

# Public Document Pack

**Late item for 29<sup>th</sup> February 2012 Scrutiny Board (Health and Well-being and Adult Social Care)**

Pages 1-56: Agenda item 14 – Work Schedule – February 2012 – To receive the Scrutiny Board's work schedule for the remainder of the municipal year.

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**Report of Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Health and Well-Being and Adult Social Care)**

**Date: 29 February 2012**

**Subject: Work Schedule – February 2012**

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

**Summary of main issues**

1. In July 2011, the Board identified the following priority areas for inclusion in its work schedule during the current municipal year:
  - Reducing smoking in the over 18s (as detailed in the Board's Terms of Reference agreed by Council);
  - Service Change and Commissioning in Adult Social Care (as detailed in the Board's Terms of Reference agreed by Council);
  - Reducing avoidable admissions to hospital and care homes (as detailed in the Board's Terms of Reference agreed by Council);
  - The transformation of Health and Social Care Services (as detailed in the Board's Terms of Reference agreed by Council);
  - Consultation (across adult social care and health);
  - Health inequalities; and,
  - Leeds Crisis Centre (follow-up on the work from the previous Adult Social Care Scrutiny Board).
  
2. These were presented as a draft work schedule at the to the September meeting of the Scrutiny Board. **An updated work schedule is attached as Appendix 1.** This should be considered as a live document and may be subject to change, to reflect any changing and/or emerging priorities identified by the Scrutiny Board. As such, it should be noted that the work schedule is likely to be subject to change throughout the municipal year.
  
3. The **minutes from the Executive Board meeting held on 10 February 2012** are attached at **Appendix 2.**

4. Attached at **Appendix 3 is the Council's current Forward Plan (1 February 2012 – 31 May 2012)** relating to the Board's portfolio and terms of reference.

5. A summary of each of the main areas of inquiry detailed on the work schedule are presented below:

Reducing smoking

6. The draft Leeds Tobacco Action Plan was presented and discussed by the Scrutiny Board at its previous meeting on 25 January 2012. A summary of the discussion is detailed in the minutes from that meeting (presented elsewhere on the agenda) and a draft report will be presented to a future Scrutiny Board meeting for agreement.

Service Change and Commissioning in Adult Social Care and Reducing avoidable admissions to hospital and care homes

7. A series of reports that consider the integration of health and social care services are presented elsewhere on the agenda. Any further and/or more detailed consideration of specific matters will be determined by the Scrutiny Board.

8. Other activity in the area includes general input into the Health Service Developments Working Group, where matters detailed on the Council's forward plan are included as part of the horizon scanning of future service changes/ developments.

The transformation of Health and Social Care Services

9. An update on the work of the Transformation Board and associated projects / work streams that are coordinated by NHS Leeds is presented elsewhere on the agenda. Further and/or more detailed consideration of any specific matters will be determined by the Scrutiny Board.

Scrutiny Board inquiry: Consultation

10. The Board held its second (and final) session associated with this inquiry at its December 2011 meeting. The Board's draft report and any associated recommendations will be presented to a future meeting.

Scrutiny Board inquiry: Health inequalities

11. Health inequalities was identified as a specific work area at the Board's meeting in July 2011. To date, the Board has considered the development and production of the Joint Strategic Needs Assessment (JSNA), in addition to some of the data sets available as a result. The Scrutiny Board specifically considered details associated with two specific Medium Super Output Areas (MSOAs) from the City to help highlight and demonstrate the inequalities that exist across the City.

12. It should be noted that draft action plans from the Health and Wellbeing City Priority Plan (2011-15) were presented (for information) to the Shadow Health and Wellbeing Board at its meeting on 26 January 2012. The draft action plans focus on delivering the following strategic priorities:

- Help protect people from the harmful effects of tobacco
- Support more people to live safely in their own homes

- Give people choice and control over their health and social care services
  - Make sure the people who are the poorest improve their health the fastest
13. The priority 'Make sure the people who are the poorest improve their health the fastest' essentially relates to addressing health inequalities across the City. Within this priority area, the following priority actions are outlined with a range of supporting activities:
- Minimise the impact of poverty on health of under 5s
  - Action on housing, transport and environment to improve health and wellbeing
  - Support people back into work and to healthy employment
  - Increase advice and support to minimise debt and maximise income
  - Ensure equitable access to services that prevent and reduce ill-health
14. The draft action plan for each of the priority areas is presented at Appendix 4 for information. These will usefully inform a series of working group meetings that are currently being arranged at different locations across the City.

Leeds Crisis Centre (follow-up on the work from the previous Adult Social Care Scrutiny Board)

15. As agreed at the October 2011 meeting, in lieu of an inquiry into the impact of the closure of the Crisis Centre, the Director of Adult Social Care has been asked to submit a monitoring report to the Scrutiny Board. This report is presented elsewhere on the agenda.

Health Service Developments Working Group

16. In July 2011, the Scrutiny Board established a working group to consider proposed NHS service changes and/or developments and the required level of public engagement and involvement, alongside progress and implementation of agreed developments.
17. The most recent working group meetings were held on 7 November 2011 and 9 January 2012. Draft notes from the 7 November 2011 meeting are attached at Appendix 5.

Request for Scrutiny: Arrangements for meeting needs of blind and visually impaired people in Leeds

18. Following the request for scrutiny received and considered at the October 2011 meeting, a site visit to Fairfax House took place on 9 December 2011 and a working group meeting took place on 16 January 2012. The findings of the working group, along with a series of recommendations were agreed by the Scrutiny Board at its previous meeting (25 January 2012) and presented to the Executive Board on 10 February 2012.
19. The minutes from that Executive Board meeting are attached at Appendix 2 to this report and minute 187 specifically relates to this matter.

## **Recommendations**

20. To consider the information presented in this report and supporting appendices, in order to amend and/or agree the work schedule detailed at Appendix 1.

## **Background documents**

- None used

## Scrutiny Board (Health and Well-Being and Adult Social Care)

## Work Schedule for 2011/2012 Municipal Year

Schedule of meetings/visits during 2011/12			
	January	February	March
<b>Area of review (detailed in the Scrutiny Board Terms of Reference)</b>			
<b>Reducing smoking in the over 18s</b>	SB 21/12/11 – report from Director of Public Health on Tobacco Reduction Strategy		SB report and recommendations to be agreed
<b>Service Change and Commissioning in Adult Social Care</b>		SB report — 29/2/12 focusing on Health and Social Care Service Integration: considering the implications (including governance issues) for the organisations involved, alongside the benefits for service users.	
<b>Reducing avoidable admissions to hospital and care homes</b>			
<b>The transformation of Health and Social Care Services</b>		SB 29/2/12 – Update report from NHS Leeds	
<b>Board initiated piece of Scrutiny work (if applicable)</b>			
<b>Future options for long term Residential and Day Care Services for Older People</b>			
<b>Consultation (across adult social care and health)</b>			
<b>Health inequalities</b>		Working group meeting – to be confirmed/ agreed	
<b>Leeds Crisis Centre</b>		SB 29/2/12 – monitoring report from ASC (including data from NHS Leeds) on service user access	

**Scrutiny Board (Health and Well-Being and Adult Social Care)  
Work Schedule for 2011/2012 Municipal Year**

	Schedule of meetings/visits during 2011/12		
	January	February	March
<b>Request for Scrutiny: Arrangements for meeting needs of blind and visually impaired people in Leeds</b>	SB – 25/1/12 – outcome of working group		
<b>Recommendation Tracking</b>			SB – 21/3/12 – consider progress against previous reviews / recommendations.
<b>Performance Monitoring</b>			SB – 25/1/12 – Quarter 3 report



**Scrutiny Board (Health and Well-Being and Adult Social Care)  
Work Schedule for 2011/2012 Municipal Year**

	<b>Schedule of meetings/visits during 2011/12</b>		
	<b>April</b>	<b>May</b>	
<b>Area of review (detailed in the Scrutiny Board Terms of Reference)</b>			
<b>Reducing smoking in the over 18s</b>			
<b>Service Change and Commissioning in Adult Social Care</b>	Final SB report and recommendations to be agreed		
<b>Reducing avoidable admissions to hospital and care homes</b>			
<b>The transformation of Health and Social Care Services</b>			
<b>Board initiated piece of Scrutiny work (if applicable)</b>			
<b>Future options for long term Residential and Day Care Services for Older People</b>			
<b>Consultation (across adult social care and health)</b>	Final SB report and recommendations to be agreed		
<b>Health inequalities</b>	Final SB report and recommendations to be agreed		
<b>Leeds Crisis Centre</b>			

**Scrutiny Board (Health and Well-Being and Adult Social Care)  
Work Schedule for 2011/2012 Municipal Year**

	<b>Schedule of meetings/visits during 2011/12</b>		
	<b>April</b>	<b>May</b>	
<b>Request for Scrutiny: Arrangements for meeting needs of blind and visually impaired people in Leeds</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>			

## EXECUTIVE BOARD

FRIDAY, 10TH FEBRUARY, 2012

**PRESENT:** Councillor K Wakefield in the Chair

Councillors J Blake, A Carter, M Dobson,  
R Finnigan, S Golton, P Gruen, R Lewis,  
A Ogilvie and L Yeadon

### 183 Late Items

There were no late items as such, however, it was noted that 2 pages which due to a printing error had been omitted from paper copies of the agenda, had been circulated prior to the meeting for consideration (Minute No. 197 referred).

In addition, with the agreement of the Chair, a response to agenda item 13 entitled, 'Deputation to Council: 16<sup>th</sup> November 2011: National Federation of the Blind', from the Leeds Branch of the National Federation of the Blind had been circulated to Board Members at the meeting for their consideration (Minute No. 187 referred).

### 184 Declarations of Interest

Although no declarations of interest were made at this point in the meeting, declarations were made at later points in the meeting (Minute Nos. 190 and 201 referred respectively).

### 185 Access to Background Papers

In responding to enquiries which had been recently raised, the Chief Executive confirmed that all statutory requirements had been fulfilled with respect to Background Papers on the current Executive Board agenda, but emphasised that further work would be undertaken into how the referencing of such background documents could be improved in the future.

### 186 Minutes

**RESOLVED** – That the minutes of the meeting held on 4<sup>th</sup> January 2012 be approved as a correct record.

## ADULT HEALTH AND SOCIAL CARE

### 187 Deputation to Council 16th November 2011 - National Federation of the Blind

The Director of Adult Social Services submitted a report responding to the deputation made to Council on 16th November 2011 by the Leeds Branch of the National Federation of the Blind. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

With the agreement of the Chair, a response received from the Leeds Branch of the National Federation of the Blind had been circulated to Board Members at the meeting for their consideration.

Clarification was provided by the Director of Adult Social Services that the reference within Appendix 2 to the submitted report should read as 'Action for Blind People' and not 'Action for the Blind'.

Having responded to Members' enquiries regarding the transfer of information which had occurred between contractors, the Executive Member for Adult Health and Social Care together with the Director of Adult Social Services assured the Board that dialogue would continue with all relevant parties in order to address the concerns which remained in respect of this issue.

In concluding the discussion, it was requested that Scrutiny Board (Health and Wellbeing and Adult Social Care) continued to be involved in the resolution of this matter, and that Executive Board Members, together with Group Leaders were kept informed of any further developments.

**RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the actions currently being undertaken by Adult Social Care and Leeds Vision Consortium to address the points raised by the Deputation be noted.

**RESOURCES AND CORPORATE FUNCTIONS**

**188 Financial Health Monitoring 2011/12 - Month 9**

The Director of Resources submitted a report setting out the Council's projected financial health position after nine months of the financial year. The report reviewed the position of the budget after eight months and commented on the key issues impacting on the overall achievement of the budget for the current year. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members highlighted the positive impact of the one-off sources income received by the Council during the financial year upon the current budgetary position.

In responding to a Member's specific enquiry, the Director of Environment and Neighbourhoods undertook to provide the Member in question with a briefing on an ongoing litigation matter within Housing.

In conclusion, the Board paid tribute to the robust management of the budget which had taken place throughout the current financial year.

**RESOLVED –** That the projected financial position of the authority after the three quarters of the financial year be noted.

## 189 Revenue Budget 2012/13 and Capital Programme

### (A) Revenue Budget and Council Tax 2011/2012

Further to Minute No. 154, 14<sup>th</sup> December 2011, the Director of Resources submitted a report on the proposals for the City Council's Revenue Budget for 2012/2013, on the Leeds element of the Council Tax to be levied in 2012/2013 and on Council House rents for 2012/13, which had been prepared in the context of the Council's initial budget proposals agreed by Executive Board in December 2011, the Local Government Finance settlement and the results of the budget consultation. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Whilst introducing the report, the Chair paid tribute to all of those who had been involved in preparing the Council's budgetary proposals.

In responding to Members' enquiries, the Board received an update in respect of the current position regarding shared services with other local authorities, and an undertaking was given that a briefing note would be provided to Group Leaders on this matter. In addition, the Board also received clarification with regard to the Capital Receipts Incentive Scheme, which was to confirm that the scheme did not apply to the sale of assets already assumed within the Capital Programme. It was also confirmed that the budget proposed did not reduce current Area Management funding.

Members welcomed the proposed Council Tax freeze for 2012-13 and requested that representations were made to the Government regarding the need for such funding from the Government to continue into future years.

The Board highlighted the significant achievement that despite the Council's reduced workforce in recent years, there had been no enforced redundancies. The Chief Executive then paid tribute, both to those employees who had left the authority in recent years and also to those who remained.

Members discussed the proposed increase in the proportion of the Council's budget which was dedicated to Children's Services and Adult Social Care and also considered the impact of the increasing number of schools becoming academies upon the budget.

### **RESOLVED -**

- (a) That Council be recommended to approve the Revenue Budget for 2012/2013 totalling £563,114,000, as detailed and explained within the submitted report and accompanying papers, with no increase in the Leeds' element of the Council Tax for 2012/13.
- (b) That in respect of the Housing Revenue Account, Council be recommended to: -

(i) approve the budget at the average rent increase figure of 6.82%;

(ii) increase the charges for garage rents to £6.93 per week;

(iii) increase service charges in line with rents (6.82%).

(B) Capital Programme Update 2011-2014

The Director of Resources submitted a report setting out the updated draft capital programme for 2011-2014, which included forecast resources for that period. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED –**

(a) That the following be recommended to Council:

(i) That the capital programme, as attached to the submitted report, be approved;

(ii) That the Executive Board be authorised to approve in year amendments to the capital programme, including transfers from and to the reserved programme in accordance with Financial Procedure Rules; and

(iii) That the proposed Minimum Revenue Provision (MRP) policies for 2012/13, as set out within 3.7 of the submitted report and as explained at Appendix E, be approved.

(iv) That the updated capital approval delegations in Financial procedure Rules, as shown in Appendix F to the submitted report, be approved.

(b) That approval be given to the list of land and property sites, as shown within Appendix D to the submitted report, being disposed of in order to generate capital receipts for use in accordance with the MRP policy.

(c) That the Director of Resources be authorised to manage, monitor and control scheme progress and commitments to ensure that the programme is affordable.

(C) Treasury Management Strategy 2012-2013

The Director of Resources submitted a report setting out the Treasury Management Strategy for 2012/2013 and outlining the revised affordable borrowing limits under the prudential framework. In addition, the report also provided a review of strategy and operations in 2011/2012. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED –**

- (a) That approval be given to the initial treasury strategy for 2012/13, as set out within Section 3.3 of the submitted report, and that the review of the 2011/2012 strategy and operations, as set out within Sections 3.1 and 3.2 of the submitted report, be noted.
- (b) That it be noted that the changes to CIPFA's Treasury Management Code of Practice and cross sectoral guide and Prudential Code of practice have been adopted and implemented by the Council.
- (c) That Council be recommended to set the borrowing limits for 2011/12, 2012/13, 2013/14 and 2014/15, as set out within Section 3.4 of the submitted report.
- (d) That Council be recommended to set the treasury management indicators for 2011/12, 2012/13, 2013/14 and 2014/15 as set out within Section 3.5 of the submitted report.
- (e) That Council be recommended to set the investment limits for 2011/12, 2012/13, 2013/14 and 2014/15 as set out within Section 3.6 of the submitted report.
- (f) That Council be recommended to adopt the revised Treasury Management Policy Statement.

(The matters referred to in parts A(a), A(b)(i) to (iii), B(a)(i) to (iv) and C(c) to (f) being matters reserved to Council were not eligible for Call In)

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within minute Nos. 189(A) and 189(B))

**190 Welfare Reform Strategy**

The Director of Resources submitted a report setting out the overall strategy for ensuring that customers, service providers and stakeholders were prepared for, and able to respond to, the issues and requirements arising from the welfare reform programme. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board welcomed the proactive approach which was being taken to ensure that all parties were prepared for the implications arising from the introduction of the welfare reform programme.

Following several detailed enquiries, officers undertook to provide a briefing on related matters to any Board Member who wanted one.

Members highlighted the increased demand which had already been experienced on some Council services as a result of the programme, emphasised the important role which could be played by Area Committees in

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to be held on Wednesday, 7th March, 2012

this area and received details on the likely impact of the welfare reforms upon young people.

**RESOLVED –**

- (a) That the welfare reform strategy be approved.
- (b) That updates on progress with the strategy be received in due course.
- (c) That a welfare reforms' communications strategy to deliver timely, targeted information to customers and stakeholders, from March 2012, be supported.
- (d) That the proposal to work with Area Committees in order to ensure that the strategy reflects and meets needs at a local level, be supported.
- (e) That activity to ensure face to face services fully support customers and service users in meeting the requirements of Universal Credit, be supported.
- (f) That the exploration of opportunities to get involved with pilots around Universal Credit delivery where the Council would be able to add value and localise delivery arrangements, be approved.

(Councillor A Carter declared a personal interest in this matter, as his step-daughter was in receipt of benefits and would potentially be affected by the change in legislation)

**191 State of the City Report and Full Council Meeting**

The Assistant Chief Executive (Customer Access and Performance) submitted a report providing the background to the State of the City report and detailed the key cross cutting issues arising from the it, with recommendations to refer relevant issues to Leeds Initiative Board and/or the Strategic Partnership Boards. The report also reviewed the first State of the City Full Council meeting which took place on 7<sup>th</sup> December 2011 and which made recommendations for this to become an annual event. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members generally supported the principle of the State of the City Council meeting, but a view was put forward that further thought was needed in respect of the format used in future.

**RESOLVED –**

- (a) That, based on the issues highlighted in the State of the City report, particularly those relating to deprivation:-
  - i) a quality and completeness check be undertaken to ensure that each of the Strategic Partnership Boards have actions in place to address the relevant issues;

Draft minutes to be approved at the meeting  
to be held on Wednesday, 7th March, 2012



- ii) the outcome of this work be reported back to the Leeds Initiative Board.
- (b) That an overview of progress on deprivation and poverty related issues across the city be reported to the Leeds Initiative Board after the 2011/12 year end, and through the publication of the next State of the City Report in the Autumn of 2012.
  - (c) That a special additional Full Council meeting be held annually (a provisional date of 28 November has been set for 2012) to consider the State of the City report, with the active involvement of partners and with a number of changes being incorporated into the 2012 meeting based on feedback from participants:
    - the question session is dropped to allow further time for the seminar sessions;
    - the seminar themes are better integrated to reflect the issues highlighted in the State of the City report;
    - there is greater Member engagement in the preparation and design of the event; and
    - consideration is given to further ways to support members getting more involved in key strategic issues affecting the city.
  - (d) That the key messages from the break-out sessions be shared with Members, partners and colleagues across the Council.

## **CHILDREN'S SERVICES**

### **192 Annual Standards Report (Primary)**

The Director of Children's Services submitted a report providing an overview of the performance of primary schools at the end of the academic year 2010-2011, as demonstrated through statutory national testing and teacher assessment. In addition, the report also outlined the action taken by the Council to fulfil its responsibilities to support, monitor, challenge and intervene as necessary. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In responding to Members' enquiries, emphasis was placed upon the pivotal role of the Leeds Education Challenge and assurances were given in respect of the initiative's communications strategy.

**RESOLVED** – That the following be endorsed and supported:-

- (a) The progress which has been made at all key stages and in those areas that need further improvement;
- (b) The future provision of support, challenge and intervention in Leeds to ensure that progress continues to be made;

- (c) The centrality of the Leeds Education Challenge in securing improvement.

**193 Annual Standards Report (Secondary)**

The Director of Children's Services submitted a report summarising the progress achieved in secondary school improvement in Leeds, with a particular focus upon the outcomes achieved by pupils in 2011. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Responding to Members' enquiries, assurances were provided on the momentum of change and focus being placed upon the educational element of Children's Services.

Following Members' questions, the Board received an update on the actions being taken to improve attainment levels within mathematics and also on the causal factors of the varying attendance levels amongst different ethnic groups.

**RESOLVED** – That the following be endorsed and supported:-

- (a) The progress which has been made, specifically in areas that need further improvement;
- (b) The future provision of support, challenge and intervention in Leeds to ensure that progress continues to be made;
- (c) The centrality of the Leeds Education Challenge in securing improvement.

**194 Half Yearly Adoption Agency Report**

The Director of Children's Services submitted a report detailing the work of Leeds City Council Adoption Service from April 2011 to September 2011 inclusive. The report considered the activity of the service in relation to the implementation and progression of children's care plans, the service offered to those seeking to adopt, in addition to those affected by adoption through the provision of adoption support. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED** –

- (a) That the contents of the submitted report be noted.
- (b) That the work of the Adoption Team continue to be supported in order to ensure that adopted children receive the best possible support.

**ADULT HEALTH AND SOCIAL CARE**

**195 Leeds Local Account**

The Director of Adult Social Services submitted a report introducing the Local Account of Adult Social Care Services for its citizens. The report provided an explanation of the new responsibilities placed upon Councils, whilst detailing

the Local Account's contribution towards enhancing local accountability to the public, and as a tool to supporting sector led service improvement. In addition, the report provided a summary of the main areas of achievement of Adult Social Care and indicated areas of service identified within the Leeds Local Account as requiring further development in order to sustain or improve performance. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED –**

- (a) That the content of the submitted report, together with the attached Local Account for Leeds, entitled 'Living Life Your Own Way', be noted.
- (b) That the statement by the LINK, as appended to the submitted report, on their perspective of the Council's progress and the extent to which local people have been actively engaged in prioritisation and planning, be noted.
- (c) That the areas for improvement, as set out within the attached Local Account be referred to the Scrutiny Board (Health and Wellbeing and Adult Social Care) for their oversight of performance.

**DEVELOPMENT AND THE ECONOMY**

**196 Leeds (River Aire) Flood Alleviation Scheme**

The Director of City Development submitted a report providing an update on the progress of proposals to provide flood defences for the city. In addition, the report sought approval to a phased approach to providing flood defences, the aim being to complete Phase 1 to achieve a 1 in 75 year Standard of Protection for the city centre area (between Leeds Station and Knostrop Weir), by the end of 2015. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board welcomed the phased approach which had been proposed and emphasised the vital importance of an effective flood alleviation scheme for both the city and the regional economy. In addition, Members highlighted the inflexible nature of the criteria applied by DEFRA to flood alleviation and requested that representations were made to DEFRA on this matter.

**RESOLVED –**

- (a) That it be acknowledged that the original comprehensive flood defence scheme, costing £188,000,000 (whole life costs at 2011 figures), which would provide a 1 in 200 year standard of flood protection, will not be funded in the near future.
- (b) That in light of resolution (a) above, approval be given to a phased approach to providing flood defences as the most pragmatic way forward at this time, with the aim being to complete Phase 1 to achieve a 1 in 75 year Standard of Protection for the City Centre area, from Leeds Station to Knostrop Weir by the end of 2015.

- (c) That, should it be affordable and practicable, elements of Phase 1, as outlined within paragraph 3.9 of the submitted report, be progressed at the earliest opportunity.
- (d) That it be agreed that Leeds City Council, as lead Local Flood Authority, working with partners, should lead and procure further work to develop proposals and to secure funding in order to progress Phase 1, currently estimated by the Environment Agency at £75,800,000.
- (e) That Leeds MPs continue to liaise proactively with Defra and the Environment Agency in order to support Leeds City Council in its ambition to progress a flood defence project for the city by providing minimum match funding, seconding technical staff and sharing all relevant technical information.
- (f) That expenditure of £500,000, made available from the Council's Capital allocation of £10,000,000 to progress the recommendations of the submitted report, including further feasibility and associated work, be authorised.
- (g) That the phased approach, as highlighted within paragraph 3.9 of the submitted report be agreed, subject to detailed technical assessment.

#### **197 LDF Core Strategy - Publication Document**

The Director of City Development submitted a report presenting the Core Strategy, together with the sustainability appraisal report and other relevant supporting documents, for the purposes of public consultation and the formal invitation of representations. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Two pages from this report, which due to a printing error had been omitted from paper copies of the agenda, had been circulated to Board Members prior to the meeting for their consideration.

Responding to Members' enquiries, the Board received clarification in respect of Protected Areas of Search (PAS) sites. In addition, having emphasised the importance of local community and local Ward Member input within the consultation process, the Board received reassurances in respect of such matters.

Members' concerns regarding the projected population growth forecasts, and the basing of the proposed strategy on such forecasts were acknowledged, however, emphasis was placed upon the need for a Core Strategy to be established, which would be done using the most up to date statistics available.

The Chief Executive emphasised the extent to which pre-consultation had already taken place during the compilation of the strategy. It was noted that during such consultation, the issue of windfalls, the importance of local distinctiveness and the need for further co-operation and communication

Draft minutes to be approved at the meeting  
to be held on Wednesday, 7th March, 2012

between developers and the locality, were all matters which had been highlighted.

**RESOLVED** – That the publication of the Core Strategy, together with the sustainability appraisal report and other relevant supporting documents, for the purposes of public consultation and the formal invitation of representations, be approved.

(The Development Plan Document is prepared within the context of the LDF Regulations and statutory requirements, and as the DPD is a Budgetary and Policy Framework document, the matters referred to within this minute were not eligible for Call In)

(Under the provisions of Council Procedure Rule 16.5, Councillor Finnigan required it to be recorded that he voted against the decisions referred to within this minute)

**198 Refurbishment of Street Lighting on the A659 High Street, Boston Spa**

The Director of City Development submitted a report advising of the background to the proposed scheme for the refurbishment of street lighting on High Street, Boston Spa, and which sought approval to continue with the installation of the latest scheme proposals, which were in accordance with British Standards for the design of road lighting, but contrary to local community representatives wishes. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

**RESOLVED** – That the installation of the latest scheme proposals for High Street, Boston Spa, which is in accordance with British Standards for the design of road lighting, but contrary to local community representatives wishes, be approved.

**199 Leeds Bradford International Airport Taxi Access**

Further to Minute No. 95, 12<sup>th</sup> October 2011, the Director of City Development submitted a report responding to the recommendations made by the Scrutiny Board (Regeneration) following its inquiry into the full design option for the provision of a taxi facility on Whitehouse Lane at Leeds Bradford International Airport. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In considering this matter, Members highlighted the need to secure a more flexible and inclusive approach towards taxi access at the airport and urged for an holistic and satisfactory resolution, befitting the airport's status. In this regard, Members made reference to the Forecourt Management Plan. The recommendations made by Scrutiny Board (Regeneration) were noted and it was highlighted that such recommendations could be revisited, should the need arise.

**RESOLVED –**

- (a) That the contents of the submitted report, together with the response made to the Scrutiny Board (Regeneration) report and comments, be noted.
- (b) That the Scrutiny Board (Regeneration) recommendations arising from their review of the design option previously prepared for providing a taxi facility on Whitehouse Lane at Leeds Bradford International Airport be noted.

**200 Consultant's Report on the Future of Kirkgate Market**

The Head of Scrutiny and Member Development submitted a report requesting that consideration was given to the major concerns of the Scrutiny Board (Regeneration) regarding the consultant's report on the future operation and management of Kirkgate Market. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

On behalf of the Board, the Chair thanked Scrutiny Board (Regeneration) for the work which it had undertaken on this matter. This was followed by Councillor J Procter, Chair of the Scrutiny Board, attending the meeting to present the Board's findings and key concerns.

**RESOLVED –** That the comments and observations of Scrutiny Board (Regeneration) on the consultant's proposals for the future operation and management of Kirkgate Market, be noted.

**201 Kirkgate Market Strategy and Capital Works**

The Director of City Development submitted a report providing an update on the strategy for Kirkgate Market, the recommendations of Quarterbridge Project Management Ltd. on the future management and ownership model for the market, its optimum size and various other matters which would secure its future. In addition, the report also detailed the capital maintenance works programmed for the market, whilst also outlining proposals for progressing some of the recommendations from the consultant's report regarding the replacement of some areas of the market and the refurbishment of other halls, together with proposed further consideration of the market's future management and ownership. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

In considering the consultant's recommendations, the Board noted that such recommendations did not commit the Council to a single course of action and that all such recommendations would not be accepted as a matter of course. Responding to Members' comments and concerns, assurances were provided that the market would remain within Council ownership, that it was viewed as a great asset to the city and that it needed to adapt in order to meet the new challenges from within retail sector. Clarification was also given to the Board following enquiries in respect of a perceived conflict of interest regarding the consultants.

**RESOLVED –**

- (a) That the recommendations from market specialists, Quarterbridge Project Management Ltd. be noted.
- (b) That the Council's commitment to ensure a sustainable future for Kirkgate Market be reaffirmed.
- (c) That agreement in principle be given to the market being reduced by 25% and to proceed with a full feasibility study for a modern extension to replace the 1976, 1981 and George Street shops halls and for the refurbishment of 1904 and 1875 halls.
- (d) That agreement be given to retaining the open market and relocating it, following the redevelopment of the indoor market, so that it remains adjacent to the indoor market.
- (e) That agreement be given to hypothecate a proportion of the markets surplus in 2012/13 as a contribution towards the potential revenue and capital costs of redevelopment and refurbishment and to the injection of a scheme into the capital programme, in order to enable a full feasibility study to be undertaken.
- (f) That officers be requested to report back on the outcome of the feasibility study in order to advise the Board on the scope, scale and financial implications of the redevelopment and refurbishment proposals.
- (g) That officers be instructed to explore the advantages and disadvantages of a commercial partnership against the option of the market remaining in the Council's sole ownership and management.
- (h) That officers be instructed to consider further the feasibility of implementing other matters recommended by Quarterbridge.

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

(Councillor Golton declared a personal interest in this item, due to his involvement in the Markets Forum, and also as due to his family being frequent shoppers at the market)

**NEIGHBOURHOODS, HOUSING AND REGENERATION**

**202 Towards More Integrated Locality Working 2: An Early Review of the Environmental Services Delegation**

Further to Minute No. 199, 30<sup>th</sup> March 2011, the Assistant Chief Executive (Customer Access and Performance) submitted a report providing an early stage review of the delegation of environmental services and which articulated the views of Elected Members across the ten Area Committees, as reported

Draft minutes to be approved at the meeting  
to be held on Wednesday, 7th March, 2012

by the three Area Support Teams. The report lent heavily on a range of discussions at environmental sub groups, tasking meetings, Area Committee meetings, ward meetings, the views of the Environmental Champions and from the Area Committee Chairs' Forum meeting. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members welcomed the progress which had been made in this area, but emphasised the need to ensure that there was sufficient resource available to undertake the delegated provision and the importance of a cohesive approach to be taken between directorates. In addition, Members highlighted the benefits that a performance management tool may have in respect of the effectiveness of the service.

**RESOLVED –**

- (a) That the gradually improving confidence of Elected Members in the delegated service be welcomed.
- (b) That activities which will do more to embed the service locally, be endorsed.
- (c) That the constitutional amendment, as shown within Appendix 1 to the submitted report be approved.
- (d) That officers be authorised to set out and agree with Area Committees other appropriate delegations for a further service level agreement in respect of Ginnel/Gully Cleansing and Graffiti.

**203 Housing Revenue Account Self Financing and Business Plan**

The Director of Environment and Neighbourhoods submitted a report presenting for approval the Housing Revenue Account (HRA) Business Plan. In addition, the report provided details of the key findings, priorities and principles contained within the Plan. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

The Board welcomed the proposals regarding the more structured, longer term strategy for rent increases. In addition, Members requested that a programme of housing stock improvements was considered which would ultimately lead to 'component decency' being achieved, whilst Members were assured that work continued in order to ensure that any budgetary shortfall experienced by an ALMO would be addressed equitably.

In conclusion, it was suggested that as this matter progressed, a Member seminar on this issue was scheduled.

**RESOLVED –**

- (a) That the HRA Business Plan, as appended to the submitted report, be approved.



- (b) That the key priorities and actions, as set out within the Plan, be approved.
- (c) That the rent strategy outlined for the next 5 years be approved in order to deliver essential investment.
- (d) That approval be given to ALMO cash reserves being utilised as required, in order to sustain the essential investment standard.

#### **204 Investment in Affordable Housing in Leeds**

The Director of Environment and Neighbourhoods submitted a report which provided an overview of affordable housing delivery in Leeds since 2008, detailed the context for ongoing discussions about investment, and moving forward, outlined the proposed approach to the delivery of priorities for affordable housing investment in Leeds. In determining this matter, the Board took into consideration all matters contained within the accompanying report.

Members welcomed the number of affordable housing units which had been delivered as part of the Affordable Homes Programmes and considered the levels of new residential schemes established via Section 106 agreements.

#### **RESOLVED –**

- (a) That the affordable housing investment which Leeds has been successful in attracting over the period since 2008 be noted.
- (b) That investment in affordable housing delivery in Leeds be directed towards identified gaps and meeting the priorities, as identified within the Leeds Housing Investment Plan (LHIP).

**DATE OF PUBLICATION:** 14<sup>TH</sup> FEBRUARY 2012

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 21<sup>ST</sup> FEBRUARY 2012

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 22<sup>ND</sup> February 2012)

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**FORWARD PLAN OF KEY DECISIONS**  
**Relating to Scrutiny Board (Health & Wellbeing and Adult Social Care)**

1 February 2012 – 31 May 2012

## **What is the Forward Plan?**

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 February 2012 – 31 May 2012. The Plan is updated monthly and is available to the public 14 days before the beginning of each month.

## **What is a Key Decision?**

A Key decision, as defined in the Council's Constitution is an executive decision which is likely to:

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising 2 or more wards

## **What does the Forward Plan tell me?**

The Plan gives information about:

what key decisions are coming forward in the next four months  
when those key decisions are likely to be made  
who will make those decisions  
what consultation will be undertaken  
who you can make representations to

## **Who takes key decisions?**

Under the Authority's Constitution, key decisions are taken by the Executive Board or Officers acting under delegated powers.

## **Who can I contact?**

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members.

## **How do I make contact?**

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring Leeds City Council and staff there will be able to assist you:

**Leeds City Council - Telephone: 0113 2474357**

## **How do I get copies of agenda papers?**

The agenda papers for Executive Board meetings are available five working days before the meeting from:

Governance Services, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 2474350

Fax: 0113 3951599

Email: [cxd.councilandexec@leeds.gov.uk](mailto:cxd.councilandexec@leeds.gov.uk)

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

### **Where can I see a copy of the Forward Plan?**

The Plan can be found on the Leeds City Council Website [www.leeds.gov.uk](http://www.leeds.gov.uk). The Plan is regularly updated and for legal reasons is formally published on a monthly basis on the following dates:

#### **2011/12**

16 <sup>th</sup> June 2011	17 <sup>th</sup> December 2011
15 <sup>th</sup> July 2011	17 <sup>th</sup> January 2012
17 <sup>th</sup> August 2011	15 <sup>th</sup> February 2012
16 <sup>th</sup> September 2011	16 <sup>th</sup> March 2012
17 <sup>th</sup> October 2011	16 <sup>th</sup> April 2012
16 <sup>th</sup> November 2011	

### **About this publication**

For enquiries about the Forward Plan of Key Decisions please:

E-mail: [cxd.councilandexec@leeds.gov.uk](mailto:cxd.councilandexec@leeds.gov.uk) or telephone: 0113 247 4357

Visit our website [www.leeds.gov.uk](http://www.leeds.gov.uk) for more information on council services, departments, plans and reports.

This publication can also be made available in Braille or audio cassette. Please call: 0113 247 4357

If you do not speak English and need help in understanding this document, please phone: 0113 247 4357 and state the name of your language.

We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

যদি আপনি ইংরেজিতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 2243462 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 22 43462 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की जरूरत है, तो कृपया 0113 224 3462 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 22 43462 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ. ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ.

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 22 43462 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹر پریٹر) سے رابطہ کریں گے۔



**LEEDS CITY COUNCIL**

**FORWARD PLAN OF KEY DECISIONS**

For the period 1 February 2012 to 31 May 2012

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Learning Disability Framework Procurement The award of the Framework Agreement to provide supported living services for people with learning disabilities	Director of Adult Social Services	1/2/12	Adult Commissioning Board	The report requesting the award of the Framework Agreement to provide supported living services for people with learning disabilities from December 2010 for a period of 2 years until December 2012 with an option to extend for a further 1x12 month and 1x12 month periods	Director of Adult Social Services janet.wright@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Carers Leeds - Advice, Support and Information Service for unpaid family carers</p> <p>To award the final one year contract extension from 1/4/2012 to Carers Leeds for the provision of the advice, support and information service for all carers across Leeds. The contract commenced on 1/4/08 for three years plus two one year extensions.</p>	Director of Adult Social Services	5/2/12	Consultation took place for initial award of this contract	Report to DASS to approve extension of contract	bridget.maguire@leeds.gov.uk
<p>Adult Social Care Voluntary Sector Grants Schedule 2012/2013</p> <p>The Director of Adult Social Services to agree the grant payments to voluntary sector organisations during 2012/2013</p>	Director of Adult Social Services	1/3/12	Executive Member Adult Social Care	Report to the Director of Adult Social Services	mark.phillott@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Leeds Community Equipment Service Partnership Agreement Approval of the Director of Adult Social Services to agree to Leeds City Council continuing to be a partner, with Leeds Community Health Care, in the provision of community equipment services, with effect from 1 <sup>st</sup> April 2012 for a three year period with the option of a further two one year extensions	Director of Adult Social Services	1/3/12	NHS, Children's Service, User Involvement, ASC Disability Services Team	Report to the Director of Adult Social Services	katie.cunningham@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Telecare Equipment for Leeds Telecare Services 2012/13 Capital Scheme 15989</p> <p>Executive Board authority to release capital expenditure of £1,000,000 on Telecare Equipment for the Leeds Telecare Service from April 2012 to March 2013</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>7/3/12</p>	<p>Original consultation with NHS Leeds, Environments and Neighbourhoods and Service Users</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>katie.cunningham@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Harry Booth House Following the decision by Executive Board in September 2011 to establish a partnership with Leeds Community Healthcare Trust and Airedale, Bradford and Leeds NHS to develop an intermediate tier nursing home at Harry Booth House, to approve the inclusion of £585,000 in the forward capital plan for the refurbishment of Harry Booth House to nursing home standard fully funded by Health monies</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>7/3/12</p>	<p>Consultation on the change of use for Harry Booth House was undertaken as part of the Better Lives for Older People residential and day care consultation between May and August 2011. The proposal was agreed by the Executive Board in September 2011. The consultation included a full Equalities Impact Assessment of the proposals that formed a part of the Executive Board Report</p>	<p>The report to the decision maker with the agenda for the meeting</p>	<p>michele.tynan@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
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## **NOTES**

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £250,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

### **Executive Board Portfolios**

### **Executive Member**

Resources and Corporate Functions	Councillor Keith Wakefield
Development and the Economy	Councillor Richard Lewis
Environmental Services	Councillor Mark Dobson
Neighbourhoods Housing and Regeneration	Councillor Peter Gruen
Children's Services	Councillor Judith Blake
Leisure	Councillor Adam Ogilvie
Adult Health and Social Care	Councillor Lucinda Yeadon
Leader of the Conservative Group	Councillor Andrew Carter
Leader of the Liberal Democrat Group	Councillor Stewart Golton
Leader of the Morley Borough Indep	Councillor Robert Finnigan

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

**LEEDS CITY COUNCIL**

**BUDGET AND POLICY FRAMEWORK DECISIONS**

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Vision for Leeds	Council	To be confirmed	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Planning, Policy and Improvement)
Council Business Plan	Council	July 2013	Via Executive Board, all Scrutiny Boards	Report to be issued to the decision maker with the agenda for the meeting	Assistant Chief Executive (Policy, Planning and Improvement)
Health and Wellbeing City Priority Plan	Council	July 2013	Via Executive Board, Scrutiny Board (Health & Wellbeing and Adult Social Care), Leeds Initiative Board, Health and Wellbeing Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Care

**NOTES:**

The Council's Constitution, in Article 4, defines those plans and strategies which make up the Budget and Policy Framework. Details of the consultation process are published in the Council's Forward Plan as required under the Budget and Policy Framework.



Full Council ( a meeting of all Members of Council) are responsible for the adoption of the Budget and Policy Framework.

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<b>Strategic Priority: 4</b>			<b>H&amp;W Board Sponsor – Ian Cameron</b>	
Make sure that people who are the poorest improve their health the fastest.			<b>Delivery Lead: Brenda Fullard</b>	
<b>Performance Indicators</b>				
Reduce the differences in life expectancy (and healthy life expectancy subject to ONS and Local Authority citizen panel survey) between communities				
<b>Priority Actions</b>				
<b>Priority Action 4a – Minimise the impact of poverty on health of under 5s</b>				
<b>Action Plan 2011/12:</b>				
<b>Action</b>	<b>Targeting</b>	<b>Action Owner</b>	<b>Contributing Officers</b>	<b>Milestone or Target</b>
Continue the development and implementation of the Infant Mortality Action Plan, including the Reducing Infant Mortality demonstration sites, and roll out best practice to areas of greatest need across Leeds	10% most deprived communities and priority populations	Sharon Yellin (NHS)	Commissioners (NHS ABL), LCC Children's Services, Leeds Teaching Hospitals NHS Trust (LTHT), Leeds Community Healthcare NHS Trust (LCHT)	Low birth weight rate in deprived Leeds vs Leeds as a whole <ul style="list-style-type: none"> <li>• Breastfeeding maintenance at 6 - 8 weeks</li> <li>• Maternity Access - full booking assessment by 12 weeks</li> <li>• Smoking in pregnancy. Target 95% of smoking status known at booking in and delivery. Target 1% reduction in the prevalence of smoking during pregnancy</li> </ul>

Action	Targeting	Action Owner	Contributing Officers	Milestone or Target
Establish Leeds Early Start Service bringing together health visiting and children centre practitioners into fully integrated teams with increased capacity in deprived areas to deliver the new early start service model .	Babies born to families living in deprived areas of Leeds	Jane Mischenko (NHS)	Sarah Sinclair: LCC Andrea Richardson: LCC Sam Prince:LCHT Janice Burberry: NHS ABL  Commissioners (NHS ABL) LCC Children's Services	Achieve full integration by 2013; including increasing capacity in deprived Leeds to deliver the new early start service model.
Increase priority access to quality early years services for parents and young children	Top 100 methodology in localities 0 to 5 review Target services where known risk attributes identified e.g. Domestic violence Substance misuse Mental health offending Teenage parents/carers	Andrea Richardson (LCC)	Jane Mischenko:NHS Sam Prince:LCHT Sal Tariq :LCC Sue May:LCC  NHS Commissioners LCC Children's Services Leeds Community Healthcare NHS Trust	Clear service entitlement across health ,early education and family support for families at risk Reduction in the number of LAC who are under 5
Secure and double the capacity of the family nurse partnerships	Families with children under 5 years living in deprived areas of Leeds	Jane Mischenko (NHS)	Sam Prince LCHT Sarah Sinclair :LCC Janice Burberry :NHS NHS Commissioners LCC Children's Services Leeds Community Healthcare NHS Trust	Family Nurse Partnership programme in place with the capacity to engage 200 young mums

Priority Action 4b – Action on housing, transport and environment to improve health and wellbeing				
Action Plan 2011/12:				
Action	Targeting	Action Owner	Contributing Officers	Milestone or Target
Integrate a health perspective/ implement health impact assessments on spatial planning developments	Localities experiencing the highest levels of inequality	Phil Crabtree (LCC)	Janette Munton (NHS)	Health considerations are made within LCC spatial planning decision-making process
Increase physical activity and improve mental health by: <ul style="list-style-type: none"> <li>Promoting active travel</li> <li>Protecting and promoting the use of community green space</li> <li>Ensuring accessible and low cost of leisure and recreation opportunities</li> </ul>	Low income households; people with existing physical and mental health conditions, learning disabilities, children and families, older people.	Gary Bartlett (LCC) Ed Mylan (LCC)	Janette Munton (NHS) Mark Allman (LCC) Alex Hammond (NHS) Emma Croft (NHS) Jan Burkhardt (NHS)	Proportion of adults and children who regularly participate in leisure and cultural activities  Number of visitors to parks and open spaces, representative of Leeds in terms of age, ethnicity, gender and disability  Development of LCC Bike to Work Scheme for 2012; 10 more "Scoot to School" schools; and 6 roadshows in secondary schools to promote sustainable travel.

Action	Targeting	Action Owner	Contributing Officers	Milestone or Target
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<p>Improving health and wellbeing for the most vulnerable through improved housing and warmth</p>	<p>Low income households; people with existing physical and mental health conditions, learning disabilities, children, older people</p>	<p>Liz Cook (LCC)</p>	<p>Brenda Fullard (NHS) Mark Ireland (LCC) Dawn Bailey (NHS)</p>	<p>Baseline to be established Proposed targets–</p> <ul style="list-style-type: none"> <li>• Identify and reduce households experiencing excess cold</li> <li>• Reduce fuel poverty and increasing income maximisation</li> <li>• Improve housing to reduce infant mortality and for families with complex needs</li> </ul>
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Priority Action 4c – Support people back into work and to healthy employment				
Action Plan 2011/12:				
Action	Targeting	Action Owner	Contributing Officers	Milestone or Target
<p>Provide support to increase employment.</p> <p>Encourage and support individuals into work to improve wellbeing.</p>	Local residents in deprived communities, people with disability, mental or physical health problems	Job Centre+ , Jane Williams (NHS)	Jane Hopkins (LCC) Rachel McKlusky (NHS) Steve Callaghan (LCC) Michele Tynan (LCC) Lorraine Shuker (NHS)	<ul style="list-style-type: none"> <li>• 500 referrals per annum into mental health employment support service.</li> <li>• Baseline Indicator to be established</li> <li>• Number of Employment Support Allowance recipients required to comply with conditionality-undertake job search / stay in touch with the labour market /moving into work</li> </ul>
Enabling employees to stay in work, by developing and implementing action to promote mental and physical health and well-being whilst at work (health promotion and prevention)	Disabled, carers and those with long term physical and mental health conditions.	Dawn Bailey/Lorraine Shuker (NHS)	Neighbourhoods Team (NHS) <i>Tom Holvey (tbc)</i> <i>Leeds Ahead (tbc)</i> Catherine Ward (NHS) Lisa Mallinson (LCC) Health & Safety Executive, Occupational Health providers, Human Resource practitioners, Trade Unions, employer forums	<p>Baseline Indicator to be established</p> <p>Reduce the incidence of work-related ill-health and injuries and their causes.</p>

Action	Targeting	Action Owner	Contributing Officers	Milestone or Target
Supporting employees to return to work (early detection both in terms of work related ill health and healthy lifestyle)	Disabled, carers and those with long term physical and mental health conditions.	Chris Ingham (LCC) (tbc)	Occupational health Services (LCC), LOHAS, Andrea Hildrid (LCHT), Lorraine Shuker (NHS) Brenda Fullard (NHS), Dawn Bailey (NHS), Occupational Health providers, Human Resource practitioners, Trade Unions, GPs	Baseline Indicator to be established  Proportion of people with mental illness and or disability in employment



<b>Priority Action 4d – Increase advice and support to minimise debt and maximise income</b>				
<b>Action Plan 2011/12:</b>				
<b>Action</b>	<b>Targeting</b>	<b>Action Owner</b>	<b>Contributing Officers</b>	<b>Milestone or Target</b>
Deliver affordable banking services, (including affordable credit and bill paying services)	People on low incomes or in receipt of benefits and priority population groups, especially mental health service user groups. Registered Social Landlords tenants in receipt of Universal Credit	Dave Roberts/ Chris Smyth (Leeds City Credit Union), Registered Social Landlords.	Financial Inclusion Partnership, Department for Work and Pensions.	<p>CBP- TP1e Maintain the level of recruitment of new customers on low incomes accessing credit union services (savings, loans &amp; current accounts)</p> <p>Increase the total number of Leeds City Credit Union members.</p> <p>Establish a Community Development Financial Institutions. Number of tenants paying rent by monthly bill paying account.</p>
Improve access to debt and money advice and support to improve financial capability.	People on low incomes or in receipt of benefits and priority population groups, especially mental health service user groups. Groups who may be detrimentally affected by the national welfare reforms	Dave Roberts/ Dianne Lyons (Leeds Citizens Advice Bureau)/ Janette Munton (NHS)	Advice Leeds Financial Inclusion Partnership NHS Commissioners	Number of clients advised on debt and money advice issues, primarily in GP practices and other health settings and specialist services, by Leeds advice agency partners. Information arising from the Council Welfare Reform Board.

**APPENDIX 4**

<b>Action</b>	<b>Targeting</b>	<b>Action Owner</b>	<b>Contributing Officers</b>	<b>Milestone or Target</b>
Improve access to welfare benefits advice	People on low incomes or in receipt of benefits, and priority population groups. Groups who may be detrimentally affected by the national welfare reforms	Dave Roberts/ Steve Carey/ Paul Broughton	Advice Leeds Financial Inclusion Partnership NHS Commissioners	Number of clients advised on welfare benefits issues in GP surgeries and other health settings by Leeds advice agency partners and Welfare Rights Team. Information arising from the Council Welfare Reform Board.
Improve the uptake of free school meals	People on low incomes or in receipt of benefits, and priority population groups	Dave Roberts/ Julie Meakin/ Pat Toner	Rosemary Molinari NHS Commissioners	Increase take up of free school meals by 5% annually.
Ensure that vulnerable households have access to all existing fuel poverty assistance.	People on low incomes or in receipt of benefits, and priority population groups	Dave Roberts/ George Munson (LCC), Myrte Elbers (NHS)	Environment Policy Team Robert Curtis	Arrange for 'Hotspots' training for frontline health services staff in 10% most deprived areas.

<b>Priority Action 4e – Ensure equitable access to services that prevent and reduce ill-health</b>				
<b>Action Plan 2011/12:</b>				
<b>Action</b>	<b>Targeting</b>	<b>Action Owner</b>	<b>Contributing Officers</b>	<b>Milestone or Target</b>
Clinical Commissioning Groups (CCGs) to ensure this priority is embedded within their approach to commissioning and improving the quality of primary care	Target practices ( with more than 30% of their practice population living in the most deprived 10% SOAs) Other practices in terms of 'vulnerable' groups	Lucy Jackson (NHS) Jon Fear (NHS) Victoria Eaton (NHS)	Diane Burke Karen Newbould	Actions within CCG commissioning plans- April 2012  Actions agreed in line with improving quality of primary care within
Engage with the NHS and Adult Social Care transformation programme to embed this as a priority across work programme	People identified at high risk of hospital admission through risk stratification	Lucy Jackson (NHS) Victoria Eaton (NHS) Jon Fear (NHS)	Diane Burke Karen Newbould	Within all work streams of NHS and ASC programme
Improve accessibility; and provision of advocacy, information, advice and language support to make effective use of healthy living services	Low income households; people with existing physical and mental health conditions, excluded groups, learning disabilities, families with young children and older people.	Brenda Fullard (NHS)	Staying Healthy Commissioning team (NHS), Mike Sells (LCC) Dan Barnett (Leeds Initiative) Library services (LCC) Baksho Uppal (LCC) Elizabeth Bailey (LCC) Tim Taylor (LCC)	Increase in referrals to healthy lifestyle services

Action	Targeting	Action Owner	Contributing Officers	Milestone or Target
Behavioural and lifestyle programme to increase early diagnosis of cancer	Localities and population groups that experience higher levels of cancer mortality than the rest of Leeds	Brenda Fullard (NHS)	John Fear (NHS) Catherine Foster (NHS), Veronica Lovatt (NHS), Fran Hewitt (NHS), Louise Cresswell (NHS), Matt Callister (LTHT) Dawn Ginns (NHS) Feel Good Factor Healthy Leeds Network Baksho Uppal (LCC)	Increase in early diagnosis of lung cancer
Build the capacity, confidence and skills of individuals, communities and the third sector to take control of their own health and play an active role in the well-being of others	Low income households; people with existing physical and mental health conditions, excluded groups, learning disabilities, older people.	Janette Munton (NHS) Pat Fairfax (LCC)	Locality Health and Wellbeing partnerships Brenda Fullard (NHS) Mick Ward (LCC) Ruth Middleton (NHS)	<ul style="list-style-type: none"> <li>Evidence of increased engagement in inter-generational and inter-cultural community activities</li> <li>Increase the number of vulnerable population groups engaged in co-producing services</li> </ul>

# SCRUTINY BOARD (HEALTH AND WELLBEING AND ADULT SOCIAL CARE)

## Health Service Developments Working Group

### Notes of meeting held on 7 November 2011

<b>Attendance:</b>	
<b>Members of the Scrutiny Board</b>	
<ul style="list-style-type: none"> <li>• Councillor Lisa Mulherin (Chair)</li> <li>• Councillor John Illingworth</li> <li>• Councillor Shirley Varley</li> </ul>	<ul style="list-style-type: none"> <li>• Joy Fisher (Co-opted member)</li> <li>• Sally Morgan (Co-opted member)</li> <li>• Paul Truswell (Co-opted member)</li> </ul>
<b>Officers</b>	
<u>NHS Leeds:</u>	
Nigel Gray, Deputy Director of Commissioning	
Matt Ward, Associate Director of Commissioning	
Caroline Walker, Communications Lead	
<u>Leeds Teaching Hospitals NHS Trust</u>	
Karl Milner, Director External Affairs and Communication	
Ross Langford, Head of Communications	
<u>Leeds City Council</u>	
Dennis Holmes, Deputy Director, Adult Social Care	
Steven Courtney, Scrutiny Support	
<b>Apologies:</b>	
<ul style="list-style-type: none"> <li>• Councillor Judith Chapman</li> <li>• Councillor Rebecca Charlwood</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor Graham Kirkland</li> </ul>

Items	Action
<b>1 Attendance / Introduction</b>	
The Chair welcomed all those present to the meeting of the Health Service Developments Working Group. Introductions were made and apologies (as detailed above) were received and noted.	
<b>2 Horizon scanning</b>	
<p>The horizon scanning document was presented and considered by the working group, with the main issues identified and discussed as follows:</p> <p>(a) <b>Proposed 111 service</b> – reported as a nationally mandated service change for urgent care, with a proposed new telephony service for non-emergency care matters. Using a national procurement model, it would be proposed to work across West Yorkshire. The outcome of the procurement would influence / impact on the review of Leeds' model for urgent care and the out of hours service.</p> <p>(b) <b>Review of Urgent Care/ Out of Hours</b> – closely linked with the outcome of the proposed 111 service and seen as the local perspective of proposed changes to the existing urgent care pathway. The process for developing the consultation documentation, including the use of a 'readers panel' was</p>	

## SCRUTINY BOARD (HEALTH AND WELLBEING AND ADULT SOCIAL CARE)

### Health Service Developments Working Group

#### Notes of meeting held on 7 November 2011

Items	Action
<p>outlined and discussed. A level 4 (substantial) service change was proposed, with a 14-week (rather than 12-week) public consultation period confirmed. The consultation was scheduled to take place between December 2011 and March 2012 – with the additional 2 weeks taking account of the Christmas holiday period.</p> <p>It was noted that as a proposed substantial service change, the Scrutiny Board may wish to be formally consulted on the proposals.</p> <p>The ongoing need for public education associated with any 'new model' of urgent care was discussed and noted.</p> <p>(c) <b>Universal Services</b> – proposed integration of health visitors and children's centre workforce. There was brief discussion around the Government's aim to increase the number of Health Visitors nationally. An outline of the engagement activity to date was provided, including engagement with the Youth Council and Parents Forums (within Children's Centres).</p> <p>It was noted that the proposed level of service change was still to be confirmed and more details were anticipated after December 2011.</p> <p>(d) <b>Mid Yorkshire Hospital Catchment Review</b> – it was reported that the review was likely to result in a lower impact than initially anticipated and would be considered with the Trust's overall Winter Plan.</p> <p>A brief discussion followed around the uptake of flu vaccinations and the lack of any national campaign in this regard.</p> <p>(e) <b>Trauma Designation</b> – highlighted that the Specialised Commission Group (SCG) was the lead organisation, with the aim of centralising Major Trauma and establishing designated Major Trauma Centres (MTC) by April 2012. It was proposed that LGI would become the MTC for West Yorkshire and this could result in triage for an additional 1500 patients per annum.</p> <p>(f) <b>Vascular Designation</b> – it was proposed that LTHT would become the regional centre for serious vascular cases. While the documentation outlined that LTHT was not receptive to designation at this stage, it was reported to the meeting that the proposals were likely to result in a lower impact (i.e. lower patient numbers) and discussions were ongoing.</p> <p>(g) <b>Neurosurgery Designation</b> – a brief outline was given around the national 'Safe and Sustainable' review of Children's Neurosurgery. It suggested that the regional health scrutiny network might usefully consider the (potential) involvement of Health Overview and Scrutiny Committees across the region and whether or not a joint scrutiny approach would be the most appropriate way forward.</p>	

## SCRUTINY BOARD (HEALTH AND WELLBEING AND ADULT SOCIAL CARE)

### Health Service Developments Working Group

#### Notes of meeting held on 7 November 2011

Items	Action
<p>(h) <b>Children's Cardiac Designation</b> – a brief update was provided. It was noted that the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) had submitted a report on the proposals and consultation options. It was also reported that a formal referral to the Secretary of State (for Health) had been made. The outcome of the referral was expected sometime in 2012.</p> <p>It was also reported that outcome of the judicial review brought by the Royal Brompton and Harefield NHS Trust was just emerging and it seemed that the consultation process had been judged to be fundamentally flawed, with the judge ruling the consultation was 'unlawful and must be quashed'. The full implications of the ruling were not yet known, however members would be updated once the position became clearer.</p> <p><b><i>(NB Toward the end of the meeting it was reported that the Joint Committee of Primary Care Trusts (JCPCT) had made public its intention to appeal the findings/ ruling of the judicial review).</i></b></p>	
<p><b>AGREED</b></p> <p>(a) That the horizon scanning details be noted and that further updates be provided in due course.</p>	<b>NHS Leeds</b>
<p><b>3 Service Change Tracker (Live proposals)</b></p>	
<p>The updated service change tracker (i.e. live proposals) document was presented and considered by the working group. The main issues identified and discussed were as follows:</p> <p>(a) Clinical value in elective care – an internal improvement programme building on current ways of working and national guidance. Work was continuing and likely to be picked up as part of the Scrutiny Board's consideration of work around the 'Leeds Transforming Health and Social Care' programme.</p> <p>(b) Ophthalmology (Community Model) – move of activity for long term eye follow up from hospital to community model. Consultation was fully complete and had identified a potential gap in provision in East Leeds. Consideration was being given to how this could be addressed.</p> <p>(c) ENT Community Model – the service model was not yet completed.</p> <p>(d) Integrated Health and Social Care Teams – the proposal was bringing together a range of services into integrated health and social care teams on a geographical basis, located around existing GP practices. The aim being to provide more unified care by delivering community health and social care services for older people and people with long term conditions through fully integrated services. The intention was to have integrated teams working across the city within 18-24 months, starting with three demonstrator sites across the City.</p>	

# SCRUTINY BOARD (HEALTH AND WELLBEING AND ADULT SOCIAL CARE)

## Health Service Developments Working Group

### Notes of meeting held on 7 November 2011

Items	Action		
<p>It was identified that the proposals were likely to identify some implications around the Council's statutory duties/ responsibilities and associated governance issues, which may warrant more detailed consideration by the Scrutiny Board in the future.</p> <p>(e) Community Intermediate Care (CIC) beds – it was reported that the CIC bed site for South Leeds had been identified / agreed as Harry Booth House.. Discussions around the location of provision for North West and East Leeds were ongoing. Discussions with appropriate Area Committees was planned.</p> <p>(f) NHS Leeds Estates – aimed at improving the use of buildings so that their function and design meets the needs of patients and service providers, this workstream specifically related to existing clinics at Garforth, Otley and Leafield. It was reported that while potential alternative locations had been identified for services currently delivered at Otley and Leafield, further options needed to be developed for Garforth. It was reported that a 12-week consultation process around the proposals for Leafield and Otley would commence in January 2012.</p> <p>A number of other Level 2 service changes (that formed part of LTHT's Managing for Success (MfS) programme) were reported as being complete and recommended to be removed from future reports. These were as follows:</p> <ul style="list-style-type: none"> <li>• Stroke Services – centralisation of stroke services at LGI close to vascular surgery.</li> <li>• GI surgery and gastroenterology – centralisation of upper and lower gastrointestinal surgery and gastroenterology at SJUH in Lincoln and Bexley Wings.</li> <li>• Children's inpatient services – further consolidation of children's inpatient services into Clarendon Wing on the LGI site.</li> <li>• Critical care – centralising adult critical care facilities in Jubilee Wing on the LGI site.</li> <li>• Trauma – centralised orthopaedic trauma service on the LGI site.</li> <li>• Surgery – bringing together specialised surgical services in Jubilee Wing on the LGI site.</li> </ul>			
<p><b>AGREED</b></p> <p>(a) That the updates provided be noted and that progress be monitored at future meetings.</p> <p>(b) That completion of the following service changes be noted and the details removed from future schedules:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Stroke Services</li> <li>• GI surgery and gastroenterology</li> <li>• Children's inpatient services</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Critical care</li> <li>• Trauma</li> <li>• Surgery</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Stroke Services</li> <li>• GI surgery and gastroenterology</li> <li>• Children's inpatient services</li> </ul>	<ul style="list-style-type: none"> <li>• Critical care</li> <li>• Trauma</li> <li>• Surgery</li> </ul>	<p><b>NHS Leeds</b></p>
<ul style="list-style-type: none"> <li>• Stroke Services</li> <li>• GI surgery and gastroenterology</li> <li>• Children's inpatient services</li> </ul>	<ul style="list-style-type: none"> <li>• Critical care</li> <li>• Trauma</li> <li>• Surgery</li> </ul>		



## SCRUTINY BOARD (HEALTH AND WELLBEING AND ADULT SOCIAL CARE)

### Health Service Developments Working Group

#### Notes of meeting held on 7 November 2011

Items	Action
<b>4</b>	<b>Leeds City Council – Forward Plan of Key Decisions (1 October 2011 – 31 January 2012)</b>
	The Forward Plan of Key Decisions as it related to the Health and Wellbeing and Adult Social Care Scrutiny Board, for the period 1 October 2011 – 31 January 2012, was presented and considered.
	<b>AGREED</b> <b>(a) That the information presented be noted.</b>
<b>5</b>	<b>Any other business</b>
	<ul style="list-style-type: none"> <li>• <b>Breast surgery</b> – it was reported that an integrated site at Chancellors Wing (on the SJUH site) had been identified to relocate the service. It was reported that the site was acceptable to the clinical team and addressed recent concerns raised by patient representatives, around retaining a dedicated unit/ ward.</li> <li>• <b>Neonatal / maternity services</b> – it was highlighted that a review of provision across the City was likely to take place in the near future. It was likely that such a review would consider the sustainability of maintaining neonatal and maternity services across the two main hospital sites in the City (i.e. LGI and SJUH).</li> </ul>
	<b>AGREED</b> <b>(a) That the information be noted.</b> <b>(b) That Neonatal / maternity services be included on the formal documentation and further updates be provided at future meetings.</b>
	<b>NHS Leeds/ LTHT</b>
<b>6</b>	<b>Date and time of next meeting</b>
	It was noted that the next working group meeting would be held on <b><u>Monday, 9 January 2012 commencing at 10:00am</u></b>
	The Chair thanked all those in attendance and closed the meeting.
	<b>ALL</b>

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