



SCRUTINY BOARD (DEVELOPMENT)

Meeting to be held in the Civic Hall, Leeds on
Tuesday, 20th February, 2007 at 10.00 am

A pre-meeting will take place for ALL Members of the Board
in a Committee Room at 9.30 am

MEMBERSHIP

Councillors

B Cleasby (Chair)	-	Horsforth
P Davey	-	City and Hunslet
D Hollingsworth	-	Burmantofts and Richmond Hill
G Latty	-	Guiseley and Rawdon
R Lewis	-	Pudsey
M Lobley	-	Roundhay
A Lowe	-	Armley
A Millard	-	Wetherby
A Ogilvie	-	Beeston and Holbeck
N Taggart	-	Bramley and Stanningley
Whips Nominee	-	

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

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A G E N D A

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1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Rules (in the event of an Appeal the press and public will be excluded).</p>	
2			<p>EXCLUSION OF THE PUBLIC</p> <p>To identify items where resolutions may be moved to exclude the public.</p>	
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 circumstance shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 13 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES OF LAST MEETING</p> <p>To receive and approve the minutes of the last meeting held on 23rd January 2007.</p>	1 - 4
7			<p>EXECUTIVE BOARD MINUTES</p> <p>To receive the Executive Board minutes of the meeting held on 24th January 2007.</p>	5 - 20

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8			<p>OVERVIEW AND SCRUTINY MINUTES</p> <p>To note the minutes of the Overview and Scrutiny Committee meetings held on 8th and 29th January 2007.</p>	21 - 30
9			<p>UPDATE ON THE STRATEGIC REVIEW OF PLANNING AND DEVELOPMENT SERVICES</p> <p>To consider a report of the Chief Planning Officer on the progress on implementing the solutions within the five improvement themes of the strategic review for Planning and Development Services.</p>	31 - 46
10			<p>ADDRESSING WORKLESSNESS</p> <p>To consider a report of the Director of Neighbourhoods and Housing. (Report to follow.)</p>	
11			<p>TRAVELWISE CAMPAIGN UPDATE</p> <p>To consider a report of the Director of Development providing Members with information on the development of the Council's TravelWise campaign.</p>	47 - 52
12			<p>QUARTER THREE PERFORMANCE REPORT</p> <p>To consider the attached report of the Head of Scrutiny and Member Development.</p>	53 - 64
13			<p>WORK PROGRAMME</p> <p>To consider the attached report of the Head of Scrutiny and Member Development regarding the Board's Work Programme, together with a copy of the Forward Plan of Key Decisions pertaining to this Board's Terms of Reference for the period 1st February to 31st May 2007.</p>	65 - 74
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on 20th March 2007 at 10.00am with a pre-meeting for Board Members at 9.30am.</p>	

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SCRUTINY BOARD (DEVELOPMENT)

TUESDAY, 23RD JANUARY, 2007

PRESENT: Councillor B Cleasby in the Chair

Councillors P Davey, D Hollingsworth,
G Latty, R Lewis, M Lobley, A Lowe and
A Ogilvie

58 Declaration of Interests

Councillor Cleasby declared a personal and prejudicial interest in Item 12 (Minute No. 66 refers) as a Member of the Development Plan Panel which had also considered the Local Development Framework – Annual Monitoring Report, and declared his intention to leave the meeting for this item. Members voted unanimously that Councillor Hollingsworth would Chair the meeting for Item 12.

59 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Millard and Taggart.

60 Minutes of Last Meeting

The Chair confirmed that, as requested at the previous meeting, Members had been circulated with information provided by the Development Department, on:

- the current position on the sale of the former Blackgates Infant School site at Tingley and the signing of the Heads of Terms with Mintons;
- the lessons learnt in relation to the erection of the Telecoms mast on Rawdon Billing;
- the results of the survey sent to businesses in Leeds to gauge how satisfied local businesses were with the Council in helping to create a good business environment for the city;
- XSITE - the Development Department's in-house magazine.

The Chair also referred to the response from Councillor Harris on the issue of tackling worklessness, which had been considered at an earlier meeting of the Board.

Regarding Minute No. 53 on Ring Road Safety, Members raised a general concern with Officers of the Development Department, about the length of time the legal process took in considering minor objections to various road safety improvement schemes, which in some instances led to further accidents.

RESOLVED -

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- (a) That the above comments be noted.
- (b) That the minutes of the meeting held on 19th December 2006 be approved as a correct record.

61 Executive Board Minutes

RESOLVED - That the minutes of the Executive Board meeting held on 13th December 2006 be noted.

62 Overview and Scrutiny Minutes

RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting held on 4th December 2006 be noted.

63 Chief Planning Officer

The Head of Scrutiny and Member Development submitted a report at the Board's request, introducing the newly appointed Chief Planning Officer, Mr Phil Crabtree, who commenced his duties on 2nd January 2007.

The Chair welcomed Phil Crabtree to the meeting. Mr Crabtree was accompanied by the Director of Development, Jean Dent.

Mr Crabtree stated that he had been meeting with Members, Officers and Plans Panels and acquainting himself with the city. Major issues he had identified as priorities were the successful implementation and resourcing of the strategic review, improving performance in the processing of the particularly high volume of planning applications received in Leeds, pushing up the standards of design and improving customer satisfaction with the service.

Members were then invited to ask questions and raise issues with the Chief Planning Officer for which he was responsible.

Issues raised by Members were in summary:

- The benefits of online planning applications.
- The involvement of Councillors and Parish Councils at an earlier stage in the planning application process.
- Enforcement and communication difficulties between departments and some Councillors. The need to provide a better enforcement service.
- Notification to Councillors of planning applications received in neighbouring Wards.
- Support for community groups creating design statements for their Wards. Members were advised of the possible assistance with funding from Area Committee budgets for this.
- The development pressure in particular areas of Leeds and the need for development plans to be drawn up for many villages and the suburbs.

The Chair thanked the Officers for attending the meeting and advised the Board that a paper would be included on the February agenda of the Board

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from the Chief Planning Officer on Planning a Better Future - Planning and Development Services, which should address many of the issues and concerns raised by Members.

RESOLVED – That the above discussion and issues identified for further scrutiny be noted.

64 Work Programme

The Head of Scrutiny and Member Development submitted a report on the Board's Work Programme, together with the Forward Plan of Key Decisions pertaining to this Board's Terms of Reference covering the period 1st January to 30th April 2007 for Members' consideration.

Members discussed various issues that they wished to be addressed in reports already included in the Work Programme, but there were no changes requested to the existing Work Programme.

RESOLVED –

- (a) That the report and Forward Plan of Key Decisions be noted.
- (b) That there be no changes to the existing Work Programme.

65 Date and Time of Next Meeting

It was noted that the next meeting would be held on Tuesday 20th February 2007 at 10.00am with a pre-meeting for Board Members at 9.30am.

66 Local Development Framework - Annual Monitoring Report

Having declared a personal and prejudicial interest in this item, Councillor Cleasby left the meeting for the consideration of this matter and Councillor Hollingsworth took the Chair (Minute No. 58 refers).

The Head of Scrutiny and Member Development submitted a report attaching the report of the Director of Development which set out the City Council's Local Development Framework – Annual Monitoring Report (AMR). The Director's report had been considered by the Development Plan Panel on 5th December and the Executive Board on 13th December 2006. The AMR was subsequently dispatched to meet the Secretary of State's deadline for submission of 31st December 2006.

Members had been advised in the covering report that the AMR was being presented to the Scrutiny Board (Development) to note for information and to comment on the overall approach, with a view to incorporating any suggested changes in future Annual Monitoring Reports. Members were also advised that any specific changes they recommended would have to be submitted back to the Development Plan Panel and the Executive Board for their consideration.

In attendance to present the report and respond to Members' queries and comments were Peter Shilson, Team Leader Data, Steve Speak, Chief Strategy and Policy Officer and David Feeney, Head of Planning and Economic Policy, all from the Development Department.

In brief summary, the main issues raised were:

- The transition period between the old and new system and the overlap of local indicators with regional indicators.
- Affordable Housing – Concern that this indicator took no account of losses of existing affordable housing through Right-to-Buy sales and demolition, thus the stocks of affordable housing remained at low levels. Members were advised that housing market assessments would be looked at regionally and holistically in order to produce an improved plan.
- House building – Members were advised that the indicators were simplistic and did not show that the high figures in house building overall related to the boom in flats in the city centre. Members were advised on the need for more robust plans and negotiations with developers in the city centre to maintain standards of development.
- Waste removal and recycling figures – these issues and concerns, in particular that the indicator did not include commercial and demolition waste, would be debated at the March meeting of the Board when Officers would present a progress report on the development of a Sustainable Construction Design Guide.
- Brownfield sites – concerns whether there was separate data to indicate the amount of development in back gardens. Members were advised that the data could be reworked to provide this information, but it was considered that this type of development was a very small proportion of the total.
- Whether the AMR was value for money and being used to develop Council policies more efficiently and effectively.

The Chair thanked the Officers for their report.

RESOLVED – That the report and comments be noted.

(Note: Councillor Lewis joined the meeting at 10.40am during the consideration of this item.)

The meeting concluded at 11.10am.

EXECUTIVE BOARD

WEDNESDAY, 24TH JANUARY, 2007

PRESENT: Councillor A Carter in the Chair

Councillors D Blackburn, R Brett,
J L Carter, R Harker, P Harrand, M Harris,
J Procter, S Smith, K Wakefield and
J Blake

Councillor Blake – Non-voting Advisory Member

143 Exclusion of Public

RESOLVED – That the public be excluded from the meeting during consideration of the following 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 public were present there would be disclosure to them of the exempt information so designated as follows:

- (a) Appendix 2 to both of the reports referred to in minutes 147 and 148 under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because Education Leeds has a duty to secure improvement and increased confidence in the schools concerned and this would be adversely affected by disclosure of the information.
- (b) Appendix 1 to the report referred to in minute 153 under the terms of Access to Information Procedure Rule 10.4(3) on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because publication could prejudice the Council's commercial interests, as, both the appendix and the Final Business Case include matters where final negotiations in the contract are not yet complete, these negotiations being confidential between the Council and the Preferred Bidder and contain sensitive commercial information supplied to the Council by the preferred bidder.
- (c) The appendix to the report referred to in minute 160 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that this information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the disposal of the property/land then it is not in the public interest to disclose this information at this point in time as this could lead to random competing bids which would undermine this method of negotiation and affect the integrity of disposing of property/land by this process. Also it is considered that the release of

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such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties could access information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (d) Appendices 1, 2 and 4 to the report referred to in minute 166 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the fact that disclosure of appendices 1 and 2 could potentially prejudice the success of the scheme by speculative investors acquiring properties in advance of the Council's action and that appendix 4 contains costs attributed to the purchase of private properties which are estimates at this stage and disclosure could prejudice the Council's ability to reach agreement on the purchase price with owners.
- (e) Appendix 1 to the report referred to in minute 168 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because it contains costs and details about the relationships between the parties where disclosure could prejudice the Council's position in dealing with potential claims and future negotiations.

144 Declaration of Interests

Councillor Wakefield declared personal interests in the items relating to the Annual Reports on standards in schools (minutes 147 and 148) as a schools' governor and in the item relating to Review of 14 to 19 Provision in Leeds (minute 151) as a member of the Learning and Skills Council.

Councillor Brett declared a personal interest in the item relating to Deputation to Council – Animal Welfare Charities (minute 162) as a member of Leeds South East Homes.

Councillor Blackburn indicated his intention to leave the room during the discussion on the item relating to Land at Portland Gate, Leeds 1 (minute 160) in order to avoid any perception of predetermination at such time as the matter may be considered by the Plans Panel (City Centre) of which he was a member.

Further declarations of interest made during the meeting are referred to in minute 152 (Councillor A Carter) and minute 165 (Councillors J L Carter and Smith).

145 Minutes

RESOLVED – That the minutes of the meeting held on 13th December 2006 be approved.

CHILDREN'S SERVICES

146 Performance Targets for Education Leeds: 2006

The Director of Children's Services submitted a report on the final performance assessment of Education Leeds under the 2001-2006 contract arrangements when measured against the Strategic Incentive Performance Targets for 2006 set under the contract.

The report circulated with the agenda had indicated that national comparator data which might alter the incentive points score was awaited and the Support Executive Member (Children's Services) reported that this data had subsequently been received and did not affect the result.

RESOLVED –

- (a) That the very good performance of Education Leeds against the 2006 targets contained in the original contract be noted.
- (b) That an incentive payment of £322,000 be authorised.
- (c) That the staff of Education Leeds be thanked for their contribution to the raising of educational standards in the city during the term of the contract.

147 Annual Report on Standards in Leeds Primary Schools

The Chief Executive of Education Leeds submitted a report on the performance of primary schools during 2005-06 and the action taken by Education Leeds to fulfil its responsibilities.

Following consideration of Appendix 2 to the report designated as exempt under Access to Information Procedure Rule 10.4(1) and (2), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the report be noted together with the strategies for improvement that have been developed to support further increases in achievement for all pupils, groups and schools.
- (b) That the Chief Executive of Education Leeds be requested to arrange for work to be undertaken to further analyse trends in achievement in the primary sector.

148 Annual Report on Standards in Leeds High Schools

The Chief Executive of Education Leeds submitted a report on achievement in high schools over the last five years and on the strategies for improvement which have been employed.

Following consideration of Appendix 2 to the report designated as exempt under Access to Information Procedure 10.4(1) and (2), which was considered in private at the conclusion of the meeting, it was

RESOLVED – That the report be noted together with the strategies for improvement that have been developed to support further increases in achievement for all pupils groups and schools.

149 Great Preston Primary School

The Chief Executive of Education Leeds submitted a report on the proposed scheme to provide Phase 2 of works at Great Preston Primary School to amalgamate the school onto one site.

RESOLVED –

- (a) That the design proposals in respect of Phase 2 of works to amalgamate Great Preston C of E Primary School onto one site be approved.
- (b) That authority be given to incur expenditure of £900,000 in respect of the above scheme from capital scheme number 13053/000/000.

150 The Education and Inspections Act 2006

The Chief Executive of Education Leeds submitted a report outlining the main provisions of the Education and Inspections Act 2006 which was passed in November 2006.

RESOLVED – That the report be noted and that a more detailed report be brought to the March 2007 meeting of this Board outlining Education Leeds' current and planned responses to the Act.

151 Review of 14-19 Provision in Leeds

The Chief Executive of Education Leeds submitted a report on the findings of the review of 14-19 provision in Leeds undertaken by Cambridge Education on behalf of the Learning and Skills Council and on the proposed next stage of development. In presenting the report the Chief Executive of Education Leeds indicated that the primary purpose of the report was to consider the findings and proposals in the light of the new duty of the authority to take the strategic leadership role for this initiative.

RESOLVED –

- (a) That further work on the development of an options paper to be presented to this Board in May 2007 be approved.
- (b) That the Leeds 14-19 Review produced by Cambridge Education be endorsed.

152 Vacation and Occupation of the Chair

Councillor A Carter declared a personal and prejudicial interest in the following minute as a director of a company which may tender for works under the scheme, vacated the chair and left the room.

Councillor Harris assumed the chair.

153 Leeds Building Schools for the Future - Submission of Final Business Case

The Deputy Chief Executive submitted a report on progress of the Building Schools for the Future project.

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

RESOLVED –

- (a) To note the information in the report and its appendices providing details of the process and negotiations undertaken and work carried out to date in relation to the Leeds BSF Project ("Project") and to

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support and confirm the decision of the PPP/PFI Coordination Board, under section 3.1 of the powers delegated to it by Executive Board on 13 October 2005 to submit the Final Business Case for the Project in advance of this meeting of this Executive Board.

- (b) To note the powers of the Council as referred to in paragraph 5.3 of the report to enter into the Project Documents and that confirmation of the Council's powers will be contained in the report from the Council's legal advisers referred to in paragraph 5.4 of the report.
- (c) That approval be given to the financial implications for the Council of entering into the Project Documents as detailed in Appendix 1, and to the maximum affordability threshold for the City Council in relation to the Phase 1 PFI contract of £12.952m, as set out in Appendix 1.
- (d) To note the comments set out in Appendix 1, that the PFI element of Phase 1 remains good value for money for the Public Sector.
- (e) To note that based on the information provided in Appendix 1, the Project is affordable by the Council, and to agree a further injection into the Capital Programme for the two Design and Build Schools, as recommended in Appendix 1.
- (f) To note that work is currently underway and is expected to lead to the provisional assessment of the Director of Corporate Services that, on the information and advice provided, and in accordance with proper practices, no liabilities will arise which will result in the City Council being required to recognise a fixed asset in any balance sheet required to be prepared by the City Council in accordance with such proper practices, for the financial year in which the agreement will be entered, for the purposes of Regulation 3 of the Local Authorities (Capital Financing and Accounting) (England) Regulations 2003.
- (g) To note that the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) will apply to transfer staff currently employed by the City Council and Education Leeds from the respective service commencement dates for each PFI school and that ongoing communication and consultation is taking place on this.
- (h) To note that an admission agreement will be entered into in connection with this project to enable those transferring employees of PFI schools who are currently members of the West Yorkshire Pension Fund to retain active membership of that scheme and to permit new employees to have similar benefits.
- (i) That approval be given to the award of contracts for the implementation of the Project to the Environments for Learning consortium (E4L) to include (but not by way of limitation) the award/entry into of the following contracts:

- in relation to the Phase 1 PFI schools of a PFI Project Agreement to a special purpose company to be established by E4L as a subsidiary of the Local Education Partnership (LEP);
- subject to approval by Executive Board Members to investment in and governance arrangements relating to the LEP (the subject of the separate report to this Board), the award of a Strategic Partnering Agreement to the LEP to be established by E4L (including exclusivity in relation to Major Capital Projects as detailed in the separate report);

and

- in relation to the Phase 1 design and build schools the award of design and build contract(s) to the LEP or a special purpose company established by E4L as a subsidiary of the LEP

and, in connection therewith, the Deputy Chief Executive be granted delegated powers (or in his absence the Director of Corporate Services) to give final approval to the completion of the Project, including (but not by way of limitation) the terms of the following:

- (i) Strategic Partnering Agreement
- (ii) The Shareholders Agreement
- (iii) The Project Agreement (phase 1 schools)
- (iv) The Funders Direct Agreement
- (v) The Pensions Admission Agreement
- (vi) The Design and Build contract(s) (phase 1 schools)
- (vii) Arrangements to appoint independent certifiers to assess the quality of the PFI and Design and Build contractors' work
- (viii) Appropriate collateral warranties and
- (ix) Governing body agreements with schools as appropriate

Together with any other documentation ancillary or additional to the above necessary for the completion of the Project ('Project Documents')

subject to

- (A) DFES approval of the Final Business Case

- (B) the Deputy Chief Executive (or in his absence the Director of Corporate Services) being satisfied that the Project remains within the affordability constraints set out in Appendix 1
 - (C) Receipt of a report satisfactory to the Deputy Chief Executive (or in his absence the Director of Corporate Services) from the Council's external legal advisers, as described in Appendix 2 of this report and
 - (D) The Director of Corporate Services (or in his absence the Chief Officer – Financial Management) assessment on the balance sheet treatment in relation to the PFI contract as set out in paragraph 4 of Appendix 2 of this report.
- (j) That the Director of Corporate Services, as the statutory officer under section 151 of the Local Government Act 1972, or in his absence the Chief Officer - Financial Management, be authorised to sign any necessary certificates under the Local Government (Contracts) Act 1997 in relation to the Project.
 - (k) Approve that, in respect of certification under 7.10, and subject to the advice of the Director of Legal and Democratic Services, a contractual indemnity be provided to the Director of Corporate Services in respect of any personal liabilities arising from the certification.
 - (l) That approval be given to the execution of the Project Documents, by affixing the Council's common seal and/or signature (in accordance with Articles 14.4 and 14.5 of Part 2 of the City Council's Constitution) and to approve that the Director of Legal and Democratic Services (or any other officer of the Council authorised by her) take any necessary further action to complete the Project including any final amendments to the Project Documents and give effect to members' resolutions and delegated decisions referred to in these recommendations.
 - (m) That the Director of Children's Services be authorised to implement any post completion arrangements necessary to monitor and administer the contract documentation (subject to the approval of the PPP/PFI Co-ordination Board under the Council's Governance arrangements for PPP/PFI contracts.
 - (n) That approval be given to the submission of this report, the minutes of this meeting of the Executive Board, and such other information, and including any necessary amendments as the Deputy Chief Executive may approve to the Final Business Case, to the Department for Education and Skills and Partnerships for Schools.
 - (o) That delegated powers be granted to the chair of the Education PFI/BSF Project Board (in consultation with the Director of Corporate Services and the Director of Legal and Democratic Services) to:

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- (i) authorise preparation, mobilisation, and enabling works to be carried out in advance of 1 March on appropriate terms;
 - (ii) subject to being satisfied that the risks of such an approach are appropriate, authorise terms to enable early works on site to be commenced in advance of financial close if such close is anticipated to be delayed beyond 28 February.
- (p) That the intention to offer briefings to political groups, and to arrange a seminar for members, on this decision and the one referred to in minute 155 be noted.

(This decision was exempt from Call In by reason of urgency as detailed in paragraphs 2.8 and 2.9 of the report).

154 Re-occupation of the Chair

Councillor A Carter re-entered the meeting and resumed the Chair.

155 Building Schools for the Future - Leeds Local Education Partnership

The Deputy Chief Executive submitted a report on proposed governance arrangements for a proposed Leeds Local Education Partnership and on the extent of the proposed financial investment by the Council.

RESOLVED –

- (a) That the arrangements for the establishment of and Council participation in the Leeds LEP as proposed by the report be approved;
- (b) That the arrangements for the discharge of the Council's functions in relation to the Leeds Local Education Partnership as set out in the report and the delegations in Annex 1 to the report be approved;
- (c) The Council participate as a shareholder in the Leeds LEP, and invest:
 - (i) 10% of the pure equity in the LEP, which at the date of this Board meeting is anticipated to be £528;
 - (ii) 10% of the proposed shareholder loans to the LEP in order to fund the LEP's working capital, amounting to £26,000 on the basis of the E4L model;
 - (iii) If additional shareholder loans are required by the LEP in order to fund the working capital of the LEP, 10% of such loans,

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subject to the entire Council investment by way of equity and shareholder loans not exceeding £50,000.

- (d) That the Deputy Chief Executive (or in his absence the Director of Corporate Services) may authorise any further action necessary to implement the arrangements set out in the report, including any amendments to the proposals in the report which do not affect the substance of those proposals.

(This decision was exempt from Call In by reason of urgency as detailed in paragraphs 1.2 and 1.3 of the report).

ADULT HEALTH AND SOCIAL CARE

- 156 Commissioning Plan for Day Services for Disabled People Update**
Further to Minute 89 of the meeting held on 18th October 2006 the Director of Adult Social Services submitted a report on consultations undertaken with service users at the Clifford Brooke Resource Centre on alternative provision for the service users and plans for the Resource Centre to vacate the Roundhay Road site by the end of March 2007.

RESOLVED – That the outcome of the consultation with service users and the plan for Clifford Brooke Resource Centre to vacate the Roundhay Road site by the end of March 2007 be noted.

CENTRAL AND CORPORATE

- 157 Narrowing the Gap - Engaging the Private Sector**
The Chief Officer (Executive Support) submitted a report on a proposed project to generate additional private sector resources to support the 'narrowing the gap' corporate priority.
- (a) That the proposal be funded to the sum of £100,000, with an initial £25,000 in 2006/07 and the remainder to be drawn from the 2007/08 budget;
- (b) That the Chief Officer (Executive Support) be authorised to enter into a contract with Leeds Ahead and Leeds Community Foundation to deliver this service.

158 Leeds City Region Leaders' Board Agreement

The Chief Executive submitted a report on a proposed agreement to establish a joint committee to be known as the Leeds City Region Leaders' Board.

RESOLVED – That the terms of the Agreement be approved and that the Director of Legal and Democratic Services be authorised to seal the Agreement document on behalf of the Council.

DEVELOPMENT

159 Inspector's report on the Statement of Community Involvement for Leeds

The Director of Development submitted a report on the recommendations of the Inspector in relation to the Statement of Community Involvement and proposing that the Statement be amended in accordance with the recommendations.

RESOLVED –

- (a) That the Inspector's recommendations and reasons contained in his binding report on the Council's statement of Community Involvement be noted and agreed.
- (b) That Council be recommended to adopt the SCI as amended in accordance with the Inspector's Report pursuant to Section 23 of the Planning and Compulsory Purchase Act 2004.

160 Land at Portland Gate, Leeds 1

The Director of Development submitted a report on the proposed disposal of C Car Park and the former Civic Hall Annex site to Leeds Metropolitan University following detailed negotiations between the university and the Development Department on a one to one basis. The report presented the options of retaining the site in its existing use for car parking purposes, of disposing of the site on the open market and of the disposal to Leeds Metropolitan University. Following consideration of the appendix to the report designated as exempt under Access to Information Procedure Rule 10.4(3) which was circulated at the meeting and considered in private at the conclusion of the meeting it was

RESOLVED – That approval be given to the disposal of C Car Park and the former Civic Hall Annex site to Leeds Metropolitan University on the main terms and conditions outlined within the Confidential Appendix to the report and any other appropriate terms which may arise in the future, to be approved by the Director of Development.

161 Otley Civic Centre

The Director of Development submitted a report on the alternative courses of action available with regard to the future of Otley Civic Centre.

RESOLVED – That consideration of this matter be deferred pending further discussions with Otley Town Council.

NEIGHBOURHOODS AND HOUSING

162 Deputation to Council - Animal Welfare Charities

The Director of Neighbourhoods and Housing submitted a report in response to the deputation to the Council meeting on 1st November 2006 with regarding to animal welfare problems, particularly in Council homes.

RESOLVED – That approval be given to the actions as identified in paragraphs 3.5 and 3.6 of the report.

163 Chapeltown Community Services Review

The Director of Neighbourhoods and Housing submitted a report on the findings of a community facilities review in the Chapeltown area following the attendance of a deputation on behalf of the Chapeltown Community Centre Action Group at the Council meeting on 28th February 2006.

RESOLVED – That this Board supports the recommendations of the North East Inner Area Committee as follows:

- (a) That the facilities review demonstrates there is no case for the Council to consider the release of land as requested by CCCAG for the purposes of a new build community centre. This does not preclude CCCAG pursuing options for a new development site in the area at market value.
- (b) That the way forward, as outlined in paragraphs 25 – 31 of the report is supported.

164 Respect Areas and the Implications for Leeds City Council

The Director of Neighbourhoods and Housing submitted a report on this major government initiative to broaden the drive to address anti-social behaviour, on the implications of the City Council becoming a Respect Area and on activity planned and underway in Leeds that will contribute to this agenda.

RESOLVED –

- (a) That the commitment to the Council becoming a Respect Action Area be endorsed, that the activities developed and being developed in response to that commitment be supported and that approval be given to the establishment of the Family Intervention project.
- (b) That the offer of alternative tenancies under the Family Intervention Project be subject to Ward Member consultations.
- (c) That a report on progress of the initiative be brought to this Board after six months of operation.

165 Neighbourhood Renewal Fund

The Director of Neighbourhoods and Housing submitted a report on the Neighbourhood Renewal Fund grant allocation for Leeds, the process undertaken with partners to develop a forward programme and the recommended programme for 2007/08.

RESOLVED –

- (a) That the allocations to projects be approved subject to the submission of a satisfactory Delivery Plan.
- (b) That the Director of Neighbourhoods and Housing be authorised to approve commissioned activity against the specification and funding criteria.

Councillor J L Carter declared a personal interest in this matter as the Chair of Archway.

Councillor Smith declared a personal and prejudicial interest having clients who have applied for NRF funding and he left the room during consideration of the matter.

(Under the provisions of Council Procedure Rule 16.5 Councillor Wakefield required it to be recorded that he abstained from voting on this decision).

166 Regeneration of Beeston Hill and Holbeck

The Director of Neighbourhoods and Housing submitted a report on the proposed acquisition and clearance of 16 properties within Holbeck and on proposals for Beeston Group repair Phase 3 – an external enveloping Scheme to extend the life of approximately 50 properties by 30 years both to be funded from Regional Housing Board capital grant.

Following consideration of Appendices 1, 2 and 4 to the report designated as exempt under Access to Information procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the injection into the Capital Programme of £1.37m of Regional Housing Board money (Acquisition and demolition – the Regeneration of Holbeck) be approved.
- (b) That Scheme Expenditure to the amount of £1.37m (the Regeneration of Holbeck) be authorised.
- (c) That the Director of Neighbourhoods and Housing be authorised to commence acquisition of the 16 properties in Holbeck detailed at Appendix 2 to the report by voluntary agreement with the owners and in the event that agreement cannot be reached with the owner of any property within the target area, the Director of Neighbourhoods and Housing seek authority to make and promote any necessary Compulsory Purchase Orders.
- (d) That the injection into the Capital Programme of £1.8m of Regional Housing Board money and £203k from owner occupiers (Beeston Group Repair, phase 3) be approved.
- (e) That Scheme Expenditure to the amount of £2.003m (Beeston Group Repair, phase 3) be authorised.
- (f) That in cases where reports are relevant to a particular, or limited number of electoral wards then Ward Members should be consulted and reference to such consultations be included in the report and that the Director of Legal and Democratic Services be requested to amend the report writing guidance and templates to reflect this decision.

167 Sale of Land at Argie Avenue/Eden Mount, Kirkstall

The Director of Neighbourhoods and Housing submitted a report on a proposed disposal of land at Argie Avenue/Eden Mount, Kirkstall to the Home Housing Association at less than best consideration to facilitate the building of 17 affordable family houses for shared ownership.

The Chief Executive reported that he had received a message from Councillor Illingworth objecting to the proposed disposal and requesting that consideration of the matter be deferred.

RESOLVED –

- (a) That approval be given to the disposal of land at Argie Avenue/Eden Mount as highlighted on the submitted plans at 'less than best consideration' to Home Housing Association on terms to be approved by the Director of Development for the purpose of developing 17 family houses for shared ownership.

- (b) That it be noted that the approval is subject to the provision that a mechanism is put in place to distribute any surpluses generated on the scheme as a result of staircasing and that 75% of any such surpluses will be paid to Leeds City Council and 25% retained by Home Housing Association.
- (c) That it be noted that further discussions will be held to achieve lowest possible building costs and the most favourable percentages of ownership for purchasers.

LEISURE

170 City Museum

The Director of Learning and Leisure submitted a report on the current and anticipated budget shortfall for the City Museum scheme and on proposals to meet the shortfall.

Following consideration of Appendix 1 to the report designated as exempt under Access to Information Procedure Rule 10.4(3) in private at the conclusion of the meeting it was

RESOLVED – That the funding to meet the anticipated budget shortfall on the City Museum project, as detailed in appendix 1 to the report, be approved.

DATE OF PUBLICATION: 26th January 2007
LAST DATE FOR CALL IN: 2nd February 2007 (5.00 pm)

(Scrutiny Support will notify relevant Directors of any items Call In by 12.00 noon on 5th February 2007).

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OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 8TH JANUARY, 2007

PRESENT: Councillor G Driver in the Chair

Councillors B Anderson, B Cleasby,
B Lancaster and T Leadley

Apologies Councillors J Bale, P Grahame and
R Pryke

61 Late Items

The Chair gave notice that in accordance with his powers conferred under Section 100B(4)(b) of the Local Government Act 1972, he had agreed to accept as a late item of urgent business a revised and updated version of the report of the Director of Development regarding Planning Services Performance, containing information not available at the time of agenda despatch (Agenda Item 8, Minute No 65 refers), in view of the fact that the Leader of the Council and the Director of Development were scheduled to attend the meeting to discuss this issue.

Later other information was also circulated late in connection with the Committee's inquiry into 'Narrowing the Gap' (Agenda Item 7, Minute No 64 refers), which the Chair agreed to accept in order to expedite the Committee's business in the most efficient manner.

62 Declaration of Interests

Councillor Leadley declared a personal interest in respect of Agenda Item 8, Planning Services Performance (Minute No 65 refers) in his capacity as a Member of Plans Panel (West) and the Development Plans Panel.

Councillor Cleasby also declared a personal interest in respect of the same item in his capacity as a Member of the Development Plans Panel.

63 Minutes - 4th December 2006

RESOLVED – That the minutes of the meeting held on 4th December 2006 be confirmed as a correct record.

64 Scrutiny Inquiry - Narrowing the Gap

Further to the Committee's ongoing Inquiry regarding the Council's 'Narrowing the Gap' (NtG) initiative, the Committee received evidence from the Leeds Initiative, the Government-approved Local Strategic Partnership (LSP) for Leeds, concerning its role in helping deliver the 'Narrowing the Gap' thematic

objective outlined in the Vision for Leeds II strategy covering the period 2004 to 2020.

In addition to the reports of the Head of Scrutiny and Member Development and the Leeds Initiative circulated with the agenda, Andrea Tara-Chand of Leeds Initiative and Steve Williamson, Chair of the Narrowing the Gap Executive of the Leeds Initiative, attended the meeting, gave a presentation on the work of the Leeds Initiative in this particular area and responded to Members' queries and comments. Apologies were submitted on behalf of Kathy Kudelnitsky, Director of Leeds Initiative, who was ill.

Andrea Tara-Chand and Steve Williamson set out the background and context for the NtG objective:-

- The evolution of the Leeds Initiative and the 'Vision for Leeds' into the Government-approved LSP for the City;
- The three current aims of the partnership – summarised as 'Going Up a League', 'Leeds as a Regional Capital' and 'Narrowing the Gap' – between the most disadvantaged residents and communities and the rest of the City;
- Recent developments such as Local Area Agreements and the emphasis of the recent Government White Paper on 'strong and prosperous communities';
- The index of Multiple Deprivation 2004 statistics and how the NtG Executive was adopting a comprehensive approach to the physical, social and economic regeneration of the worst areas of deprivation;
- The role and objectives of the NtG Executive and its links to other Leeds Initiative Strategy Groups, such as the Leeds Economy Partnership, and also to the District Partnerships working at local level;
- The strong links and partnership between the NtG Executive and the City Council, particularly the Neighbourhoods and Housing Department via its Partnerships, Regeneration and Resources Teams;
- The Achievements of the NtG Executive since its inception in 2004;
- Its future priorities in terms of tackling issues such as worklessness, the development of Intensive Neighbourhood Management Areas, taking forward the community engagement and cohesion agenda and establishing links and developing benefits from the 'Going Up A League' (GUAL) objective;
- How the Council and Councillors might help to achieve the NtG objectives.

In response to Members' queries and comments, in brief summary the following issues were discussed:-

- The effectiveness of District Partnerships, the need to establish stronger links between District Partnerships and Area Committees and the leading role which Area Committees could play in driving forward the community engagement and cohesion agenda;

- Political leadership at both strategic and local level in helping to achieve the NtG objectives;
- The suggestion that the Council needed to establish one Department to tackle worklessness issues;
- Clarity on the part of the Council regarding its role – provider of services, or commissioner of services;
- How the Council might assist to make best use of the services of the voluntary and community sector, say via procurement policies, employment and training initiatives and support structures to encourage sustainable community involvement and initiatives;
- The role of the Council in encouraging greater partnership working;
- The relationship and possible tensions between NtG and the GUAL objectives, the encouragement of the use of local labour and the benefits of the Government making greater resources available to LSPs
- The role of education in tackling worklessness, and the current lack of emphasis nationally on vocational qualifications and training.

The Chair thanked the representatives of the Leeds Initiative for their very useful contribution to the Committee's NtG Inquiry. He was certain that the Committee would be returning to many of the themes and issues discussed this morning.

RESOLVED – That the information be noted for the time being and be incorporated by the Head of Scrutiny and Member Development in the final Inquiry report.

65 Quarter 2 Performance Highlight Report - Planning Services Performance

Further to Minute No 58, 4th December 2006, the Committee considered in more detail the issues surrounding current planning performance levels, in particular the speed with which applications were dealt with by the Development Department, the number of times applications were referred back by Plans Panels for further consideration and the number of Plans Panels decisions subsequently overturned at appeal.

In attendance at the meeting were Councillor Andrew Carter, Leader of the Council, whose portfolio was Development, Jean Dent, Director of Development, Phil Crabtree, newly appointed Chief Planning and Development Services Officer and Steve Speak, Chief Strategy and Policy Officer, Development Department, who all responded to Members' queries and comments.

In brief summary, the main areas of discussion were:-

- The background to the situation whereby the Department had been failing to meet Government targets for the time taken to process major, minor and other planning applications, and what had been done and was being done to tackle that situation;

- The fact that in the main, the situation was improving and the Department was now meeting those targets, although there remained some areas where the situation remained fragile, and had the potential of undermining the Council's Comprehensive Performance Assessment (CPA) position;
- The consequences for the Council of possibly being designated as a Planning Standards Authority (i.e. in need of improvement) and the effect this could have on the Council's CPA rating;
- The high percentage of appeals allowed against decisions of the Plans Panels and measures being taken or contemplated in this regard, including compulsory training for Plans Panel Members, a possible reduction in the numbers of Members on Plans Panels and other possible constitutional changes, in an effort to achieve a balance between the need for a level of local democracy and the requirements for the Panels to operate in an efficient and consistent manner.

The Chair thanked the Leader of the Council and the officers of the Development Department for their attendance, and for the information which they had imparted. It was clear that fundamental issues were being addressed. Nevertheless, the Chair felt that the Committee would still wish to meet with Plans Panel Chairs to further explore the issues highlighted and how these might be addressed. The Leader of the Council welcomed the continued involvement of OSC in these matters.

RESOLVED – That the information be noted for the time being, and arrangements be made to invite the Chairs of Plans Panels to attend a future meeting.

66 Performance Management and Financial Health Monitoring - Report to Executive Board

Further to Minute No 46, 6th November 2006 and Minute No 58, 4th December 2006, the Head of Scrutiny and Member Development submitted the Committee's proposed submission to the Executive Board containing the Committee's recommendations regarding the performance management and financial health monitoring process, and OSC's role in this process.

RESOLVED – That the proposed submission be approved and submitted to the Executive Board as this Committee's input to the scrutiny of the budget, in line with the Council's Budget and Policy Framework.

67 Scrutiny Commission - Avoiding Alcohol Misuse in Leeds - Recommendation Monitoring

Further to Minute No 17, 3rd July 2006, and Minute No 46, 4th December 2006, the Head of Scrutiny and Member Development submitted a progress report on the work of the Working Group established by the Committee to monitor the implementation of the recommendations of this Scrutiny Commission.

RESOLVED – That the report be noted.

68 The Registration of Requests to Waive or for Exceptional Use of Contracts Procedure Rules

The Director of Legal and Democratic Services submitted a report regarding instances of the waiving or exceptional use of Contracts Procedure Rules. It was a requirement of the Rules that this information was periodically reported to a Scrutiny Board.

Members raised several queries during the consideration of this item:-

- The need to ensure that service users were consulted, as appropriate, before officers took delegated decisions;
- The extensive use of particular, or one contractor, in some instances e.g. by Connexions for support services to young people, the reasons behind this and whether or not it represented value for money;
- Why the Leeds Youth Service did not appear to commission the provision of any of its services from outside organisations;
- The need for the Council's List of Approved Contractors to be sufficiently robust to avoid the necessity to use only one or a limited number of contractors;
- A request for the Committee to be supplied in future with an explanation of the standard waiver rules or reasons, e.g. Para or Category 1 etc;
- Members sought assurances regarding the safeguards in place to ensure probity on the part of officers in awarding contracts or waiving Contracts Procedure Rules.

In summary, the Chair felt that the Committee required the presence of Procurement Unit officers, and possibly others, at the meeting in order to respond to Members queries before the report could be signed off.

RESOLVED – That a decision be deferred.

69 Request for Scrutiny

The Head of Scrutiny and Member Development drew Members attention to a request from Councillor Harris, Joint Leader of the Council, for the Committee to scrutinise an Audit Report carried out by Leeds City Council auditors on a Bradford MDC contract to secure an external partner to help with their asset and facilities management service, to ascertain whether there were any possible project management lessons which Leeds might benefit from as a result of this audit investigation.

RESOLVED – That a report be submitted to the February OSC meeting.

70 Work Programme

The Head of Scrutiny and Member Development submitted the Committee's current work programme, updated to reflect decisions take at previous meetings, together with a relevant extract of the Council's Forward Plan of

Key Decisions and a copy of the minutes of the Executive Board meeting held on 13th December 2006.

Further to Minute No 65, the Committee agreed to invite the Chairs of the Plans Panels to a special OSC meeting, to be arranged by the Head of Scrutiny and Member Development.

RESOLVED – That subject to the above, and any other changes necessary as a result of today's meeting, the Committee's work programme be approved and accepted.

71 Dates and Times of Future Meetings

Monday 5th February 2007

Monday 5th March 2007

Monday 2nd April 2007

All at 10.00 am (Pre-meeting at 9.30 am)

OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 29TH JANUARY, 2007

PRESENT: Councillor G Driver in the Chair
Councillors B Anderson, J Bale, B Cleasby,
P Grahame, B Lancaster and T Leadley

Apologies Councillors Mrs A Carter, R Pryke

72 Declaration of Interests

Councillor Leadley declared a personal interest in respect of Agenda Item 7, Issues Around Planning (Minute No.74 refers) in his capacity as a Member of Plans Panel West and the Development Plan Panel.

Councillor Cleasby also declared a personal interest in respect of Agenda Item 7 (Minute No.74 refers) in his capacity as a Member of the Development Plan Panel.

73 Minutes - 8th January 2007

RESOLVED – That the minutes of the meeting held on 8th January 2007 be confirmed as a correct record

74 Quarter 2 Performance Highlight Report - City Development Corporate Priority Board - Issues Around Planning

Further to Minute No 65, 8th January 2007, the Chair welcomed to the meeting Councillors Fox and Campbell, Chairs of the Plans Panel East and West respectively, together with Jean Dent, Director of Development, and Phil Crabtree, Chief Planning and Development Services Officer. Apologies were submitted on behalf of Councillor Mrs A Carter, Chair of the City Centre Plans Panel.

The Head of Scrutiny and Member Development submitted a report summarising the current main causes for concern in terms of Planning Services performance, and the Plans Panel Chairs and Development Department officers responded to Members queries and comments. In brief summary, the main areas of discussion were:-

Support for Initiatives already Underway

- Arrangements had been put in place for the three Plans Panel Chairs to meet monthly with Mr Crabtree to provide support regarding key issues and the matter of consistency of decisions;

- Greater attention was to be paid to pre-application discussions, especially in respect of major developments, in order to inform applicants of Leeds' expectations and to improve the quality of application and materials;
- Alongside this, it was aimed to reduce the time taken to deal with minor applications, and the number of times these were referred back;
- Meeting arrangements and site visit arrangements would be tightened up, and there would be an item on each agenda relating to targets, and the timetable for dealing with major applications;

Ward-based Issues

- Whether all Ward Member referrals to Plans Panels were justified, or just used as a means of deflecting local opinion;
- Whether objections to applications were sometimes based on unrealistic aspirational expectations;
- Whether there was sufficient liaison pre-application between planning officers and local Members, and whether officer reports adequately reflected local public feeling;
- The role which Ward Members might adopt as mediator between local people and the applicants to achieve satisfactory outcomes.

Training

- Whether there was justification for compulsory training in planning matters for all Councillors, not just Plans Panel Members, and whether Members who had not undergone such training should be allowed to refer matters to the Panels, and whether Plans Panel Members should be able to refer and/ or vote on applications in their Wards. The Panel Chairs were not in favour of Plans Panel Members being disbarred from referring matters, or voting, stating that Panels should be professional and unbiased enough to judge each case on its planning merits, regardless of the source of the referral. Predetermination was an issue which Plans Panel Members needed to be very aware of;
- Whether Plans Panels took sufficient notice of professional officer recommendations in reaching their decisions;

General Observations

- It was inevitable that the three parties with an interest in planning decisions- applicants, Members and the public – would all have different expectations of the system. It was important to achieve a balance between the need for a level of local democracy and the requirement for Panels to operate in an efficient, unbiased and consistent manner.

Transparency of decision making was also important, and the public and applicants had a right to expect that they could understand the reasons why applications were either approved or refused;

- That there was a need for Panels to give more carefully reasoned arguments for refusing applications, or to make alternative suggestions, in an effort to reduce the number of refusals being overturned at appeal;

RESOLVED –

- (a) That the Panel Chairs and the officers be thanked for their attendance and the manner in which they have responded to the Committee's enquiries
- (b) That the Head of Scrutiny and Member Development prepare a summary of the Committee's deliberations on this subject, for referral in a report to the March meeting of the Committee

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REPORT OF CHIEF PLANNING OFFICER

MEETING: SCRUTINY BOARD (DEVELOPMENT)

DATE : 20TH FEBRUARY 2007

SUBJECT : UPDATE ON THE STRATEGIC REVIEW OF PLANNING AND DEVELOPMENT SERVICES

Electoral Wards Affected

Specific Implications For :

- | | |
|-------------------|--------------------------|
| Ethnic Minorities | <input type="checkbox"/> |
| Women | <input type="checkbox"/> |
| Disabled People | <input type="checkbox"/> |

1.0 Purpose of the Report

1.1 The report is presented to Scrutiny Board in order that Members can consider and comment on the progress on implementing the solutions within the five improvement themes of the strategic review for Planning and Development Services.

2.0 Background

2.1 A Strategic Review of Planning and Development Services was undertaken last year, which led to a report to Executive Board on 14th June 2006. Executive Board agreed the proposed service improvements set out in the report. Five improvement themes were identified as follows:-

1. *Capacity building and working with the private sector*
2. *Realising a definitive officer view*
3. *Development and support for Plans Panels*
4. *Information and communication technology*
5. *Improved customer services*

2.2 A summary of progress surrounding each improvement theme is set out below.

3.0 Summary of progress

Capacity building and working with the private sector

3.1 Recruitment has taken place, with further plans to increase the number of Principal Planners and other planners within the service to help deal with the large amount of major and complex applications. Other capacity gaps are now being covered by outsourcing and the use of freelance planners.

- 3.2 Discussions have been held with the private sector to work towards a joint approach for planner recruitment, training and retention in Leeds, this work continues to progress.
- 3.3 The range, quality and accessibility of self service channels and defining service levels is being improved and thus releasing officer time to deliver other priority services. Stakeholder presentations are now underway.
- 3.4 The structure will be realigned reflecting the technical nature of the tasks introduced by the new computer system.
- 3.5 Strengthening the role of the compliance service with the aim to deliver a more proactive service and by providing training for Members on enforcement action.

Realising a definitive officer view

- 3.6 A fortnightly departmental forum has been established which has provided a clearer and more effective framework for decision making, especially with regard to complex planning issues.
- 3.7 Guides for Urban Design (together with a forthcoming Scrutiny report on garden development), Householder Design and Highways Design are being produced. With regard to the Highways Guide, sustainability and equality appraisals have commenced, formal consultation will commence towards the end of April 2007. These guides will provide greater clarity for all stakeholders and improve consistency in decision making. These should be adopted and in use early to mid 2007.

Development and support for Plans Panels

- 3.8 One of our main priorities within the review is to improve and develop the process of Plans Panel meetings for all of our stakeholders these improved processes will help in improving our customer satisfaction. A protocol for developer presentations to Plans Panels is being finalised. A review has taken place of public speaking and site visits resulting in revisions to the Panels' protocols ensuring improved efficiency and equity.
- 3.9 A compulsory training programme for all councillors who serve on the panels has being put into place, with introductory and update sessions already taken place and the programme is being expanded for 07/08.
- 3.10 A number of other work streams are ongoing for implementation. For example:-
 - Regular meetings between the Chief Planning officer, senior planning officers and the Chairs of the Plans Panels to provide a forum for continuous improvement in the operation of Panels and to improve consistency in the way in which applications are determined have been arranged with a view to:-
 - Ensuring a consistent approach to pre-application presentations at Panels
 - Achieving strategic objectives by ensuring that the City's key objectives set out in the 'Vision for Leeds' and the UDP are reflected in the decision making process.
 - Better decision making fully reflecting the Government's and City Council's priorities and which is reinforced by regular Member training on key topics such as probity, updates on new planning policy (eg PPS3 garden development).

Information and communication technology

- 3.11 Public access channels facilitated by the new computer system have been implemented to enable applicants to track progress on their application and improve information for all interested parties. Training has taken place with Members, Parish Councils and Property Forums.
- 3.12 Implementation of web based services is ongoing, for example access to development plans. The provision for links to services through the national planning portal is in place, including electronic submissions of planning applications.
- 3.13 The service is working towards document imaging through a pilot which is taking place and due to end March 2007. On completion of the pilot feedback will be analysed and work will continue to move towards the electronic provision of information on current planning applications.

Improved customer services

- 3.14 In order to receive feedback from our customers we are in the process of re-establishing two customer forums, one for major developers and representatives from community organisations and the other for householder agents, the forums will be held on a six monthly basis. This will enable closer working with our stakeholders, opportunities to provide detailed information on new initiatives and give feedback on how the service has been improved as a result of consultations with stakeholders.
- 3.15 The service has made additional investment in customer services staff to deal with customer and ombudsman complaints. Feedback sessions are held weekly and quarterly summary reports produced to take forward service improvements arising from what we have learnt through dealing with the complaints. Establishing a dedicated complaints service has certainly been a successful way of dealing with our complaints and helped with learning and making improvements to our service more effective.

4.0 Performance

- 4.1 The Government set national performance targets for decision making on planning applications are as follows:-
- 60% of major applications within 13 weeks
 - 65% of minor applications within 8 weeks
 - 80% of other planning applications in 8 weeks

Leeds cumulative performance against critical targets at 31 December 2006 is as follows:-

April 06 – March 07 timeframe

- 61.2% major applications
- 68.3% minor applications
- 82.6% other applications

July 06 – June 07 PDG timeframe

- 65% major applications
- 69.1% minor applications
- 83.2% other applications

4.2 Performance targets continue to be achieved, however, in striving to maintain this there has been a fall in customer satisfaction. This is a concern. It is intended to look at this conflict as a priority to achieve a satisfactory balance.

5.0 Conclusion

5.1 The review has already delivered significant and positive improvements across the range of planning services. The above improvement themes are consistently being moved forward and monitored closely on a monthly basis. However, four main priorities for the next six months are:-

- The role of the Plans Panel meetings
- Customer Satisfaction Strategy
- Resources and capacity
- Guidance on 'Garden' Developments

5.2 In addition to the themes addressed in item 3.0, and above, numerous other work streams are identified within Appendix A which fall under the main five work themes of the review.

Recommendations

Scrutiny Board is invited to note and comment on the attached report.

DELIVERY PLAN

UPDATED 17 JAN 2006

IMPROVEMENT THEME 1 : CAPACITY BUILDING & WORKING WITH THE PRIVATE SECTOR

LEAD : STEVE BUTLER

<u>WORKSTREAMS</u>	<u>MILESTONES</u>	<u>PROP'D BY</u>	<u>NEW TARGET</u>	<u>STATUS/ISSUES</u>	Red-failing to meet target Amber-on target Green-above target
1.1 Enable planning support and enquiry centre staff to deal with a greater proportion of enquiries and customer relationships by developing their roles and skills.	<input type="checkbox"/> Proposals for changes to refocus support roles and structures	July 06		10/07/06 See outline proposals for costing / SW comments discussed	AMBER
	<input type="checkbox"/> Generic competence requirements defined across all roles / grades (S Kelso / AH / MH)	Aug 06		050706 Briefed Sandra Kelso to do	
	<input type="checkbox"/> Gaps between current position and future needs identified	Sep 06		Draft initial proposals (210906 – financial aspects of plan discussed with Graham Fisher)	
	<input type="checkbox"/> Strategy, structures and training plans in place (see below)	Q2\3 06\07		£80,000	
1.2 Achieve a structured and pooled approach to skills development of support and customer service staff to deliver operational flexibility and enhanced career paths.	<input type="checkbox"/> Crossover (eg Planning Services / DEC) career development opportunities and business benefits identified (SK/AH/MH) identified	Sep 06		See also 1.1 above	AMBER
	<input type="checkbox"/> Training Plans (see 1.1 above) schedule planned secondment rotation for 2007	Q2\3 06\07		050706 Briefed Sandra Kelso to do Existing resources	
1.3 Increase the number of staff at Principal Planner level.	<input type="checkbox"/> Review success of current recruitment round – any action required?	June 06		August - 2 ppos and 2 SPOs appointed	AMBER
	<input type="checkbox"/> Adjust as necessary, add 4 PPOs to establishment and recruit	Q3 06\07		– NEXT ROUND SEPTEMBER £175,000 Still vacancies on structure	
1.4 Increase the number of senior staff in Compliance Serv. & integrate operations with Planning Services more closely.	<input type="checkbox"/> Review success of current recruitment round	Jun 06		Subject to budgetary provision	RED
	<input type="checkbox"/> Adjust as necessary, add 1 PCOs to establishment and recruit	Q3 06\07		– 07/08 budget round £40,000	
1.5 Leadership cultural change at senior and middle management levels is fundamental to the review. Adjustment to management roles/responsibilities will help achieve that.	<input type="checkbox"/> Move programme funded project work / staff to Projects Team	Sep 06		10/07/06 See outline proposals for costing / comment (SMT 11/6)	AMBER

1.6 Improve longer term workforce planning and development to secure the future availability of required skills and to realise the full potential of our people.	<input type="checkbox"/> Practical proposals to take LGEA approach forward (S Kelso)	Aug 06 From 06\07	Support staff (See 1.1 & 1.2) as an example / pilot?) 050706 Briefed Sandra Kelso (see above)	AMBER
1.7 Determine the scope and costs of a strategic alliance with a private sector partner to provide flexible access to skills and resources.	<input type="checkbox"/> Inform potential partners of position <input type="checkbox"/> Heads of services (include. S&P) identified potential elements of package <input type="checkbox"/> Procurement strategy	Jun 06 Jul 06 Q2 06\07	Met m farrington / k ladley/ wayne baxter / s butler Nb – dmt discussion on 16 aug- combining alliances No financial provision as yet SBU spoken to S Speak re scoping – yet to be carried out. Mtng PPPU Jan 07 to begin this (trial with Jacobs re public enquiries carried out but concerns raised re:escalating costs)	AMBER
1.8 Maintain clarity about priorities in terms of objectives and services, and monitor the extent to which resource inputs deliver desired outcomes.	<input type="checkbox"/> Update P&DS portfolio <input type="checkbox"/> Update Annual Action / Improvement Plans to reflect portfolio / Review Delivery Plan <input type="checkbox"/> Monitor and Review	Sep 06 Oct 06 >>>>	Completed current draft Existing resources	AMBER

IMPROVEMENT THEME 2 : REALISING A DEFINITIVE OFFICER VIEW

LEAD : STEVE BUTLER

<u>WORKSTREAMS</u>	<u>MILESTONES</u>	<u>PROP'D BY</u>	<u>NEW TARGET</u>	<u>STATUS/ISSUES</u>	Red-failing to meet target Amber-on target Green-above target
2.1 Improved internal mechanisms are being established to resolve different views and produce clear and timely decisions, providing a clear and effective framework for identified decision makers.	<ul style="list-style-type: none"> <input type="checkbox"/> Complete consultation / adjustments to new Planning Technical Board (IDA) <input type="checkbox"/> Brief all P&DS / S&P Team Leaders (IDA/SPS) <input type="checkbox"/> Review Effectiveness 	<p>Comp Jun 06</p> <p>Comp Sep 06</p> <p>Mar 07</p>	Jan 07	<p>Protocol revised following discussion – first meeting in September – SW to chair and carry this forward – review effectiveness March 07</p> <p>Design workshops to be extended to include other disciplines</p>	GREEN
2.2 Agree a structured Urban Design approach to assessing quality, for the guidance of designers and to provide a consistent assessment framework for officers and Plans Panels.	<ul style="list-style-type: none"> <input type="checkbox"/> Agree project brief to take forward MB draft <input type="checkbox"/> Assess Design Services / Partnership ability and capacity to produce the framework <input type="checkbox"/> Implementation 	<p>Jul 06</p> <p>Aug 06</p> <p>Q2\3 06\07</p>	Jan 07	<p>170806 MB well on with draft SM to meet MB</p> <p>Further meet with SBU/MB/JT (£25,000)</p> <p>Resources subject to need&budget</p> <p>Project brief to be agreed</p>	AMBER
2.3 Improve the ways in which Design, Landscape and Conservation inputs are integrated into negotiations to achieve greater efficiency and ensure that the focus on producing high quality development is effectively targeted.	<ul style="list-style-type: none"> <input type="checkbox"/> Issues defined <input type="checkbox"/> Action Plan Agreed <input type="checkbox"/> Implement 	<p>Aug 06</p> <p>Sep 06</p> <p>Q2 06\07</p>	Jan 07	<p>Mtnng with TKE & SBU taken place issue paper being drafted</p> <p>Existing resources</p> <p>Action plan to be agreed Jan 07</p>	AMBER
2.4 Improve procedures for pre-app enquiries, setting clear standards for the services we can offer, including greater clarity as to the issues considered and consultations undertaken, and a clear record of pre-app outcomes.	<ul style="list-style-type: none"> <input type="checkbox"/> Issues defined <input type="checkbox"/> Action Plan Agreed <input type="checkbox"/> Implement 	<p>Jul 06</p> <p>Aug 06</p> <p>Q2 06\07</p>		<p>Existing resources</p> <p>Major pre-apps will be going on CAPS system – implemented?? System for recording/retrieving other pre-apps?</p> <p>Mtnng to be held with PC/SWR</p>	AMBER

IMPROVEMENT THEME 3 : DEVELOPMENT OF AND SUPPORT FOR PLANS PANELS

LEAD : SUE WRAITH

<u>WORKSTREAMS</u>	<u>MILESTONES</u>	<u>PROP'D BY</u>	<u>NEW TARGET</u>	<u>STATUS/ISSUES</u>	Red-failing to meet target Amber-on target Green-above target
3.1 Develop protocols for early presentation of schemes to Plans Panels including the recording, communication of and reference to the Panel's initial views on the issues raised by development proposals at later decision making stages.	<input type="checkbox"/> Conclude draft protocols <input type="checkbox"/> Consult <input type="checkbox"/> Refine and implement	Aug 06 Sep 06 Oct 06	May 07	290606 SW reported draft prepared 050706 see memo to all staff and letter to chairs on targets etc. Protocols developed in constitution May 07	AMBER
3.2 Increase the capacity of Plans Panels to receive early presentations, introducing additional meetings, reducing the number of members of East and West Plans Panels but maintaining a pool of trained members to achieve realistic workloads.	<input type="checkbox"/> Agree balance calculation / pool mechanisms with P Marrington / DMT <input type="checkbox"/> Agree reduced panel sizes and pool arrangements with Exec / Lead Members <input type="checkbox"/> Ditto whips <input type="checkbox"/> Implement	July 06 Aug 06 Aug 06 ??	Jan 07	SW has set up meeting with Andy Hodson to forward. Currently held pending discussion with Members 200906 Discussion on timing underway £20,000 (issues around efficiency of panels)	AMBER
3.3 Introduce a compulsory minimum standard of training and briefing for all councillors who serve on Plans Panels and deliver the required programme of training and briefing to secure and maintain the agreed standards.	<input type="checkbox"/> Agree standards and timescales <input type="checkbox"/> Agree programme for 06/07 <input type="checkbox"/> Deliver Programme <input type="checkbox"/> Expand & Agree Programme for 07/08	July 06 Aug 06 Dec 06 Mar 07		Completed Completed Being Developed 170806 proposals to go to Governance ctte in October £10,000	GREEN
3.4 Update protocols for Site Visits and for Public Speaking at Plans Panels to improve efficiency and equity.	<input type="checkbox"/> Conclude draft protocols <input type="checkbox"/> Consult <input type="checkbox"/> Refine and implement	Aug 06 Sep 06 Oct 06		Draft protocols completed Approved. Up & running Implementation taken place	GREEN

3.5 Introduce section on the history of negotiations to Plans Panel Reports to ensure that Members are aware of the ways in which policy, design and community issues have been addressed.	<input type="checkbox"/> Consult on / issue guidance and instructions <input type="checkbox"/> Implement <input type="checkbox"/> Review effectiveness	Aug 06 Sep 06 Dec 06 Jan 07	Existing resources AHO to formalise	AMBER	
3.6 Improve training for officers presenting cases to panels to achieve consistently high standards of preparation and presentation skills.	<input type="checkbox"/> Define training needs (consult chairs) <input type="checkbox"/> Design Training <input type="checkbox"/> Deliver Training	Q3 06\07 Mar 07	Existing resources Training plan being put together		AMBER
3.7 Review venue, presentation methods and public information for Plans Panels, including ways to avoid excessive waiting times for members of the public etc.	<input type="checkbox"/> Venue options reviewed <input type="checkbox"/> Scheduling / information / refreshments improved <input type="checkbox"/> Changes agreed <input type="checkbox"/> Changes delivered	Q2\3 06\07 Feb 07	Existing resources Trialed Sullivan Room & banqueting suite neither acceptable MHO to produce gap analysis		

IMPROVEMENT THEME 4 : INFORMATION AND COMMUNICATION TECHNOLOGY

LEAD : ALISON HOWARTH

<u>WORKSTREAMS</u>	<u>MILESTONES</u>	<u>PROP'D BY</u>	<u>NEW TARGET</u>	<u>STATUS/ISSUES</u>	Red-failing to meet target Amber-on target Green-above target
4.1 Continue current work to realise the planned benefits of the new spatial and data computer system, which provides the essential platform for the further developments referred to below.	<input type="checkbox"/> Assess L Barker recommendations with SMT <input type="checkbox"/> Update benefits realisation matrix <input type="checkbox"/> Agree priorities and development programme <input type="checkbox"/> Formal benefits realisation review with ITS	July 06 Sep 06 Sep 06 Q1 07	 Jan 07	Existing resources Plng portal should be linked by end Jan 07 for development plan	AMBER
4.2 Implement new Public Access channels facilitated by the new computer system to enable applicants to track progress on their application and provide improved information for all interested parties.	<input type="checkbox"/> Review success of planning module <input type="checkbox"/> Implement additional modules (eg. Compliance, having regard to confidentiality issues)	Q2 06\07		Existing resources Public access delivered in July 06 but having difficulties with operation caps system. Currently not live.	AMBER
4.3 Implement new modules linked to the new computer system, including Tree Preservation Orders and development monitoring for enforcement purposes etc.	<input type="checkbox"/> Update priorities and timetable	Aug 06 Q3\4 06\07	 Feb 07	Existing resources 170806 – agreed to move forward with LDF module (NB – LDF funding to resource?) Discussions to be held with Hds of Service re: implementation of further modules	AMBER
4.4 Implement End to End web based services, new self-service channels and links to information and services available through the national Planning Portal, including interactive access to Development Plans etc.	<input type="checkbox"/> Pick up L Barker Issues <input type="checkbox"/> Pick up S Butler Issues <input type="checkbox"/> Detailed project plan agreed <input type="checkbox"/> Key Decisions <input type="checkbox"/> Complete implementation	Jun 06 Jun 06 Aug 06 Sep 06 Q3\4 06\07		Completed Completed Completed Completed Ongoing but contractual difficulties £40,000	AMBER

4.5 Implement Electronic Document Management systems to transform information storage, access and communication, and to facilitate on-line public access to planning applications.	<ul style="list-style-type: none"> ❑ Identify Business Case / ITS / Review Resource provision – check against future revenue needs ❑ Pick up L Barker Issues ❑ Pick up S Butler Issues ❑ Pick up Sheffield experiences / problems ❑ Clarify contractual position ❑ Detailed project plan agreed ❑ Key Decisions ❑ Complete Implementation 	<p>Jun 06</p> <p>Jun 06</p> <p>Jun 06</p> <p>July 06</p> <p>July 06</p> <p>Aug 06</p> <p>Sep 06</p> <p>Q3\4</p>	<p>Completed (contractual difficulties as 4.4)</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Planned resources plus £50,000</p>	GREEN
4.6 Apply Business Process Re-engineering principles to all services to ensure that they are focused on their customers and are efficiently delivered.	<ul style="list-style-type: none"> ❑ See 4.5 and 4.6 above – include in Project Plan 	<p>From Q2 06\07</p>	<p>Ongoing</p>	AMBER
4.7 Improve the range, quality and accessibility of Self Service channels including internet, intranet and intelligent enquiry systems, in order to release staff time to deliver other priority services.	<ul style="list-style-type: none"> ❑ Update information on existing provision and review options / strategies ❑ Agree priorities and detailed implementation 	<p>From Q2 06\07</p>	<p>09/07/06 Paul Maney happy for Dean Heathcoat (Perf Mngt) to work with us on this – AHO to lead</p> <p>All templates now in uniform directing people to public access</p> <p>Stakeholder presentations underway</p> <p>(£50,000)</p>	GREEN

IMPROVEMENT THEME 5 : IMPROVED CUSTOMER SERVICES

LEAD : MARGARET HORTON

<u>WORKSTREAMS</u>	<u>MILESTONES</u>	<u>PROP'D BY</u>	<u>NEW TARGET</u>	<u>STATUS/ISSUES</u>	Red-failing to meet target Amber-on target Green-above target
5.1 Use Charter Mark standards to measure customer service and to drive continuous improvement.	<input type="checkbox"/> Gap Analysis prepared <input type="checkbox"/> Gap Analysis agreed <input type="checkbox"/> Project Plan agreed	Jul 06 Aug 06 Q206\07	Jan 07 Jan 07	Completed To be agreed by PC To be agreed by PC	GREEN
5.2 Implement new approaches for dealing with complaints, compliments and ombudsman enquiries to harness learning and implement service improvements more effectively.	<input type="checkbox"/> Implement interim arrangements <input type="checkbox"/> Meet Ombudsman <input type="checkbox"/> Make provision in Support Reorganisation <input type="checkbox"/> Introduce monthly feedback reports to SMT			Completed Completed Completed Completed	GREEN
5.3 Prepare for implementation of the Statement of Community Involvement, which has been subject to extensive consultation.	<input type="checkbox"/> Update estimated implications <input type="checkbox"/> Define any actions required <input type="checkbox"/> Agree Implementation	Sep 06 Oct 06 Nov 06		Completed (MH is Planning Aid Champion)	AMBER
5.4 Extend neighbour notification for planning applications to include all applications and telecommunication notifications where the site is in a residential area.	<input type="checkbox"/> Implement Changes	Q2 06\07		SWR TO IMPLEMENT IN Q3 £15,000 PC/SWR mtng to review	AMBER
5.5 Update all information sources and channels to provide extensive & clear "up front" guidance for customers on the services we offer.	<input type="checkbox"/> Record / analyse baseline position <input type="checkbox"/> Identify any current initiatives <input type="checkbox"/> Identify resources and corporate group inputs <input type="checkbox"/> Detailed project plan agreed	July 06 July 06 July 06 Aug 06 Q2\Q4 06\07		1 st batch leaflets circ for comments & amended Stakeholder mtng to be arranged £20,000	AMBER

<p>5.6 Publish a new “Guide to Planning Services” including Service Standards to make clear the level of services that we offer, and help avoid common misconceptions about the purposes and nature of those services.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Agree draft <input type="checkbox"/> Consult <input type="checkbox"/> Refine <input type="checkbox"/> Publish 	<p>Jul 06 Sep06 Oct 06 Dec 06</p>	<p>Drafted & circulated for comment & amended Further discussions to take place with SBU & SWR</p> <p>£5000</p>	<p>AMBER</p>
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PICK UP SERVICE PLAN ISSUES (see previous drafts) and check for drop outs from 0604doc

LEAD: VARIOUS

<u>WORKSTREAMS</u>	<u>MILESTONES</u>	<u>PROP'D BY</u>	<u>NEW TARGET</u>	<u>STATUS/ISSUES</u>	Red-failing to meet target Amber-on target Green-above target
1. BV 109	Access database set up for majors (caution code changes first 2 weeks)			Database not required info recoverable from CAPs system	GREEN
2. Figures on Panel Performance (Alison updated?)	Discuss with AC then Chairs (190906 Discussion on East Panel issues with Cllr Fox (JMD/ SPS/ IDA/ JMR). Follow up – raise issues with Panel Members – joint meeting at same time as considering protocols?		Jan 07	Figures collated	AMBER
3. PDG dates end June then phase 2 to end march				March and June 07 both key dates	AMBER
4. CPA key dates (end June 07)				March and June 07 both key dates	AMBER
5. Budget action plan (see note DMT 16 Aug)	Refine figures charges to LDF (AHO) Refine costs on EDRM and budget provision				RED
6. Business Plan / DC figures and Review Action Plan update to DMT					
7. EDRM Pilot / Implementation				210906 Discussed key issues/ approach with AH/ SW/ ADB/ GF	RED
8. Real time performance management system				SWR attending mtng 5/1/07 Collation of performance info & draft report complete	AMBER
9. Charging Post decision	Non material amendments			PG to meet AHO to discuss further SWR to carry forward by piloting householders	AMBER

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REPORT OF DIRECTOR OF DEVELOPMENT

SCRUTINY BOARD (DEVELOPMENT)

DATE: 20th February 2007

SUBJECT: TRAVELWISE CAMPAIGN UPDATE

Electoral Wards Affected:	Specific Implications For :
All	Ethnic Minorities <input type="checkbox"/> Women <input type="checkbox"/> Disabled People <input type="checkbox"/>

1 PURPOSE OF REPORT

1.1 This report provides information on the development of the Council's TravelWise campaign to promote sustainable methods of travel, and highlights key achievements and progress in Leeds since 2004.

2 BACKGROUND

2.1 The Council promotes sustainable travel behaviour across the city under the umbrella organisation of the National TravelWise Association. The TravelWise Team are based in the Transport Policy Section, Development Department, and currently consist of four (full time equivalent) posts and a student placement working with a wide range of clients to increase the use of more sustainable travel modes.

2.2 TravelWise activity promotes the 'Smarter Choices' sustainable travel choice agenda which is an integral part of the Local Transport Plan (LTP). TravelWise contributes to LTP Objectives, in particular, those concerning Delivering Accessibility, Tackling Congestion and Better Air Quality. TravelWise are responsible for delivering LTP Core Strategy Approaches C1, C5, C6 and C7 on sustainable travel. (See Appendix 1)

2.3 Increasing the take-up of sustainable methods of travel in the face of nationally increasing car use is a formidable challenge, and requires TravelWise to use new and innovative ways to 'sell' the benefits to an increasingly car dependent public. It is generally accepted that change is only possible using a mixture of incentives and disincentives in conjunction with providing high quality transport infrastructure to support walking, cycling, appropriate car use, and public transport. TravelWise works closely with Transport Policy colleagues to create conditions which will encourage a shift of travel behaviour towards more sustainable modes.

2.4 This report highlights what TravelWise are doing to influence the travel behaviour of employees, students, school children, and residents in Leeds. A brief description of each initiative is provided along with its benefits and the opportunities it presents to

reduce people's dependence on single occupancy car travel. Alongside transportation objectives in the LTP, the TravelWise agenda is also being driven by efforts to reduce CO2 emissions and improve air quality. 'Active travel' (i.e. walking and cycling) also helps by improving general health and reducing obesity, and contributes to social inclusion by improving access to services and alternative modes of travel.

3 INFORMATION ON TRAVELWISE PROJECTS AND INITIATIVES

Travel Plans

- 3.1 The single biggest growth area for sustainable travel has come in the development and implementation of travel plans, and resources have been channelled to meet this demand. The TravelWise team has been strengthened from a base of 2 permanent and 2.5 temporary staff, to 4 permanent staff and one student placement. The increasing work load has resulted in additional assistance been received from The Aire Valley Leeds Transport Solutions Officer (Metro based), the Planning Division, and internal secondments.

School Travel Plans

- 3.2 Work continues on the Department for Transport (DfT) national target to have every school with a travel plan by 2010. Two full time equivalent posts support schools to develop their own travel plans to an agreed standard and receive grant funding for new infrastructure at the school. By April 2006 (end of Phase 3) a total of 104 schools had been recommended for the grant award, and a further 43 schools are expected to have their travel plans recommended for the grant this financial year. Currently 51% of schools in Leeds either have a travel plan or are developing a travel plan.
- 3.3 Individual schools decide what their DfT grant award is spent on in conjunction with the TravelWise team, but this is typically cycle parking facilities, pedestrian waiting shelters, or improved access measures e.g. new gateways or paths.
- 3.4 New schools constructed under the Private Finance Initiative (PFI) and British Schools Foundation (BSF) process have been advised on sustainable travel and access opportunities during the planning stages with some success in influencing school site layout to encourage sustainable transport.

Workplace, Residential and Other Travel Plans

- 3.5 In the last few years there has been a significant increase in the number of travel plans required to accompany Planning Applications. Planning related travel plans have also become more demanding and targeted to have a real and lasting influence on travel behaviour to sites. Travel Plans now usually contain modal split targets, monitoring costs and in some instances financial penalties for failing to meet targets. The plans are evaluated by the TravelWise Team as part of the Planning consultation. In the last 12 months travel plans have been processed at 85 new development sites. Approximately 175 workplaces, colleges, universities, residential, mixed-use developments and leisure attractions in Leeds have or are developing travel plans.
- 3.6 A new area for planning related travel plans has been the introduction of residential travel plans to cover new housing developments. DfT guidance on measures at residential development have been used to condition developments to supply, for example, sustainable travel information, access to Leeds City Council Car Club WhizzGo and, in conjunction with Metro, residential Metrocards.

- 3.7 The Planning Strategy and Policy Team are currently developing new policy guidance – Supplementary Policy Document (SPD) on “Public Transport and Travel Plans” - that will consolidate and formalise the Authorities approach to travel planning through the development process.

Corporate Travel Plan

- 3.8 CMT approved a corporate staff travel plan strategy in February 2005. The travel plan working group is chaired by the Head of Transport Policy and coordination undertaken by the TravelWise manager. Progress has been slow due to limited resources. It has been recognised that meaningful progress would be difficult without a dedicated officer to take the project forward. Approval has been received recently to create a temporary corporate travel plan officer post (3 years) to implement the travel plan across the Council.

TravelWise Initiatives

- 3.9 Delivering a travel plan involves implementing a series of measures and initiatives and promoting a range of travel options to employees, pupils, students and residents. Promoting sustainable travel modes requires a suitable physical environment, and TravelWise is involved in identifying obstacles and proposing capital scheme solutions to improve conditions on the journey to school or work, for example. Improvements to the school journey are known as Safer Routes to School schemes.
- 3.10 The promotion of the sustainable modes, know as ‘soft measures’ or ‘Smarter Choices’ are a vital part of the overall campaign. The following list of ‘Smarter Choices’ measures is not exhaustive, but includes the most important initiatives that the Leeds TravelWise campaign supports and delivers on an ongoing basis.

Walking Initiatives

- 3.11 A number of initiatives have been progressed in relation to schools:- Walking buses, Walk on Wednesday (WoW), Park and Stride, five minute walk zones. In workplaces,, initiatives have included:- Walking the Way to Health, Lunchtime walks pack. General promotion includes use of the media, a TravelWise leaflet and the Leeds Festival of Walking (last held in 2005).

Cycling Initiatives

- 3.12 Cycling initiatives in schools have involved cycling promotion, guided cycle rides and skills training in conjunction with the Road Safety Promotion Team, local cycle maps showing safe cycle routes to school and school cycle policy development. Cycle promotion has also taken place in Workplaces including, Bike Buddy (Road Safety), bikers breakfasts Inland Revenue tax efficient cycle scheme and Bike2Work promotion. General promotions include the Leeds Cycle Map, cycle information leaflet series, Leeds Bike Week, TravelWise leaflet, Give Cyclists Room promotion and free cycling promotion items.

Car Sharing

- 3.13 Leeds City Council’s car sharing scheme (carshareleeds.com) was launched in July 2003. The scheme is available to all residents (within or travelling to Leeds) free of charge. After a slow start, while membership was building to a level of critical mass, the scheme has now begun to gain momentum and membership is growing steadily. Individual membership stands at 1680 and the number of private groups has risen to 12, and 39% of members have matched a trip. Carshreleeds.com is promoted primarily to workplaces using a variety of media including a sign up display and promotional items at employer travel fairs. Billboard posters and bus rear advertising

were both used in 2006. In 2007 the scheme will be promoted at congested areas on the highway network using temporary information boards.

Leeds City Council Car Club - WhizzGo

- 3.14 Since the launch of the car club in July 2004 the number of cars available to members has grown from an eight to nineteen, and membership has grown steadily to over 600 individuals. The cars are available from £4.20 per hour inclusive of all costs e.g. fuel, tax, insurance and basic mileage.
- 3.15 The car club provides its members with access to cars for hire by the hour from local parking bays. Car clubs fit into the city's transport strategy by providing a further dimension to travel choice and reducing members overall car mileage. This works by making cars available for people to use when they need one. Experience shows that when people are not tied-in to using their private car for all journeys they become more aware of the alternative transport options and consequently make more journeys by public transport, walking and cycling.
- 3.16 There are plans to expand the car club further and Phase 3 of the WhizzGo parking bay expansion scheme is in progress. WhizzGo's national launch in Leeds has been followed by a nation-wide expansion programme into London, Liverpool, Manchester, Sheffield, York, Newcastle and other cities.

Public Transport

- 3.17 Public transport has a major role to play in offering sustainable transport options to the public. Leeds City Council TravelWise continues to work closely with our partners in Metro who have the primary responsibility for promoting public transport services. This partnership extends to joint work on travel plans, the yellow bus scheme, residential and company Metrocards schemes, and the coordination of the West Yorkshire Travel Plan Network. Leeds TravelWise continues to publicise public transport to support the work done by Metro.

West Yorkshire Travel Plan Network (WYTPN)

- 3.18 Leeds TravelWise was closely involved in the development and launch of the WYTPN across the West Yorkshire region in conjunction with Metro, and hosted a major launch event in the Town Hall in December 2005 to introduce the Network to 70 businesses. The WYTPN is a West Yorkshire wide network for organisations promoting travel plans and free membership is awarded to organisation that agree to i) take part in annual monitoring of employee travel, ii) agree an annual action plan of travel plan measures, and iii) agree to be contactable through the network. Membership across West Yorkshire is approximately 110 organisations, of which 70 are based in Leeds.
- 3.19 Travel for Work Partnership: Metro have coordinated a successful funding bid to Yorkshire Forward which will result in the appointment of four travel plan officers to i) increase the take up of employment by new job seekers by providing free travel, and ii) reducing CO2 emissions through successful travel plans. The project is due to start in April 2007 and will provide Leeds TravelWise with some additional staff resource to further implement and develop travel plans across the region.
- 3.20 Aire Valley Leeds – Travel Solutions Officer: Since April 2004 the Aire Valley Leeds Travel Solutions Officer (employed by Metro using SRB funding) has been working part-time in the Leeds TravelWise team to work with, and allocating grant funding to, companies in AVL developing travel plans. This work has included assisting travel planning obligated businesses. New resources have been developed to promote

travel planning and businesses joined up to the WYTPN. The SRB funding and post will end at the end of March 2007.

- 3.21 The growth in travel plan work has put pressure on the team's ability to deliver an annual events programme which has been an integral part of TravelWise activity over the last seven years. TravelWise still coordinate the publicity of National Bike Week, under the name of Leeds Bike Week on a smaller scale, and hosts at least three cycle events, including one big event at a Leeds school. Events are also planned for World Environment Day, National Liftshare Day, and School Walking Week.
- 3.22 Annual events which are no longer supported due to resource pressures include European Mobility Week / In Town Without My Car (last held in 2005), and Leeds Festival of Walking (last held in 2005).

Monitoring

- 3.23 TravelWise coordinate the annual West Yorkshire Snapshot Travel to Work Survey which has taken place every March since 2003. The survey measures the modal share of employee's journey to work in companies with travel plans to establish the influence of travel plan measures on travel behaviour. The survey demonstrates that organisations with travel plans have slightly higher levels of sustainable travel activity than non travel plan organisations. The survey has grown in size year on year and in 2006 over 35,000 individuals took part. The results are reported in the West Yorkshire Local Transport Plan Progress Reports.

4 CONCLUSIONS

- 4.1 The profile and standing of the national TravelWise campaign has grown significantly over the last three years, and TravelWise activity has been fully integrated into the objectives of the current LTP.
- 4.2 The increased demand for TravelWise services, support and advice has resulted in an expanded team structure and the Department continues to monitor the resources allocated to TravelWise in order to meet this growth area.
- 4.3 The 'Smarter Choices' agenda is recognised nationally as a valuable policy tool to engender change in travel behaviour towards less environmentally damaging methods of travel. The Council are committed to supporting the work of TravelWise.

5 RECOMMENDATIONS

- 5.1 The Members of the Scrutiny Board (Development) are requested to note the contents of this report.

6 BACKGROUND INFORMATION

- 6.1 Further information on TravelWise can be found at www.travelwise.org

APPENDIX 1

West Yorkshire Local Transport Plan

Shared Priority : Tackling Congestion – Core Strategy Approaches

- C1 Encourage modal switch to public transport by: - encouraging more travel by bus and rail and improving ticketing and information;
- C2 Manage the demand for travel by: - management of car parking and reallocation of road space;
- C3 Make the best use of existing capacity by: - urban traffic management and control and the provision of information;
- C4 Improve the highway network by: - selective improvements and general highway maintenance;
- C5 Encourage more cycling and walking by: - dealing with existing barriers, promoting the benefits and integration with public transport;
- C6 Promote Smarter Choices by: - workplace travel planning measures and car club schemes; and
- C7 Promote sustainable land use planning policies and practices.

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Development)

Date: 20th February 2007

Subject: Quarter Three Performance Report

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

1.1 In November 2006, the Board was informed of new arrangements for reporting performance management information to scrutiny, which had been agreed by the Overview and Scrutiny Committee.

2.0 BACKGROUND

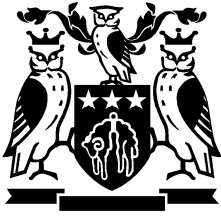
2.1 The attached report to Overview and Scrutiny Committee highlights performance issues across the council arising from quarter 3 performance information, in line with the new arrangements. Overview and Scrutiny Committee is invited to refer any particular matters of concern to individual Scrutiny Boards for further investigation. Overview and Scrutiny Committee meets on 5th February. Any referrals relevant to this Scrutiny Board will be reported verbally at the Board meeting.

2.2 Also attached is the quarter 3 performance information relevant to the Scrutiny Board (Development) portfolio. Officers will be in attendance at the meeting to respond to member's questions arising from the performance information.

3.0 RECOMMENDATION

3.1 It is recommended that the Board considers the quarter 3 performance information and highlights any areas for further scrutiny.

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Report of the Head of Scrutiny and Member Development

Overview and Scrutiny Committee

Date: 5TH February 2007

Subject: Quarter Three Performance Report.

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

1.1 The Corporate Priority Board action plans supported by the relevant PI information; Corporate Plan indicators which measure the delivery of the council's priorities, together with any PIs which could impact on the council's CPA score have been highlighted and are presented here to Overview and Scrutiny Committee (OSC) for consideration.

2.0 BACKGROUND

2.1 The role of OSC is to consider overall council performance, however OSC may decide which performance issues individual scrutiny boards should look at in more detail over the subsequent 3 months, and should therefore refer any key performance issues to Scrutiny Boards as appropriate. In addition, individual scrutiny boards may wish to look in more depth at specific performance issues relating to their own board; this was recommended at the Overview and Scrutiny Committee meeting in September.

2.2 The table below highlights performance issues across the council, and in particular draws attention to areas where data quality is an issue. KPMG have recently published their data quality findings for 2005/06, which resulted in 3 indicators being qualified. All three indicators impact on the council's overall CPA score; a qualified indicator automatically places it in the lower threshold of the CPA categories.

3.0 PERFORMANCE ISSUES IN QUARTER 3

Modernising Our Council

- **CP-AS51 – Answer more than 90% of public telephone calls to the council**
Contact Centre lines have consistently been above 90% in quarter 3; however performance on non-contact centre lines has varied. The predicted full year result is below target; however there are firm plans to migrate further services into the contact centre in 2007/08 to improve performance.

Environment and Community Safety

- **BV215 a and b – The average number of days taken to repair a street lighting fault which is under the control of the local authority/of a Distribution Network Operator**

There are data quality issues in respect of this indicator; this was highlighted in the annual audit by KPMG and as a result this indicator was qualified in 2005/06.

This is a CPA threshold indicator and therefore performance in this area can impact on the council's overall CPA score. A qualified indicator automatically places it in the lower threshold of the CPA performance categories.

Thriving and Harmonious Communities

- **BV66a Rent collected by the authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings.**
Strategic Landlord has been agreeing the interpretation of this indicator with Finance, which is being tested and the final impact should be known by the end of January (although not included in this report). The impact is likely to have a negative impact on the indicator.
It should be noted that current performance against this indicator is in the bottom quartile for all authorities. Quartiles are as follows:
 - Top 98.59%
 - Median 97.75%
 - Bottom 97.07%The target set for rent collection in 2006/07 is 97.10% (Within the lowest quartile).
- **BV174 – The number of racial incidents recorded by the authority per 100,000 population**
Although we were expecting to exceed target on this indicator, data collected to date indicates that there is a significant shortfall in the number of racial incidents recorded by the authority and there may be a need to challenge the predicted full year result and targets set for future years. There is a lack of consistency in data collection which also leads to data quality issues and the accuracy of the data reported.
- **BV203 – The percentage change in the average number of families placed in temporary accommodation**

The quarter 3 result shows the continuing upward trend of families placed in temporary accommodation. It is unlikely that the target will be met; however the Housing Needs team (Supporting People) is working on plans to tackle his problem.

- **BV212 – Average time taken to re-let local authority housing**

Performance issues in relation to this PI were highlighted to OSC at the December meeting.

Although performance is currently improving data quality issues were highlighted as part of the annual audit by KPMG. This resulted in the PI being qualified for 2005/06.

This is a CPA threshold indicator and therefore performance in this area can impact on the council's overall CPA score. A qualified indicator automatically places it in the lower threshold of the CPA performance categories.

The Strategic Landlord has also carried out a 'mini-audit' of this indicator which highlighted several inconsistencies across the ALMOs in the way re-lets are processed. A further audit will be carried out by the Strategic Landlord at the end of March 2007 to confirm that all ALMOs have implemented and are conforming to the recommendations made in the report.

Health and Well Being

- **CPHM53 – Reduce the number of Leeds households that are vulnerable and suffer from fuel poverty.**

A report produced in October identified the levels of fuel poverty in the city; this was based on a survey of 20,000 self assessments from across the city. The result of 27.50% is well above both the target set and last full year result. Fuel poverty has increased dramatically due to increases in fuel costs, which are outside the control of the authority.

City Development

- **BV165 – The percentage of disabled crossings with facilities for older people**

A programme to review the performance of this indicator is currently being implemented following recommendations by KPMG relating to the accuracy of data reported for this indicator.

This is a CPA threshold indicator and therefore performance in this area can impact on the council's overall CPA score.

Children and Young People

Central and school-based strategies, and a variety of partnerships and initiatives, have been successful in raising achievement in Leeds; however, secondary achievement in Leeds remains consistently below the national average.

The information below gives an overview of the key improvements in educational attainment in 2005/06:

- Standards at Key Stage 3 have improved notably and are at least equal to the average of statistical neighbours and within 2% of the national average in all core subjects. This is the first time in nearly fifteen years that Leeds has reached this level. The improvement results from the rigorous effort by schools and the targeted support of the national strategies team. There is still more work to do on transition from Key Stage 2, and updating the curriculum particularly in year 7.
- Standards at Key Stage 4 have continued to improve at 5A*-C, a reflection of the support that is focused on students at the C/D borderline. However, standards at

5A*-G and for students at risk of not gaining any qualifications are rising more slowly and are below comparative regional or national figures. This area should be a priority for improvement. This lower achievement also reduces schools' overall value added figures and improvement is also lacking in this area

Education Leeds has introduced a new school improvement policy and has begun to negotiate partnerships with and between schools to focus on areas of greatest need and to make best use of the existing expertise and interests of schools.

4.0 RECOMMENDATIONS

- 4.1 It is recommended that the Overview and Scrutiny Committee considers the Quarter 3 performance information and highlight any areas for further scrutiny or referral to Scrutiny Boards as appropriate.

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Development Scrutiny Board Report Qtr3 2006/07

	Reference	Title	Rise or Fall	Frequency	Units	Last Years Result	Target	Qtr1	Qtr2	Oct	Nov	Dec	Qtr3	Predicted Full Year Result	Current Position	Comments
1	BV-165	The percentage of pedestrian crossings with facilities for disabled people	Rise	Quarterly	%	82.10	96.50	0.00	0.00		0.00	0.00	0.00	82.10		In December 2006, agreement was reached with KPMG that a revised outturn of 82.1% for 2005-06 was appropriate. A programme to review the performance of this indicator is currently being implemented. Until this is completed, performance will continue to be reported at 82.1%
2	BV-106	Percentage of new homes built on previously developed land	Rise	Monthly	%	96.10	90.00	96.00	97.00	96.00	96.00	97.00	97.00	90.00		Figures to end of December are 2286 out of 2363 brownfield housing completions (gross)
3	BV-109b CP-PL50	Percentage of planning applications determined in line with development control targets to determine b) 65% of minor applications in 8 weeks.	Rise	Monthly	%	70.70	65.00	66.50	67.20	67.40	67.70	68.30	68.30	65.00		Targets have been set to match and maintain the Government's published targets.
4	BV-109c	Percentage of planning applications determined in line with development control targets to determine c) 80% of other applications determined within 8 weeks	Rise	Monthly	%	81.00	80.00	81.20	81.40	81.20	81.80	82.60	82.60	80.00		Targets have been set to match and maintain the Government's published targets.
5	BV-204	The percentage of appeals allowed against the authority's decision to refuse on planning applications	Fall	Monthly	%	23.50	30.00	20.00	36.30	37.20	35.70	34.70	34.70	30.00		Over the last quarter only 12 of 38 appeal decisions have been allowed, contrary to the Council's decision to refuse. This resumes the sustained period of high performance on appeal decisions but because of the small numbers of appeals involved in this indicator, any change in performance will be gradual. The decisions continue to be reviewed in depth with Area Planning Managers and (where appropriate) Plans Panels. Member training has been programmed and officer training is ongoing to ensure soundness in decision making. We will keep the situation under close review and identify any trends.
6	BV-205 CP-PL51	Quality of the planning services checklist	Rise	Quarterly	%	72.00	82.60	72.20	72.20				72.20	82.60		
7	BV-109a CP-PL50	Percentage of planning applications determined in line with the Government's new development control targets to determine a) 60% of major applications in 13 weeks	Rise	Monthly	%	53.30	60.00	50.90	59.50	60.10	59.30	61.20	61.20	60.00	Not Applicable	Principal Planner level resources to undertake the complex major casework has been maintained, supported by some outsourcing, employment of freelance planners and overtime arrangements and providing administrative support to maximise the capacity of professional officers. Good progress has been maintained on the embedding of the new system. Performance should be maintained to meet the government target of 60% but is unlikely to significantly exceed it because of the number of large major schemes which have taken longer than 13 weeks to determine.
8	BV-216b	Number of sites for which sufficient detailed information is available to decide whether remediation of the land	Rise	Quarterly	%	13.30	6.10						5.90	7.00	Not Applicable	92 decisions made on whether or not remediation is required from a total (at end Dec 2006) of 1559 sites identified.

	Reference	Title	Rise or Fall	Frequency	Units	Last Years Result	Target	Qtr1	Qtr2	Oct	Nov	Dec	Qtr3	Predicted Full Year Result	Current Position	Comments
		is necessary, as a percentage of all "sites of potential concern"														This indicator has been reported quarterly for the first time in quarter 3. Tolerance levels will be set for this indicator in quarter 4.
9	CP-ED55	Increase the number of trips (inward and outward) made on scheduled services from and to Leeds Bradford International Airport	Rise	Quarterly	No.	2175435.00		648,131.00	726,966.00				525,001.00	2,533,464.00	Not Applicable	Year to date figure (Q3) 1,900,098. Due to seasonality, it is more useful to compare each quarter with its equivalent in the previous year. The passenger numbers in Q3 have increased by 10% compared to the same period in 2005.
10	BV-219a	Total number of conservation areas in the Local Authority area	Rise	Annually	No.	63.00	65.00						64.00	65.00	Not Applicable	This indicator has been reported quarterly for the first time in quarter 3. Tolerance levels will be set for this indicator in quarter 4.
11	BV-219b	Percentage of conservation areas in the Local Authority area with an up-to-date character appraisal	Rise	Annually	No.	4.80	9.00						7.80	9.00	Not Applicable	This indicator has been reported quarterly for the first time in quarter 3. Tolerance levels will be set for this indicator in quarter 4.
12	BV-219c	Percentage of conservation areas with published management proposals	Rise	Annually	No.	0.00	0.00						0.00	0.00	Not Applicable	
13	BV-99A1 CP-TM52	Number of people KSI in road traffic collisions	Fall	Annually	No.	435.00	387.00							387.00	Not Applicable	Figures relate to calendar year 2005
14	BV-99A2 CP-TM52	Percentage change in the number of people killed or seriously injured (KSI) in road traffic collisions since the previous year	Fall	Annually	%	-1.81	-11.00							-11.00	Not Applicable	Figures relate to calendar year 2005
15	BV-99A3 CP-TM52	Percentage change in the number of people killed or seriously injured (KSI) in road traffic collisions since the 1994-98 average	Fall	Annually	%	-21.48	-30.10							-30.10	Not Applicable	Figures relate to calendar year 2005
16	BV-99B1 CP-TM53	Number of children (aged under 16 years) killed or seriously injured (KSI) in road traffic collisions	Fall	Annually	No.	51.00	56.00							56.00	Not Applicable	Figures relate to calendar year 2005
17	BV-99B2 CP-TM53	Percentage change in the number of children (aged under 16 years) killed or seriously injured (KSI) in road traffic collisions since the previous year	Fall	Annually	%	-10.53	-9.80							-9.80	Not Applicable	Figures relate to calendar year 2005
18	BV-99B3 CP-TM53	Percentage change in the number of children killed or seriously injured (KSI) in road traffic collisions since the 1994-98 average	Fall	Annually	%	-43.96	-38.50							-38.50	Not Applicable	Figures relate to calendar year 2005
19	BV-99C2 CP-TM52	Percentage change in the number of people slightly injured in road traffic collisions since the previous year	Fall	Annually	%	-7.93	-3.20							-2.70	Not Applicable	Figures relate to calendar year 2005
20	BV-111	Percentage of Planning applicants satisfied with the service received	Rise	Annually	%											
21	BV-156	The percentage of authority buildings open to the public in which all public areas are suitable for and accessible to disabled people	Rise	Annually	%	45.06	47.00									
22	BV-216a CP-EN50	Number of sites of "potential concern" (within the Local Authority area) with respect to land contamination	Rise	Annually	No.	682.00	2,466.00									
23	BV-99C1 CP-TM52	Number of people slightly injured in road traffic collisions	Fall	Annually	No.	3440.00	3,809.00									
24	BV-99C3 CP-TM52	Percentage change in the number of people slightly injured in road traffic	Fall	Annually	%	-17.50	-8.60									

	Reference	Title	Rise or Fall	Frequency	Units	Last Years Result	Target	Qtr1	Qtr2	Oct	Nov	Dec	Qtr3	Predicted Full Year Result	Current Position	Comments
		collisions since the 1994-98 average														
25	CP-ED52	Increase the number of international students enrolled at the City's universities	Rise	Annually	No.	8960.00										
26	CP-ED53	Achieve recognition in the European Cities Monitor as an important business location	Rise	Annually	No.	3.00										
27	CP-ED54	Maintain the national ranking (4th) of Leeds' prime shopping quarter	Rise	Annually	No.	6.00	5.00									
28	CP-EN52	Reduce energy consumption in Council buildings by at least 10%	Fall	Annually	%	464682.00	10.00									
29	CP-JS55	Increase the percentage of the population of working age qualified to NVQ level four and five	Rise	Annually	%		25.00									
30	CP-TM50	Ensure the annual assessment of our Local Transport Plan scores 4 out of 4 (a "well above average" assessment)	Rise	Annually	No.											
31	LKI-TM2 CP-TM51	Increase the percentage of inbound, non-car journeys in the morning peak-period	Rise	Annually	%	43.10	43.50									
32	TM-E19	Intervention by the Secretary of State under Traffic Management Act powers	Fall	Annually	No.											

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Development)

Date: 20th February 2007

Subject: Work Programme

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 The Board's current Work Programme for 2006/2007 is attached as appendix 1 and incorporates any updates made at the last Board meeting.
- 1.2 A copy of the Forward Plan of Key Decisions is also attached as appendix 2. This is for Members reference and covers the period 1st February to 31st May 2007. It details those 'key decisions' pertaining to this Board's terms of reference.

2.0 Recommendations

- 2.1 The Board is requested to:
- (i) Consider and make any changes to the attached Work Programme following decisions made at today's meeting.
 - (ii) Receive and note the Forward Plan of Key Decisions

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SCRUTINY BOARD (DEVELOPMENT) - WORK PROGRAMME

Appendix 1

ITEM	DESCRIPTION	NOTES	DATE ENTERED INTO WORK PROGRAMME
Meeting date: 20th March 2007 - The deadline for reports for this meeting is 10am 1st March 2007			
Sustainable Construction Design Guide	To receive a progress report on the development of a Sustainable Construction Design Guide for the Department	The Board is supportive of developing this strategy through the planning process to ensure that future construction techniques have less environmental impact	June 2006
Night Time and Evening Economy	To consider a report reviewing the <ul style="list-style-type: none"> • impact of new licensing laws and whether partners are working effectively together • the lack of facilities for the new burgeoning residential community in the city centre 	To be discussed further with Paul Stephens in the Autumn 2006	June 2006
Meeting date: 24th April 2007 - The deadline for reports for this meeting is 10am 29th March 2007			
Parking in Town and District Centres	To consider the framework and prioritisation for introducing parking policies in our 28 town and district centres		June 2006
Climate Change Strategy	To consider a progress report on the Department's submission to the Council's Working Group established to develop a climate change strategy for the Council	The initial scope and timetable for this work was considered by the Board in October 2006. All Council departments are contributing to the development of this strategy	June 2006
Annual Report	To consider the Board's submission to the Scrutiny Boards Annual Report	In accordance with Council Procedure Rules the Overview and Scrutiny Committee co-ordinates submission of the Annual Report to Council	June 2006

SCRUTINY BOARD (DEVELOPMENT) - WORK PROGRAMME

Other Issues identified but not Included in Work Programme
Environmental Management and Audit System (EMAS)
Consideration of the detailed budget of Development (Consideration of the overall budget is within the remit of the Overview & Scrutiny Committee but individual Boards can look at the details if they wish)
Monitor delivery of major highways schemes-Inner Ring Road stage 7 and the East Leeds Link Road
City Centre Public Realm
Regeneration initiatives within Neighbourhoods and Housing which have an economic development aspect to them: the Lower Aire Valley and the West Leeds Gateway.
Super Casino
Marketing Leeds – Carry forward from previous Scrutiny Board
New Technologies - To receive details of new technologies aiding the planning and use of transport facilities including Smart and Oyster cards be provided to Members, and information as to when and where these new technologies will become available. Requested by Scrutiny Board on 12 th September 2006
City Region - That further information be provided to Members on other city regions particularly regarding their governance arrangements and an update in 12 months time or sooner if there is something to report. That the response sent to the letter received from the Rt Hon Ruth Kelly MP be shared with the Board. Agreed by Scrutiny Board on 12 th September 2006.
That Members be kept informed regarding developments with the Otley telecommunication phone mast cases. Agreed by Scrutiny Board on 12 th September 2006
London 2012 Olympic Games – The Board agreed on 10 th October 2006 to receive a further progress report on the London Olympic Games at a future Board meeting.

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 February 2007 to 31 May 2007

Appendix 2

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Highway Maintenance To approve the Local Transport Plan: Highway Maintenance Programme 2007/2008	Director of Development	5/2/07	Ward Members will be informed of arrangements for each project prior to the work commencing	Report to the Director of City Services	Director of Development
Capital Strategy and Asset Management Plan 2006 To approve the Council's Capital Strategy and Asset Management Plan 2006.	Executive Board (Portfolio: Development)	9/2/07	Asset Management Group	The report to be issued to the decision maker with the agenda for the meeting	Director of Development
Bridge Capital Maintenance 2007/08- To approve the programme designed implementation of strengthening and maintenance schemes and authority to incur expenditure	Director of Development	1/3/07	Ward Members will be consulted at the appropriate time prior to the construction.	LTP Settlement 2007/08	Director of Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Leeds Bus Rapid Transit- Initial Funding Submission	Executive Board (Portfolio: Development)	14/3/07	This Initial Business Case, developed using existing data and transport models, will be used to seek more formal feedback from DfT and to initiate the process of formal consultation by the Regional Transport Board. Public and stakeholder consultation will take place during 2007 as part of the development of the full bid, subject to positive feedback from the DfT.	The report to be issued to the decision maker with the agenda for the meeting	Director of Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Pudsey Bus Station - Associated Highway Works Authority to implement highway works associated with the redevelopment of Pudsey Bus Station	Executive Board (Portfolio: Development)	14/3/07	Ward Members have been presented with the redevelopment proposals and are in support. A public exhibition was held in July 2005. METRO is to submit a Planning Application early in 2007. Consultation with key stakeholders, emergency services and other affected bodies (specific to the highway works) will commence in February 2007	The report to be issued to the decision maker with the agenda for the meeting	Director of Development
Statement of Community Involvement Aire Valley Leeds AAP Preferred Options , East & South East Leeds(EASEL) AAP Preferred options, City Centre AAP Preferred options and UDP saved policies – To consider the documentation	Executive Board (Portfolio: Development)	14/3/07	Consultation has taken place both within the Council and externally , the Department intend to carry out Member workshops and the issues will be considered by Development Plans Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Otley Heavy Goods Vehicle Traffic To seek approval for proposals for HGV management in the Otley area	Executive Board (Portfolio: Development)	14/3/07	Neighbouring Local Authorities	The report to be issued to the decision maker with the agenda for the meeting	Director of Development
Leeds Local Development Framework - Revised Local Development Scheme 2007 To approve prior to submission to the Secretary of State	Executive Board (Portfolio: Development)	14/3/07	The Local Development Scheme will be presented to the Executive Board via the Development Plan Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of Development
Leeds City Councils Shareholding in Leeds Bradford International Airport To agree the preferred and reserved bidder for the airport disposal at an agreed sale value range	Executive Board (Portfolio: Development)	4/4/07	Asset Management Group , Leader of the Council and Executive Board members	The report to be issued to the decision maker with the agenda for the meeting	Director of Development

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made)
Aire Valley Leeds AAP Preferred Options, City Centre APP Preferred Options To consider the reports	Executive Board (Portfolio: Development)	4/4/07	Consultation has taken place both within the Council and externally , the Department intend to carry out Member workshops and the issues will be considered by Development Plans Panel	The report to be issued to the decision maker with the agenda for the meeting	Director of Development
A65 Quality Bus Corridor Authority and approval of the Executive Board to proceed to acquire the third party lands, required for the implementation of the A65 Quality Bus Corridor, by way of compulsorily acquisition.	Executive Board (Portfolio: Development)	4/4/07	Consultation with Ward Councillors will take place prior to Executive Board decision. Consultation will also take place with land owners.	The report to be issued to the decision maker with the agenda for the meeting	Director of Development

NOTES

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £500,000 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

Central and Corporate

Councillor Mark Harris

Development

Councillor Andrew Carter

City Services

Councillor Steve Smith

Neighbourhoods and Housing

Councillor John Leslie Carter

Leisure

Councillor John Procter

Children's Services (Lead)

Councillor Richard Brett

Children's Services (Support)

Councillor Richard Harker

Adult Health and Social Care

Councillor Peter Harrand

Customer Services

Councillor David Blackburn

Leader of the Labour Group

Councillor Keith Wakefield

Advisory Member

Councillor Judith Blake

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.