horsforth	<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 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 contains details of a proposal brought forward to meet the Local Authority’s duty to ensure a sufficiency of school places. The changes that are proposed form prescribed alterations under the Education and Inspections Act 2006. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and accompanying statutory guidance set out the process which must be followed when making such changes. The statutory process to make these changes varies according to the nature of the change and status of the school. The process followed in respect of this proposal is detailed in this report. The decision maker in these cases remains the local authority (LA).

- An initial public consultation on a proposal to establish a 12 place Resource Provision for pupils with complex communication difficulties including Autistic Spectrum Condition (ASC) at St Margaret’s C of E Primary School in Horsforth with effect from September 2021 took place between 20 November and 18 December 2020. The outcome of this consultation was detailed in a report presented to Executive Board at its meeting on 10 February 2021 who approved the recommendation for the LA as proposer to publish a statutory notice in respect of the proposal.

- A statutory notice was published on 24 February 2021 marking the start of a four week formal consultation, also known as the 'representation' stage as prescribed in the 'Prescribed Alterations' regulations. During this four week period, which ended on 24 March 2021, anyone could submit comments on or raise objections to the proposal. There were six representations received during the statutory period of which three supported the proposal, two did not express support or objection to the proposal and one objected to it. The objection was on grounds not previously raised during the first stage of public consultation. Other points made that did not come forward previously included one respondent who raised concerns about communications and site access, one who raised concerns about secondary SEND provision and one who asked questions about the impact of the proposed additional accommodation and the benefits the proposed provision might offer to pupils of the school who would not be on the roll of the Resource Provision. These concerns and questions are addressed in the main section of this report.
- Where formal objections are received in respect of school organisation proposals, the Executive Member for Learning, Skills and Employment will engage with the Chair of Children and Families Scrutiny Board and agree next steps. The outcome of those discussions is conveyed to Scrutiny Board members so that they might express agreement or otherwise. As an objection was received during the representation period, this process was followed and Scrutiny Board members determined that no further scrutiny of the objection received was required.
- This report summarises the representations received during the statutory notice period and seeks approval from Executive Board on the recommendations below.

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

- This proposal contributes to the city's aspiration to be the best council, the best city in which to grow up and a child friendly city. The delivery of pupil places through the Learning Places Programme is one of the baseline entitlements of a child friendly city.
- This proposal would establish Resource Provision learning places in a mainstream setting, actively contributing towards achievement of the Child Friendly City aspiration to 'improve educational attainment and closing achievement gaps for children and young people vulnerable to poor learning outcomes'.
- The proposal is being brought forward to meet the LA's statutory duty to ensure that there are sufficient school places for all the children and young people in Leeds. Providing Resource Provision places in an area where demand is high is an efficient use of resources which should enable more children to access suitable provision within a reasonable travelling distance of where they live. The proposal offers good value for money through its capacity to support the achievement of the Best Council Plan outcome that states 'We want everyone in Leeds to do well at all levels of learning and have the skills they need for life'.
- A good quality school place also contributes towards delivery of targets within the Children and Young People's Plan such as the 3As strategy to improve attendance, achievement and attainment.

3. Resource Implications

- Planning permission would need to be granted prior to the commencement of any construction works required. Once the feasibility stage is complete and, subject to the proposal gaining approval to proceed to detailed design stage, budgets would be realigned to reflect that all parties have agreed the final design and cost estimates, which would take account of site investigations and survey information, in accordance with standard project and risk management principles. The scheme would also be subject to relevant stakeholder consultation.
- At its meeting on 10 February Executive Board approved provisional 'Authority to Spend' £1.1m for this scheme. Once design freeze has been reached, School Places Programme Board would be asked to confirm Authority to Spend for the proposed scheme along with any necessary risk fund application, in line with current governance arrangements.

Recommendations

Executive Board is asked to:

- a) Approve the proposal to establish a 12 place Resource Provision for pupils with complex communication difficulties including Autistic Spectrum Condition (ASC) at St Margaret's C of E Primary School in Horsforth with effect from September 2021;
- b) Approve the recommendation to exempt the decision from Call-In for the reasons set out in paragraph 4.5.2; and
- c) Note the responsible officer for implementation is the Head of Learning Systems.

1. Purpose of this report

- 1.1 This report contains details of a proposal brought forward to meet the LA's duty to ensure a sufficiency of school places, which supports the achievement of the Best Council priority to improve educational attainment and close achievement gaps. This report describes the outcome of a statutory notice published under the Education and Inspections Act 2006 and in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 in regard to a proposal to establish a 12 place Resource Provision for pupils with complex communication difficulties including ASC at St Margaret's C of E Primary School and seeks a final decision in respect of this proposal.

2. Background information

- 2.1 At its meeting on 10 February 2021, Leeds City Council's Executive Board considered the outcome of the initial public consultation on this proposal which took place between 20 November and 18 December 2020. Approval was given to publish a statutory notice, which was brought forward under the Education and Inspections Act 2006 and in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013. The Notice was published on 24 February 2021 marking the start of a four week formal consultation, also known as the 'representation' stage as prescribed in the 'Prescribed Alterations' regulations. During this four week period which ended on 24 March 2021 anyone could object to or comment on the proposal. A final decision on a proposal must be made within 2 months of the expiry of the statutory notice, therefore by 24 May 2021. Executive Board is the decision maker for this proposal.
- 2.2 The statutory notice was published in the Yorkshire Evening Post and the full proposal was posted on the Leeds City Council website. All parents/carers at the school received notification, along with any stakeholders who responded to the first stage of informal consultation and provided their contact details. Other local schools were also informed about the proposals along with ward councillors, community groups and other relevant stakeholders.
- 2.3 There were six representations received during the statutory period of which three supported the proposal, two did not express support or objection to the proposal and one objected to it. The objection was on grounds not previously raised during the first stage of public consultation. Other points made that did not come forward previously included one respondent who raised concerns about communications and site access, one raised concerns about secondary SEND provision and one asked questions about the impact of the proposed additional accommodation and the benefits the proposed provision might offer to pupils of the school who would not be on its roll. These concerns and questions are addressed in the main section of this report.

3. Main issues

- 3.1 The number of children and young people living in Leeds has increased over the past decade, which has resulted in rising demand for both mainstream places and specialist provision places across the city. The strategic drive to keep pupils in mainstream or with enhanced provision in mainstream school is a key priority for the city. To support this there is an identified need for additional Resource Provision places in mainstream schools, particularly for children and young people with

complex communication difficulties which are being identified as a consequence of a substantial increase in Education, Health and Care Plan (EHCP) assessments. Demand for new Resource Provision places to be developed in key locations across the city has resulted in this proposal being brought forward at this time.

- 3.2 The proposed specialist Resource Provision at St Margaret's C of E Primary School would support children with EHCPs to attend a local mainstream setting providing both a differentiated curriculum and access to mainstream social and wider curriculum activities. The proposed provision would also potentially benefit other pupils who may be able to access some of the resources created through the scheme where appropriate.
- 3.3 Specialist staff with expertise and skills in ASC would lead the provision, better providing for pupils' sensory and learning needs and enhancing the quality of provision for pupils with Special Educational Needs and Disabilities (SEND).
- 3.4 The establishment of Resource Provision at St Margaret's C of E Primary School is proposed as it would provide specialist places at an Ofsted rated "Outstanding" school situated in an area of need for children with complex communication difficulties. The school is inclusive and there are a significant number of children already on roll who have SEND including many with complex communication difficulties including ASC. Existing staff have considerable experience of meeting the needs of these children and there is also a real commitment on the part of the head teacher, leadership team and governors to making a success of the proposed provision by building on what they are already doing to support children with SEND.
- 3.5 Leeds City Council's Learning Inclusion team is supportive of the proposed establishment of Resource Provision places at St Margaret's C of E Primary School and the head teacher, Governing Body and Senior Leadership Team are confident that the dedicated staff team at the school can meet the needs of every child who attends, managing the establishment of Resource Provision whilst maintaining high standards of teaching and learning.
- 3.6 An initial public consultation on a proposal to establish a 12 place Resource Provision for pupils with complex communication difficulties including Autistic Spectrum Condition (ASC) at St Margaret's C of E Primary School in Horsforth with effect from September 2021 took place between 20 November and 18 December 2020. The outcome of this consultation was detailed in a report presented to Executive Board at its meeting on 10 February 2021 who approved the recommendation for the LA as proposer to publish a statutory notice in respect of the proposal.
- 3.7 During the four week representation period, following publication of the statutory notice there were six representations received of which three supported the proposal, two did not express support or objection to the proposal and one objected to it.
- 3.8 A summary of the main themes from supportive comments submitted during the statutory notice period is included below (individual respondents may have made more than one of these comments);
 - Three of the comments received stated that there is a need in the area for the proposed Resource Provision.

- One of the comments received suggested that the proposed provision would be of benefit to all children attending St Margaret's C of E Primary School.
- One of the comments received was complimentary about the existing provision for SEND learners at St Margaret's C of E Primary School and supported the development of it through the establishment of Resource Provision at the school.

3.9 Summary of concerns received during the statutory notice period within representations supportive of the proposal

3.9.1 Concern that local families are unable to find suitable secondary SEND provision. One respondent asked if additional secondary SEND places were being planned for the area as there appears to be a shortage of places.

3.9.2 Response: Proposals were approved at Executive Board's meeting in February 2021 to establish Resource Provision at Bishop Young C of E Academy and to permanently expand West Oaks SEN Specialist School and College from 350 to 500 places for learners aged 2-19 utilising the former Rose Court site in Headingley. These schemes will commence within the academic year 2021-22 and both will result in secondary SEND capacity in Leeds increasing. The expansion of West Oaks SEN Specialist School and College will address a city-wide need for additional specialist places and the Resource Provision at Bishop Young C of E Academy will address a need in the local area and beyond. Resource Provision is also being established at Trinity Academy Leeds which is a new secondary free school that is due to open in the Burmantofts area of Leeds in Sept 2021 and a new special free school catering for ages 4-16 is due to open on the former Copperfields College site in East Leeds in 2023. Further proposals will be brought forward in the future as required to address identified secondary SEND need at both a city-wide and local level.

3.10 Summary of concerns and questions received during the statutory notice period within representations that neither supported nor opposed the proposal

3.10.1 Concern that local residents were not aware of the proposals. One respondent only became aware of the proposal part way through the statutory period despite living in close proximity to the school. The respondent suggested that the communication methods used to raise awareness of the consultation process were focussed too heavily on families with school-aged children.

3.10.2 Response: Initial consultation on the proposal to establish Resource Provision at St Margaret's C of E Primary School was undertaken from 20 November to 18 December 2020. Despite the pandemic restrictions in place at the time a range of activities were undertaken to engage with the local community and other stakeholders.

A delivery company was engaged to distribute leaflets advertising the consultation to approximately 340 households in the local area including the street where the respondent lives. Email communications about the consultation were sent out to local schools, local Early Years settings, ward members, the local MP, Horsforth Town Council, the Catholic and C of E dioceses and various parent support groups.

Information about the consultation was posted on the Leeds City Council and school websites and shared via various social media platforms. Parents and carers of existing pupils at St Margaret's C of E Primary School were informed about the consultation via communications from the school and meetings about the proposal were held with staff and governors of the school. Two online consultation sessions were also held which offered attendees, including members of the public, an opportunity to discuss the proposal with the school leadership team and Leeds City Council officers.

The comments and suggestions made by this respondent about the effectiveness of communications will be considered when future consultation work is being planned.

3.10.3 Concern about disruption from construction works. One resident of Town Close in Horsforth raised concerns about potential disruption during construction works and suggested alternative access to the school site should be established on a permanent basis from Church Road. Concern was also raised about how frequently Town Close is already used for vehicular access to the school site.

3.10.4 Response: Town Close is currently used on an occasional basis for vehicle access to the school field at St Margaret's C of E Primary School for activities such as grounds maintenance and grass-cutting. If the proposal to establish resource provision at the school progresses, additional accommodation would be needed to deliver it. This accommodation would be provided through the installation of a modular building on the school playground/field. Contractor access for the installation of the modular unit would need to be via Town Close as this is the only vehicular access route to the school field and playground.

If the proposal goes ahead, every effort would be made to keep vehicular movements associated with installation of the accommodation to a minimum. As much work as possible would be done off site ahead of delivery of the building which would arrive in sections ready to be craned in to position from Church Road before being assembled on site. It is anticipated that delivery of the units to site would necessitate road closures and the closure of a bus stop for one day. Ahead of installation work starting a letter/flyer would be sent to all residents on Town Close. This would set out details of the construction works including working hours, a brief description of the works, when the modular unit would be arriving and any times when it is likely to be more disruptive, for example when groundworks are being carried out which is hoped should only last for a 2 week period - pending the results of the recent surveys and there being no complications.

The creation of temporary or permanent access from Church Road to the school site would be a matter for the Special Purpose Vehicle (SPV) as St Margaret's is a Private Finance Initiative (PFI) school and this is outside of the scope of this project.

3.10.5 Question about the impact of the proposed Resource Provision on pupils at St Margaret's C of E Primary School. One respondent asked for clarification about how a Resource Provision might be of benefit to pupils attending the school who are not on the roll of the provision.

3.10.6 Response: St Margaret's C of E is an inclusive school which already has a significant number of children on roll who have Special Educational Needs and Disabilities (SEND) including many with complex communication difficulties including ASC. The proposed Resource Provision would enable the school to

provide much-needed specialist resources for children with SEND and the head teacher and leadership team believe that it would be a potential benefit to all pupils and staff in the school.

The Resource Provision would provide additional accommodation, which school leaders intend would be accessed by children from both the mainstream school and the Resource Provision. Having more physical space for SEND pupils within the school would reduce the pressure on existing teaching groups and enable the school to have more flexibility to meet all pupils' identified needs. The establishment of specialist provision would positively contribute to the harmonious environment within school and enhance the learning experience of all pupils.

If the proposal goes ahead the intended staffing structure would include an additional 7 roles. Highly trained and skilled staff would be able to share their areas of expertise, including supporting learners with ASC, with the wider school community.

3.10.7 Question about the impact of the proposed new accommodation. One respondent asked for clarification about how the existing infrastructure and playing fields would be impacted by the new accommodation and when construction work would be carried out.

3.10.8 Response: If the proposal goes ahead new accommodation would be provided in a modular building sited at the edge of the school field/on the playground. The modular building would be located in such a way as to prevent loss of the playing field and to minimise the impact on the playground. Works to install the accommodation are anticipated to commence on site in July 2021 and be completed for the end of October 2021.

3.11 Summary of the objection received during the statutory notice period

3.11.1 From the Headteacher and Governing Body of Bramley Park Academy - concern that there is insufficient demand for the proposed provision and it would have a negative impact on their own Resource Provision

A Resource Provision was established at Bramley Park Academy (BPA) in September 2020. The head teacher and governing body there have raised concerns that the Resource Provision places proposed at St Margaret's C of E Primary School, which are in relatively close proximity to BPA, are not needed and would have a detrimental effect on both the sustainability of their own Resource Provision and on their budget. This in turn would impact negatively on the outcomes of all children attending BPA. The Resource Provision at BPA is undersubscribed and there are concerns from the academy that many of the referrals do not match the type of provision on offer.

3.11.2 Response: Across all pupils within the Education Health Care Plan cohort in January 2020, the most common type of primary need is autistic spectrum disorder. Therefore when making new specialist placements within the city, Resource Provisions (RP) are set up mainly around meeting this need. This is a city wide need and it provides small numbers of much needed placements within local schools. It is important to set the provisions up well with careful consideration regarding the numbers of children per year group. When a new RP is set up,

families are often not aware of the provision and the LA identifies appropriate children to attend in partnership with the school.

There is an identified need for Resource Provision places to address demand in and around Horsforth for children with complex communication difficulties including Autistic Spectrum Condition (ASC). St Margaret's C of E already has a significant number of children on roll who have Special Education Needs and Disabilities (SEND) including many with complex communication difficulties including ASC and this provision would enable the school to meet the needs of both these and more local children. The context for St Margaret's is therefore very important as is expanding the space and including quality provision for pupils with ASC in a school that is in high demand. Other schools in Horsforth have expressed support for the proposal and a number of local parents have told us that more provision is needed in the area.

It is important to note that other primary RPs for autism that have been set up, in the South, Beeston Hill St Luke's and Carr Manor in the North East have all filled with expected number of children. Bramley RP was set up to commence from September 2021, to also meet the demand across the city. Bramley is not yet at capacity and the LA recognises that there have been some challenges around why all children are not attending the provision. This is mainly due to the fact that the LA requires the school to meet the needs of pupils with complex communication, including pupils with autism and also pupils who have social emotional and mental health needs, which is part of their profile. It is important to understand that when children move placements and when they need specialist support, they are very often in crisis and have significant behaviour needs.

The LA has engaged and is continuing to engage with the school to work together to support around the pupils that do need to attend and the LA has agreed a new timeframe around children accessing the RP at Bramley with a review of the school's financial position to ensure that they are fully supported.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The process in respect of the proposal has been managed in accordance with the relevant legislation and with local good practice.
- 4.1.2 The statutory notice was published in the Yorkshire Evening Post on 24 February 2021 and the full proposal was posted on the Leeds City Council website. All parents/carers at the school received notification, along with any stakeholder who responded to the first stage of public consultation and provided their contact details. Other local schools were also informed about the proposal along with ward councillors, community groups and other relevant stakeholders. Copies of the notice were posted at entrances to the school and information about the statutory notice was shared on social media platforms.
- 4.1.3 Details of the statutory notice were shared with local ward members who are supportive of the proposal proceeding.

4.2 Equality and diversity / cohesion and integration

4.2.1 The EDCI screening form is attached as an appendix to this report.

4.3 Council policies and the Best Council Plan

4.3.1 This proposal offers good value for money through its capacity to support achievement of the Best Council Plan outcome that states 'We want everyone in Leeds to do well at all levels of learning and have the skills they need for life'.

4.3.2 This proposal is being brought forward to meet the LA's statutory duty to ensure that there are sufficient learning places for all the children and young people in Leeds. Providing Resource Provision places in an area where demand is high is an efficient use of resources which should enable more children to access suitable provision within a reasonable travelling distance of where they live.

4.3.3 This proposal contributes to the city's aspiration to be the best council, the best city in which to grow up and a child friendly city. The delivery of pupil places through the Learning Places Programme is one of the baseline entitlements of a child friendly city.

4.3.4 Providing additional good quality specialist places in an already established setting, to address increasing demand in the area, will contribute towards the achievement of the Child Friendly City aim of 'improving educational attainment and closing achievement gaps for children and young people vulnerable to poor learning outcomes'. In turn, by helping young people into adulthood, to develop life skills, these proposals provide underlying support for the council's ambition to produce a strong economy and a compassionate city.

4.3.5 A good quality school place also contributes towards delivery of targets within the Children and Young People's Plan such as to the 3As strategy to improve attendance, achievement and attainment.

Climate Emergency

4.3.6 There is an identified need for primary Resource Provision places in and around Horsforth. These proposals would meet some of this increased demand and offer increased choice so that local families are able to access Resource Provision relatively near to where they live, thus reducing journey times to and from school.

4.3.7 If the proposal is approved, St Margaret's C of E Primary School would need to produce an updated 'Travel Plan' which would contain a package of agreed measures to mitigate the potential impact on the highways. Leeds City Council's 'Influencing Travel Behaviour Team' would support these measures and seek to ensure safe routes to and from school by promoting walking, cycling and scooting. Progress on these matters would be monitored and support offered where appropriate.

4.3.8 Existing planning policies seek to address the issue of climate change by ensuring that development proposals incorporate measures to reduce the impact on non-renewable resources. The council's Executive Board has also mandated that the authority should be carbon neutral by 2030. This will result in sustainable/ green infrastructure being required of all future projects in order for planning permission to be granted. To this end if the proposal progresses, any build scheme would explore

the potential use of renewable energy and energy saving technologies, with the aim of increasing sustainability and minimising energy consumption. In parallel with this, the Energy Unit will support the design team to identify energy saving measures that can help achieve energy savings comparable to a 47% reduction in average energy consumption levels, in line with the 2025 requirements. The proposed energy efficiency standards are likely to increase the capital costs for any build scheme required, however, there is as yet insufficient benchmark data available to provide a reliable estimate of how much these additional measures would be likely to add to the cost of the scheme. Leeds City Council promotes an 'Invest to Save' strategy that allows access to funding in order to offset the enhanced capital costs. The improved energy efficiency will also reduce the school's overall running costs, as the building will be more economical to run long-term, eventually paying for the measures put in place.

- 4.3.9 Any contractors tendering for the proposed development would 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 would also need to be sympathetic to the Leeds Talent and Skills Plan by striving to employ local trades thus reducing the impact of extended travel.

4.4 Resources, procurement and value for money

- 4.4.1 At its meeting on 10 February 2021, Executive Board approved provisional 'Authority To Spend' £1.1m for this scheme which would be funded from the Learning Places Programme, primarily through Basic Need Allocations. After the feasibility stage the scheme would proceed to the detailed design phase when budgets would be realigned to reflect final design and cost estimates. This process would take account of site investigations and survey information, in accordance with standard project and risk management principles. Once design freeze is reached, the precise funding package would be detailed in the relevant Design and Cost Report (DCR) and the Director of Children and Families, in consultation with School Places Programme Board would be asked to confirm Authority To Spend for the proposed scheme along with any necessary risk fund application based on the latest design-freeze cost estimates, and in line with the governance arrangements currently in place.

- 4.4.2 Proposed works to enable the Resource Provision to be established at St Margaret's C of E Primary School would include the installation of a modular building on site. Implementation of the project would be subject to agreement with the Private Finance Initiative (PFI) provider and there would be fees associated with amending the PFI contract should the proposed installation of additional accommodation go ahead.

- 4.4.3 The proposed scheme would be subject to planning permission which would need to be granted prior to the commencement of construction works. The scheme would also be subject to relevant stakeholder consultation.

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

- 4.5.1 This report contains details of a proposal brought forward to meet the local authority's duty to ensure a sufficiency of school places. The changes that are

proposed form prescribed alterations under the Education and Inspections Act 2006. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and accompanying statutory guidance set out the process which must be followed when making such changes. The statutory process to make these changes varies according to the nature of the change and status of the school. The process followed in respect of this proposal is detailed in this report. The decision maker in these cases remains the local authority (LA).

- 4.5.2 It is recommended that this report be exempt from the Call-In process, in line with Executive & Decision Making Procedure Rule 5.1.3. Executive Board is the decision maker for this proposal and statutory guidance states that a decision must be made within 2 months of the end of the representation period following publication of a statutory notice or be referred to the Schools Adjudicator. Following the decision at Executive Board on 10 February 2021 to publish a statutory notice, this was done following expiry of the call in period on 24 February 2021. The representation period ended on 24 March 2021 therefore a decision would need to be made by 24 May 2021 at the latest. As there is no meeting of Executive Board in May the decision needs to be taken by Executive Board in April. If the decision was 'called-in' and Scrutiny Board subsequently referred the matter back to Executive Board with a recommendation to reconsider its decision, this could not be until June Executive Board, which would be outside of the 2 month decision period. The consequence would be that a local decision could no longer be made and the matter would automatically be referred to the Office of the Schools Adjudicator to decide. In addition, the objection received has been referred to Scrutiny Board following consideration by the Executive Member for Learning, Skills and Employment and the Chair of Children and Families Scrutiny Board as detailed earlier in this report and Scrutiny Board members determined that no further scrutiny of the objection received was required.

Risk management

- 4.5.3 This proposal has been brought forward in time to allow the Resource Provision places to be delivered for 2021. A decision not to proceed at this stage may result in fresh consultations on new proposals, and places may not be delivered in time. The LA's ability to meet its statutory duty for sufficiency of school places in the short term may be at risk.
- 4.5.4 Initial discussions with the Special Purpose Vehicle about the proposal have been positive however the legal process associated with amending the PFI contract could take up to 6 months so there is a risk that if not approved to move to the next stage, this may not be concluded in time for the accommodation to be delivered ahead of an implementation date of September 2021.
- 4.5.5 There is also a corporate risk and legal risk associated with failing to provide sufficient school/learning places in good quality buildings that meet the needs of local communities.

5. Conclusions

- 5.1 Our ambition is to be the best city in the country. As a vibrant and successful city we will attract new families to Leeds, and making sure that we have enough learning places, is one of our top priorities. This proposal has been brought forward to

support learners in Leeds to benefit from being able to access a local Resource Provision place and so delivering our vision of Leeds as a child friendly city.

- 5.2 These places are required to ensure the authority meets its legal requirement to ensure sufficiency of specialist provision for September 2021 and beyond. There is evidence of need for Resource Provision places in and around the Horsforth area, therefore it is recommended that the proposal be approved.

6. Recommendations

Executive Board is asked to:

- a) Approve the proposal to establish a 12 place Resource Provision for pupils with complex communication difficulties including Autistic Spectrum Condition (ASC) at St Margaret's C of E Primary School in Horsforth with effect from September 2021;
- b) Approve the recommendation to exempt the decision from Call-In for the reasons set out in paragraph 4.5.2; and
- c) Note the responsible officer for implementation is the Head of Learning Systems.

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.

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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 and Families	Service area: Sufficiency and Participation
Lead person: Darren Crawley	Contact number: 0113 3787227

Title: Outcome of statutory notice on a proposal to establish Resource Provision at St Margaret's Church of England (C of E) Primary School from September 2021

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

The proposal seeks to ensure a sufficiency of specialist learning places in the city.

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

The Education Act 1996 places a duty on local authorities to ensure there are sufficient learning places for all children living in its area. The local authority is also required to promote choice and diversity, and therefore must also ensure that there are a range of options available to parents/carers.

The proposal is to establish a 12 place resource provision, for pupils with complex communication difficulties including Autism Spectrum Condition (ASC), at St Margaret's C of E Primary School from September 2021.

This screening form looks at the equality considerations that have taken place during the consultation and engagement process with stakeholders. It also seeks to identify any future action required to ensure that equality, diversity, cohesion and integration continues

to be well considered throughout the process, should the proposal continue through to the next stage.

3. Relevance to equality, diversity, cohesion and integration

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

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

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

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

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

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

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

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

There is an identified need for additional specialist provision places across the city. Depending on their specific needs, pupils with Education, Health and Care Plans (EHCPs) may attend mainstream or special schools. A resource provision caters for pupils with an EHCP who require a specialist environment within a mainstream school to support their needs. A need for this type of provision has been identified in the Horsforth area both in terms of current and future need.

St Margaret's C of E Primary School is a popular school and has a number of pupils already attending with additional needs, including autism. The school is very committed to expanding its existing provision to support the growing need in the area but also in a way that supports their complex cohort of pupils.

Consequently, Children and Families Service Good Learning Places Board (GLPB) gave approval for consultation to take place on the proposal to establish a resource provision at St Margaret's C of E Primary School.

Public consultation on the proposal took place between 20 November and 18 December 2020. To maximise stakeholder engagement a variety of consultation methods were used, including email communications and an online survey. Details about the consultation were sent to: parent/carers with a child currently attending St Margaret's C of E Primary School; staff and governors of St Margaret's C of E Primary School; all local primary and secondary schools in the area; ward members; the local MP; the Diocese; parent groups supporting families with a child with SEND (Special Educational Needs and Disability); and other relevant stakeholders. Leaflets advertising the consultation were delivered to residents in the local area. Posters were displayed at a number of locations in the local area. Information was available via the Leeds City Council website and through various social media platforms and accounts.

Online consultation sessions were also held for parents/carers, local residents and other interested parties which offered attendees an opportunity to discuss the proposal with Leeds City Council officers and representatives from the school's leadership team.

Interested parties could submit their views on the proposals by completing an online survey or by emailing/writing to the Sufficiency and Participation Team. The length of consultation (4 weeks) and the variety of methods in which people could respond to the consultation were intended to make the consultation open to all and was in line with DfE guidance.

The outcome of this consultation was detailed in a report presented to Executive Board at its meeting on 10th February 2021 who gave approval for the Local Authority, as proposer, to publish a statutory notice in respect of the proposal.

A statutory notice was published on 24th February 2021 marking the start of a four week formal consultation, also known as the 'representation' stage as prescribed in the 'Prescribed Alterations' regulations. During this four week period, which ended on 24th March 2021, anyone could raise views/concerns that had not previously been raised or addressed during the public consultation.

The statutory notice was published in the Yorkshire Evening Post and the full proposal was posted on the Leeds City Council website. All parents/carers at the school received notification, along with any stakeholders who responded to the first stage of informal consultation and provided their contact details. Information about the statutory notice was also posted on St Margaret's C of E Primary School's website, and other local schools were informed about the proposals along with ward councillors, parent support groups, and other relevant stakeholders.

- **Key findings**

From the equality impact screening the Sufficiency and Participation Team found that this proposal would have a positive effect on some of the 6 categories listed below;

- Age
- Sex and Gender Reassignment
- Religion
- Ethnicity
- Disability
- Sexual orientation

The additional specialist learning places would create opportunities for more pupils to be supported in a way that meets their individual needs, regardless of age, sex, gender reassignment, religion, ethnicity, disability or sexual orientation, in an inclusive school environment. This proposal supports that aim and would not have an adverse impact on any child or young person who attends the proposed provision included in this proposal.

North West Leeds has experienced high levels of demographic growth over the past decade with a resulting increase in demand for primary specialist provision. This proposal would ensure that additional resource provision places allow for children to be educated close to where they live, potentially reducing the distance they have to travel to access a suitable learning place.

The establishment of a resource provision at St Margaret's C of E Primary School would enable pupils, who require a specialist environment to support their needs, to attend a mainstream setting alongside their peers, providing opportunities for inclusive learning within the pupil's own community.

The proposal would have a positive impact on promoting choice and diversity for local families who would be applying for a resource provision place, supporting the achievement of the Best Council Plan outcome that states that 'we want everyone in Leeds to do well at all levels of learning and have the skills they need for life'. Leeds City Council's commitment to helping achieve our ambition for Leeds to be the best city to grow up in, supporting the priority aims of improving educational attainment and closing achievement gaps for children and young people vulnerable to poor learning outcomes.

All proposals which involve changing or creating new SEND provision must meet the requirements of the SEN Improvement Test. This involves demonstrating how any proposed changes would improve the range and quality of SEND provision, including access to wider support services and specialist teaching and that these are in line with the local authority's wider strategic plan for SEND provision and also the drive to enable mainstream inclusion.

The local authority has a statutory duty to ensure the sufficiency of learning places for all the children living in Leeds. In addition to our statutory duty we want to further support the authority's aspiration to be the best city to grow up in and be a Child Friendly City.

- **Actions**

If the proposal is taken forward, the resource provision places would start to become available during the academic year 2021/22.

During the consultation process, due regard to equality was given to all aspects of developing and implementing the proposal. If the proposal is approved, during the design process for the resource provision accommodation, the plans would be shared with stakeholders. Through the design process, the new provision would be fully compliant with the Equality Act 2010. This would ensure that the building is accessible to all users; students, staff and visitors.

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
Darren Crawley	Sufficiency and Participation Lead	25/3/2021
Date screening completed		24/3/2021

7. Publishing

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

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

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

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

For Executive Board or Full Council – sent to Governance Services	Date sent: 25/3/2021
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For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:

Report of the Director of Children and Families

Report to Executive Board

Date: 21st April 2021

Subject: Youth Work Review and Future Vision



Are specific electoral wards affected? If yes, name(s) of ward(s): ALL	<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 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? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

- The Youth Work review has highlighted many areas of good practice across the city and has demonstrated the difference youth work makes to the lives of young people in Leeds.
- The vision for youth work in Leeds will be underpinned by 6 key principles. These principles build on those set out in the Local Government Associations “Bright Futures – vision for youth work” re-shaping them to ensure they achieve our ambition for Leeds to be the best city for children and young people to grow up in.
- In Leeds, youth work is delivered as a preventative and early intervention service for young people. As such, it plays an integral part in delivering the outcomes of the Leeds Children and Young People’s Plan and is a key component of achieving our ambition of being a Child Friendly City.
- The future model of youth work delivery will comprise of two strands. A “core offer” of provision that all 11-17 year old young people can access and benefit from and an enhanced, targeted/specialist offer of provision that will meet the needs of our most vulnerable groups of young people living in Leeds.
- The impact of COVID-19 on young people’s mental health, education, employment and life chances is profound. It is therefore more important than ever to retain the investment in youth work, which will provide long term services and support to young people as they transition from learning to work.

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

- The proposals within this report will support the Best Council Plan priority of Leeds being a Child Friendly City by improving youth work services across the city and helping young people to develop life skills and be ready for work as they move into adulthood.
- The new model for youth work delivery will help achieve the priority of inclusive growth by supporting more young people to be active citizens that are able to participate in education, employment or training.
- The principles that are set out in the shared vision for youth work in the city will support more effective partnership work on a locality basis to ensure young people are safe from harm and community respect and resilience is promoted.

3. Resource Implications

- The recommendations in this report are based on the assumption that better value for money can be achieved through a stronger, local direction of the youth work investment made by the Council.
- The core youth work offer is based on existing ward allocations and therefore no ward will see a reduction in council delivered youth work.
- The total budget available in 2021/22 for the core youth work offer and the life coaching programme is £2m. In addition to this there is a further £650k available for the enhanced youth work commission and youth work grant scheme. The proposals in this report can be delivered within the budget available.

Recommendations

Members are recommended to:

- a) Note the comprehensive consultation and assessment work undertaken to develop the vision for youth work in Leeds, endorsing the continuing commitment to youth services as a key strand of work to enable the most vulnerable young people in the city achieve their aspirations and ambitions.
- b) Approve the proposed new model of youth work delivery and support further work to be undertaken led by the Youth Offer Lead to co-produce the enhanced youth work specification.
- c) Note that the new model of delivery will be fully implemented by April 2022.

1. Purpose of this report

- 1.1 The purpose of this report is to present to the Board findings of the Youth Work review, the vision for youth work and proposals for future delivery.

2. Background information

- 2.1 Young people experience significant change and development as they transition between adolescence and into young adulthood. For some more vulnerable young people, this period of their lives presents more challenges than that of their peers.
- 2.2 Youth work helps all young people to successfully navigate this journey, giving them access to new opportunities and experiences and provide information and guidance that will support their personal and social development. It will raise their aspirations, build resilience and enable them to make informed decisions that are right for them. The foundations of youth work are built through positive relationships with young people based on mutual respect and voluntary engagement.
- 2.3 Youth work can sometimes be confused with other ways of working with young people. The National Youth Agency defines youth work as “Youth work focuses on personal and social development – the skills and attributes of young people – rather than to ‘fix a problem’. It is an educational process that engages with young people in a curriculum that deepens a young person’s understanding of themselves, their community and the world in which they live and supports them to proactively bring about positive changes”.
- 2.4 There are a number of models of youth work delivery. The most common ones are;
- Detached youth work** – occurs in places and spaces where young people are already spending their free time such as streets, parks, shopping centres. Youth workers go to them and work to the young people’s agenda.
- Outreach youth work** – is similar to detached as it takes place in the community but the youth workers will engage with young people with a pre-planned purpose for example; to promote a local youth provision or to conduct a consultation.
- Centre based youth work** – takes place in a school or community building. Usually there will be set times and days for specific sessions or projects and there will be a longer term plan, that has been developed in partnership with the young people.
- 2.5 In any given locality all three of the above models are likely to be used by the same team of youth workers depending on the presenting need. When aiming to build positive relationships with a new group of young people; youth workers will begin by facilitating detached youth work, as trust develops between the youth workers and young people this will move towards more of an outreach approach and then in many cases the young people and youth workers will agree to move their work into a centre.
- 2.6 High quality youth work will support young people’s increased attendance, attainment and achievement in learning and improve their destinations as young adults. It will reduce the need for statutory interventions in their families’ life, reducing teenage conceptions and engagement in risky behaviours such as substance misuse or involvement in anti-social behaviour or offending, all of which will potentially impact on their life opportunities.

- 2.7 The impact of COVID-19 on young people's mental health, education, employment and life chances is profound. It is therefore more important than ever to retain the investment in youth work, which will provide long term services and support to young people as they transition from learning to work.
- 2.8 The pandemic has compounded inequalities that already existed and it has affected vulnerable and marginalised groups the most. The disruption in education has also increased disparities, at a critical time of life for emotional and physical development.
- 2.9 Research evidences that poorer educational outcomes and youth unemployment leads to long term health outcomes and fewer life chances. Skilled and qualified youth workers can reach out and engage with young people at an earlier stage, helping to remove the barriers to employment.
- 2.10 Youth work builds on the strengths of a young person in an asset-based approach and helps build social capital within communities. Youth workers provide emotional and practical support to young people and help them develop the skills they need to succeed in life.
- 2.11 Working with young people who are feeling angry and frustrated as a result of the challenges the pandemic has brought; youth workers can support them to overcome these feelings and give them a voice so they can become active citizens and as a group can strengthen cohesion within the diverse communities of Leeds.
- 2.12 In Leeds, youth work is delivered as a preventative and early intervention service for young people. As such, it plays an integral part in delivering the outcomes of the Leeds Children and Young People's Plan and is a key component of achieving our ambition of being a Child Friendly City.
- 2.13 Youth Services across the country have seen significant changes and challenges in recent years. In the context of major financial pressures facing local authorities and their partners, nationally youth services have been reducing and in some places removed altogether.
- 2.14 However, in Leeds the council has retained services during a time of challenge and cuts for youth services across the country. It has maintained its commitment to youth work, acknowledging and valuing the vital contribution it plays in delivering services and support to all young people to ensure they can become active citizens, reaching their full potential as they grow up.
- 2.15 At a national level there is a renewed interest in the benefits of youth work. Following the government-led debate on the role and sufficiency of youth work. In July 2019 funding was awarded to the National Youth Agency for the renewal of the youth work curriculum and qualifications. The new National Youth Work Curriculum was published in September 2020 and will enable a greater understanding of youth work practice, provide an educational framework and act as a reference tool to be used by decision makers, policy makers, commissioners, youth workers and young people.
- 2.16 In October 2020 the NYA also published new guidance to support local authorities in their statutory duty to secure local services. This includes the meaningful engagement of young people to ensure access to quality youth services at a neighbourhood level, whether they are directly delivered, commissioned by or run independently from the local authority.
- 2.17 The government is currently reviewing its programmes to support youth services, including the NCS.

- 2.18 All of these developments provide Leeds with an excellent opportunity to build on the existing strong foundations of its current youth work offer to young people living in the city and help inform the future model of delivery.
- 2.19 A comprehensive review of youth work provision has been undertaken to fully understand the needs and wishes of young people, to conduct a mapping exercise into how and where youth work is currently delivered and which groups of young people are accessing provision. This data has been used to inform proposals for a future model for delivery.
- 2.20 The review has taken place over a three year period with extensive consultation occurring during the summer of 2019. This involved Leeds city council and third sector providers and their partners coming together to take part in three locality workshops to shape and develop a clear vision for youth work in Leeds.

3. Main issues

The Review findings

- 3.1 The review highlighted many areas of good practice across the city and demonstrated the difference youth work makes to the lives of young people in Leeds. The outcome of the review presented eight key conclusions based on the analysis of available data and feedback from the consultations. These conclusions were used to explore in more detail what the vision for youth work in Leeds would look like.
- 3.2 **Leeds demonstrates good practice in many areas of youth work.** There is a strong mixed economy of good quality Third sector and public sector youth work providers. Delivery is targeted within the communities of greatest need by qualified practitioners, and reaches a diverse cohort of young people. Feedback from young people tell us that they value the conversations they have with youth workers, who provide an extra level of support outside of family and friends. There is a clear consensus that youth work should continue to be based on voluntary relationships between young people and their youth workers and that programmes of work should be co-produced with young people.
- 3.3 **Budget reductions have impacted on capacity over the last few years.** Historical funding allocations present a challenge when there is a need to re-deploy youth work delivery to areas where there are emerging or changing needs. Feedback from providers suggested there was a desire for greater flexibility to be built into the system that would enable youth work providers to target areas of additional need or where a different approach is required.
- 3.4 **Quality and outcome monitoring varies across services.** Whilst all providers input quantitative data on sessions and themes, there is not a common outcomes monitoring system across the city. This means that we do not currently have an overall picture of the quality and impact of the differing strands and providers of youth work in Leeds. Elected members are particularly keen to understand the quality element of youth work and the impact it has on young people.
- 3.5 **There is not a clear, consistent and publicised offer across the city.** Most young people told us they heard about sessions via word of mouth which suggests that not all young people that would benefit are aware of what's on offer. All stakeholders shared the view that more could be done to advertise youth work opportunities online, through social media and within communities using high quality, well designed promotional materials. Promotion of youth work opportunities

needs to target not just young people, but also their parents/carers and the wider community residents and leaders.

- 3.6 **Partnership working is a key strength.** Joint working between youth work providers and a range of stakeholders is evident and valued across the city. There is good engagement with elected members, and increasing partnership delivery between the third sector and the council. However, elected members were keen to establish more opportunities to increase their influence of delivery. Stakeholders also felt more could be done to strengthen partnerships between youth work providers and schools and with families.
- 3.7 **The population of young people is growing, becoming more diverse and more children live in the most deprived neighbourhoods.** Children and young people living in the most deprived neighbourhoods have lower attainment at school, are more likely to be NEET (not in education, employment or training) post 16, and are more likely to be involved in crime and anti-social behaviour. Where a child lives has a major impact on their outcomes later in life, and it was noted that there are pockets of deprivation in more affluent wards as well. There was a general agreement that more resources should be available to inner city areas but that all young people should be able to access youth work opportunities when they need it. Stakeholders also highlighted that there is a need for the youth work workforce to reflect all communities so that young people can build relationships with adults that understand their culture, background and speak their language.
- 3.8 **Accessing quality venues in the right locations is a challenge.** Street based youth work is an important starting point to engagement and valued by all but both young people and adults around them agreed that building based youth work is the most effective way to deliver outcome based youth work. However, sometimes access to quality venues is difficult or cost prohibitive. Taking an asset based approach to youth work by partnering with community organisations to deliver youth work has proved successful in some areas and could be key to expanding provision where community buildings are under used.
- 3.9 **Conflicting demand for targeted youth work is a challenge** Most agree that youth work should be predominantly targeted at adolescents but a need for earlier intervention has also been identified, along with an understanding for some more vulnerable adults support is needed post 17, particularly with regard to improving mental health. The basis of targeted youth work in Leeds is that it is youth led and built on trusted relationships between youth workers and young people that are developed over a period of time. However, increasingly, youth work providers are being called upon by partners to increase resources to address crime and anti-social behaviour, or to set up sessions in communities without provision. Whilst there is some flexibility within the current system to respond quickly to emerging priorities, continued change and conflicting demand would dilute the core offer and impact on longer term engagement.
- 3.10 Taking the above conclusions into account, a number of support functions have been identified as essential to the effectiveness and sustainability of any agreed future model of delivery of youth work. These are;
- Quality assurance of all youth work provision
 - A comprehensive communication strategy
 - An integrated, locally shaped youth work offer
 - A thorough mapping exercise of local authority and community run building assets

The Vision for youth work

- 3.11 During the summer of 2019 over 100 youth work practitioners and partners participated in three locality based workshops with the aim of developing a vision for youth work in Leeds. The outcomes from those workshops are presented as follows;
- 3.12 We want Leeds to be the best place for young people to grow up in. Through youth work provision young people will;
- Have access to high quality youth work in their community when they need it. This includes some open access provision as well as targeted opportunities that engage groups and individuals with specific needs.
 - Have access to new opportunities and experiences that will increase informal learning.
 - Develop the life skills and abilities to build healthy relationships, increasing social and emotional capabilities, independence, confidence and resilience.
 - Have access to safe spaces where they feel welcome, have fun, where their contributions are valued and where diversity is understood and celebrated.
 - Have the ability to be active citizens in their communities, participating in social action and having an influence on the decisions which affect them.
 - Understand and receive their rights, including their right to have access to objective, accurate and reliable information on all their questions and needs in a way that they understand.
- 3.13 The vision for youth work in Leeds will be underpinned by 6 key principles. These principles build on those set out in the Local Government Associations “Bright Futures – vision for youth work” re-shaping them to ensure they achieve our ambition for Leeds to be the best city for children and young people to grow up in.
- 3.14 **Youth work will be valued and understood.** The impact of high quality youth work will be valued and recognised by young people, their families and communities, by the public, private and third sector and by commissioners and services at all levels.
- There will be strong leadership at all levels to help guide the sector moving forward and there will be opportunities for all stakeholders to be involved in the development and implementation of youth work services across the city.
- Youth work will take a whole family approach and be visible to both young people and their families, so they know where to go for support. Parents and carers will be encouraged to be involved in the youth work process to ensure sustainable change and benefits.
- Youth work opportunities across the city will be well publicised. Young people will take the lead and identify the most effective ways in which to reach and connect with all groups.
- 3.15 **Participation and Empowerment.** Youth work offers young people opportunities for learning that are educative, expressive, participative, inclusive and empowering. Youth work will promote and actively encourage opportunities for all young people

in order that they will fulfil their potential as independent individuals and as members of communities.

Youth work will predominantly take place outside of formal learning hours in the communities in which young people live. Social action activities, based on issues identified by the young people themselves have an essential role to play in ensuring young people are active citizens from an early age, and that the wider community and partners see young people not as a problem but as people that have a valuable contribution to make in strengthening and building social capital.

Young people will have ownership of the local youth work offer and will be involved at every level. They will have the opportunity to influence the decision making processes in the organisations that deliver services to them and in local democratic structures. They will be encouraged and supported to be co-producers of services and play a significant role in commissioning, scrutiny and quality assurance of those services.

- 3.16 **Collaboration.** Youth work will be innovative and creative, finding local solutions to local issues. Community partnerships will be established to deliver co-ordinated responses to existing and emerging issues. Partnership working will ensure there is consistency between services and of practice.

Youth work will act as a bridge providing support to those young people that need it most to access universal provision and longer term ongoing support to those that need statutory interventions.

Youth work providers will work closely with education establishments responding and providing support at key points of transition, specifically from Primary to High school and into positive education, employment or training destinations at 16 and beyond.

Youth work will be part of an asset based community development approach, sharing and disseminating appropriate information to aid mapping, signposting and networking activities.

- 3.17 **Inclusiveness, equality and diversity.** Youth work will promote equality and celebrate diversity. It will encourage young people to recognise the value of difference and will facilitate opportunities to share and listen to each other's stories.

Youth work will tackle discrimination and challenge oppression and inequality. It will enable young people to keep themselves safe, building resilience and supporting young people to understand and access their rights. It will inform and support young people so they know where they can go for help in times of need.

Youth work will take into account and address the social isolation experienced by some young people especially those who are most vulnerable such as new migrants, young carers and those with additional needs.

Youth workers will understand the greater barriers and challenges young people from more deprived communities face and will work with all stakeholders to reduce the impact of poverty.

- 3.18 **Respect and positivity.** Youth workers will be positive role models, becoming trusted adults that develop positive relationships with young people that are based on mutual respect and voluntary engagement.

The youth work approach will be strengths based. It will focus on the good things a young person has in their lives and explore with young people how they can build on them. It will support them through significant changes in their lives and help them to gain the required knowledge and understanding to make constructive use of their skills, abilities and free time.

Youth work will increase confidence and self-esteem. Using a solution focused approach and coaching strategies to improve the mental health and well-being of young people.

Youth work will provide a safe space and time for them to take risks and explore their identities in the widest sense. Learning activities will be delivered to enable young people to recognise who they are and who they want to be.

- 3.19 **Quality, safety and well-being.** Youth work will be delivered by a professionally qualified workforce with the right mix of skills and experience to be able to effectively support groups of young people that face the most significant challenges.

Voluntary and paid professional youth work staff will be supported throughout their careers to improve their practice, taking into account their own health and well-being as well as that of the young people they are working with.

All engagement with young people will be meaningful and purposeful. Safeguarding will be central to practice. Youth workers will be skilled in assessing need and identifying indicators of harm and risk and will recognise when there is a need to involve others.

Youth work will draw on a robust evidence base that will be used to inform and influence approaches for working with, and securing the best outcomes for young people. There will be accountability to all stakeholders.

Youth work providers will work together to identify suitable tools and strategies to effectively measure the impact of youth work, so the difference it is making is known by all.

Internal Youth Service delivery

- 3.20 Taking into account the findings of the youth work review and the development of the vision for youth work in Leeds it is apparent that the future model of youth work delivery should comprise of two strands. A “core offer” of provision that all 11-17 year old young people can access and benefit from and an enhanced, targeted/ specialist offer of provision that will meet the needs of our most vulnerable groups of young people living in Leeds.
- 3.21 It is felt that the internal Youth Service is best placed to deliver the “core offer” of youth work. The locality teams within the Youth Service will continue to deliver the open-access element of the youth work offer in Leeds. Youth work is often described as a “bridge” or the “bookends” between universal and targeted/specialist services. Today many of our young people live within families and communities that face complex and changing challenges. Access to a service that has no strict criteria or thresholds enables it to support young people and help them successfully navigate through their, often turbulent, adolescent years and as they move in and out of other services.

- 3.22 The core offer will be based on existing ward allocations. The resource for youth work will continue to be distributed across all 33 wards using a formula based on the general population of 11-17 years olds living in the ward (40% of total) and the number of those young people residing in the 40% most deprived areas (60% of total). No ward will see a reduction in council delivered youth work.
- 3.23 Many of the issues youth work can address are faced by all young people, irrespective of their background – poor mental health, peer pressure, bullying to name but a few. Research also suggests young people from rural areas are more vulnerable to the impact of organised crime and county lines. We have also found that often in smaller, more isolated communities there is less tolerance of young people and the desire for more police intervention. Without youth workers acting as advocates and working alongside community policing teams to engage and divert young people into positive activities we increase the risk of criminalising young people for little more than socialising.
- 3.24 To facilitate this work, the service will use a mix of youth work approaches including detached, outreach and centre based work and the continued use of mobile units will support the teams' ability to reach all young people in the heart of their communities.
- 3.25 Both political and service leaders acknowledge that Youth Work plays a vital role in improving outcomes for all young people. There is a commitment to ensure youth work provision is maintained in all localities across the city.
- 3.26 Youth work delivery will take place in all areas of the city but with a greater focus on the more deprived communities and neighbourhoods with the greatest need. There is significant evidence that young people living in those areas have poorer outcomes than that of their peers and therefore youth work has an instrumental role to play in closing those gaps.
- 3.27 Council-led services can more easily and quickly be re-deployed to address new and emerging issues. The Youth Service will be a key partner in the multi-agency approach to reduce serious youth violence and support the Home Office primary objective: reduce serious violence in public spaces with a focus on reducing knife crimes committed against young people (under 25).
- 3.28 The Youth Service will be central to the established Multi-Agency Child Exploitation (MACE) arrangements to effectively prevent and address all forms of child exploitation; specifically child sexual exploitation and child criminal exploitation.
- 3.29 It will work in partnership with the Police and other Community Safety partners to develop a city-wide picture and understanding of issues such as why children go missing, organised crime and county lines. The Youth Service will continue to deliver the Return Interview Service for children and young people that are reported as missing.
- 3.30 Throughout the Covid-19 pandemic Youth Workers have been working alongside residential care staff to support our most vulnerable children. This innovative multi-disciplinary approach to support has achieved many positive outcomes and has led to long term improvements to support children who are looked after. The youth service will continue to support children in care who are moving into family settings. To secure this link between statutory intervention and voluntary youth work engagement a LCC youth work practitioner will be assigned to the developing residential support hub team. This will enable young people, particularly those in our care for a short period of time; to establish and retain a positive, trusting

relationship with a professional that can continue longer-term once they have returned to their family home.

- 3.31 For the most vulnerable young people their behaviour and needs may be problematic and difficult to manage in a youth work group setting and currently there is very limited time available for Youth Workers to undertake the more intensive, wrap around support that may be needed to maintain their engagement in sessions. It is proposed that a number of Life Coach roles are established within the service that would undertake initial time-limited work to build relationships and address their mental health needs such as stress, anxiety or depression and accompany them to sessions/activities and provide ongoing support as needed to promote sustainable outcomes. Life coaches will be linked into Early Help Hubs to ensure integrated working and, where necessary, to provide wider joined up support for the whole family where it is needed. It is envisaged that young people on the edge of care or those that are not in education, employment or training will be given priority access to life coaching support. This fulfils the investment in Life Coach roles budget pledge made by Cllr Blake in 2019.
- 3.32 The detrimental impact on young people's mental health and well-being brought about by the Covid-19 pandemic is already well documented. The Life Coaching team will play a key role in providing support to young people to enable them to become healthy, active citizens in their community.
- 3.33 In response to the My Health My Schools Survey children that are looked after cited "friendships" as their top priority. As part of the wider Youth Offer, the Youth Service are well placed to work closely with their colleagues in the Activity and Residential Centres, Virtual School, Social Workers and carers to ensure this vulnerable group of young people have supported access to fun and learning experiences to enhance their social and emotional development and reduce their feelings of isolation.
- 3.34 There are too many young people in the city that are not in education, training or employment. This reflects the national picture. The National Youth Agency have been calling for more qualified youth workers to help young people find employment or training as the latest figures suggest one in nine young people are out of work. The Youth Service will work closely with their colleagues in the Pathways team to provide more intensive youth work support to address the barriers to participation to ensure more of our young people are able to achieve their aspirations and improve their destinations post 16.

Commissioned Youth Work delivery

- 3.35 One of the guiding principles of the youth work review was to maintain the mixed economy of provision. A continued commitment to investing in good quality youth work across the city which builds on positive partnership working between the Youth Service and a strong Third sector market is of paramount importance.
- 3.36 The need for increased flexibility and opportunities to deliver more creative and innovative provision was identified by the Third Sector as a key issue in the review. This will be made possible due to the internal Youth Service leading on the "core offer" of youth work across the city.
- 3.37 Such an approach will enable Third Sector providers to deliver an enhanced service that can be more targeted/specialist in order to meet the specific needs of young people living in the diverse communities in Leeds, in which they are based.

- 3.38 It is imperative that all young people can access youth work provision that is of high quality, evidence based and that delivers measurable, positive outcomes for those participating. Further exploration to identify the most effective quality assurance tools and processes will take place involving all partners. Once determined, it is felt that the facilitation and oversight of quality assurance of youth work should be carried out independently of service deliverers.
- 3.39 The proposal for commissioning youth work delivery is two-fold. Firstly, a new “Enhanced Youth Work” specification will be co-produced with stakeholders. This will take into account the identified support functions along with what is required to achieve our vision for youth work in the city. It is anticipated this will be commissioned on a 3 locality basis; East/North East, South/South East and West/North West and that contracts will be awarded for a minimum of three years to allow the provider sufficient time to establish links and relationships with other services and embed their provision across the area.
- 3.40 Secondly, there will be a Youth Work grant scheme. This will enable smaller community organisations to apply &/or funding for discrete or time-limited projects to be available, thus providing greater flexibility and a timely responsive approach to emerging issues. In some communities where there are fewer external providers, the internal Youth Service may also be able to bid for this funding in order to meet unmet needs, where appropriate. It is anticipated that the funding will be allocated on an annual or bi-annual basis.

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 The consultation and engagement process has been extensive throughout the review. This involved:

- Consultation with young people through group work sessions, one to one interviews and an online survey.
- Stakeholder workshops have been held at each of the stages of the review in November 2017, July 2018 and more recently in July 2019 when 3 locality based sessions have been facilitated to help shape the vision of youth work.
- There have been regular meetings with a Reference Group, consisting of internal and external provider representatives, a Communities Directorate representative and academic experts.
- Workshops have taken place with Community Committee Children’s Champions.
- Attendance at all but one of the Community Committees in November and December 2018 (sub-group attended in one instance). Follow up ward level briefings were then offered throughout December 2018 and January 2019.
- Members of the Children and Families Senior Leadership have attended Young Lives Leeds meetings to brief and seek the views of a wider range of providers working with children and young people.
- Engagement with Youth Service managers and teams have taken place throughout the review but in particular in the latter phase of the process to explore the interface between the Youth Service and other services within the directorate.

- Throughout the process the Youth Work review has been a standing item on the quarterly catch up meetings between the Learning for Life Service and Unions to ensure Union colleagues are well briefed and have had the opportunity to provide feedback at all stages of the review.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 The vision for youth work will support the council's ability to meet its responsibility in regard to providing sufficient services and activities to improve all young people's well-being.
- 4.2.2 The implementation of the recommendations following the youth work review will ensure that the most vulnerable young people receive the services and provision they need to improve outcomes.
- 4.2.3 Youth work programmes are delivered at a local level, promoting cohesion and integration between young people from settled and new communities.
- 4.2.4 An EDCI screening has been completed and is appended to the report.

4.3 Council policies and the Best Council Plan

- 4.3.1 The Youth work review and vision for youth work support the delivery of Best Council Plan – Child Friendly City Priority, Children and Young Peoples Plan, establishing our ambitions and priorities for the city. Youth work has a significant contribution to make in meeting these ambitions and enabling young people to achieve the best possible outcomes.

Climate Emergency

- 4.3.2 The workforce will be briefed on the Council wide strategies in place so that they are well informed regarding their responsibilities and have an understanding of what they can do to minimise their impact on climate change. For example, this may include practical steps such as ensuring there are adequate recycling facilities at youth work venues and encouraging staff to consider more environmental ways of travelling to and from work.
- 4.3.3 Youth work programmes will include sessions and projects that will educate young people about the impact and consequences of climate change and work with them to engage in social action activities that will help tackle and address the causes of climate change.

4.4 Resources, procurement and value for money

- 4.4.1 The recommendations in this report are based on the assumption that better value for money can be achieved through a stronger, local direction of the youth work investment made by the Council.
- 4.4.2 By targeting youth work support towards those most vulnerable young people in the city at an earlier stage; particularly those adolescents on the edge of care; the need for more costly, longer term statutory services will be reduced.
- 4.4.3 The budget for youth work for 2021/22 is £2.65m and the proposals in this report can be delivered within this.
- 4.4.4 Although Children Looked After (CLA) numbers have reduced overall during Covid, there is an increase being seen in the number of adolescents entering care. Youth

work is a preventative service and as such should help to manage the pressure on the CLA budget. This is particularly important when bearing in mind the potential longer term implications of the social and economic impact of Covid on the lives of young people in the city.

- 4.4.5 Further opportunities to work collaboratively across the city with partners will continue to be explored. It is expected that this will contribute to a coherent vision of the youth offer across the city, which in future should support improved outcomes and attract more national funding.

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

- 4.5.1 There are no legal implications in the development and delivery of the review and vision for youth work. This report will be subject to call-in.

4.6 Risk management

- 4.6.1 Without a clear, shared vision for youth work in Leeds the provision and opportunities for young people to access and benefit from could be limited and/or inconsistent across the city.

5. Conclusions

- 5.1 Youth Services across the country have seen significant changes and challenges in recent years. In the context of major financial pressures facing local authorities and their partners, nationally youth services have been reducing and in some places removed altogether.
- 5.2 However, in Leeds the council has retained its commitment to youth work, acknowledging and valuing the vital contribution it plays in improving the lives of young people. Therefore the shared vision for youth work and new model of delivery will build on the existing strong foundations and further improve the youth work offer to young people living in the city.

6. Recommendations

- 6.1 Members are recommended to;
- a) Note the comprehensive consultation and assessment work undertaken to develop the vision for youth work in Leeds, endorsing the continuing commitment to youth services as a key strand of work to enable the most vulnerable young people in the city achieve their aspirations and ambitions.
 - b) Approve the proposed new model of youth work delivery and support further work to be undertaken led by the Youth Offer Lead to co-produce the enhanced youth work specification.
 - c) Note that the new model of delivery will be fully implemented by April 2022.

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.

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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Children and Families	Service area: Youth Offer
Lead person: Victoria Fuggles	Contact number:

1. Title: Youth Work Review

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

The screening relates to two items:

- a) Vision for Youth Work
- b) New youth work delivery model

The Vision for Youth Work has been developed to outline the council’s approach to youth work delivered in house, by commissioned partners and independent community organisations.

It sets out the benefits of youth work and the principles of delivery to provide high quality universal and targeted services for young people. The Vision for Youth Work will be endorsed by the Executive Board and form the basis of internal and commissioned delivery in the future.

The new youth work delivery model outlines a change to how the internal youth service will be delivered and how we commission external providers. The model is underpinned

by the new vision and will support the priorities in the Leeds Children and Young People's Plan.

3. Relevance to equality, diversity, cohesion and integration

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

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

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

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

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

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

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

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

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

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

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

An equality screening has been completed and equality has been integrated throughout the considerations for the youth work review and proposals, including promoting community cohesion, targeting resources and provision to areas and communities of greatest need. Outcomes, attendance and benefits will be monitored internally and across commissioned provision.

The Vision and model have been developed using consultation and data on equality characteristics, deprivation and community cohesion.

Indices of multiple deprivation data has been cross checked with child poverty, attainment and other data to provide a clear evidence base for targeting work in certain localities.

A range of consultation methods were used including online, face to face and within schools to ensure a broad range of individuals from different areas and backgrounds, including young people with physical and mental health issues, contributed to the research that formed the new vision and model.

The attendance data was cross checked with ethnicity data from each ward to provide a picture of how well we are engaging young people from a BAME background, followed up with targeted consultation to understand challenges and barriers to participation.

- **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)

The review clearly demonstrated how poverty and deprivation affects a young person's opportunities and future prospects. The review recommended that budgets continue to be weighted towards deprived communities and this is reflected in the vision and model.

The findings of the review recognises that youth work provision needs to be accessible to all and flexible to target specific groups such as BAME communities, children looked after, and children living in disadvantaged neighbourhoods. The vision and model both reflect the need for universal and targeted provision.

Community cohesion is important to young people and they can be affected by negative perceptions of young people within their wider community. Giving young people the

chance to actively participate in community based youth work and have their contribution recognised through effective publicity forms part of the vision and new model.

The findings of the review recommended increasing community awareness of youth work and improved publicity, and this is reflected in the vision and will form an important part of work in the future.

• Actions

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

Attendance and engagement will continue to be monitored to ensure that young people accessing our services are reflective of the communities where they live.

Internal and external youth work providers will continue to participate in local activities and partnerships to promote community cohesion and engagement.

Improved community connectivity and promotion are key parts of the new vision that will be reflected in internal and commissioned youth work. We will work closely with communities to ensure that we are doing more to communicate effectively.

Equality considerations will continue to be monitored through attendance and outcomes monitoring tools. These will be standardised across all delivery under the new vision and contracts.

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
Victoria Fuggles	Youth Offer Lead	April 2021
Date screening completed		March 2021

7. Publishing

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

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

making report:

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

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

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

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