



SCRUTINY BOARD (DEVELOPMENT)

Meeting to be held in the Civic Hall, Leeds on
Tuesday, 20th March, 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 20th February 2007.</p>	1 - 6
7			<p>EXECUTIVE BOARD MINUTES</p> <p>To receive the Executive Board minutes of the meeting held on 9th February 2007.</p>	7 - 16

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8			<p>OVERVIEW AND SCRUTINY MINUTES</p> <p>To note the minutes of the Overview and Scrutiny Committee meeting held on 5th February 2007.</p>	17 - 22
9			<p>SUSTAINABLE DESIGN AND CONSTRUCTION AND SUSTAINABILITY ASSESSMENTS</p> <p>To consider a report of the Head of Sustainable Development on ongoing work that the authority has recently commissioned.</p>	23 - 36
10			<p>FACILITIES FOR THE GROWING CITY CENTRE POPULATION</p> <p>To consider a report from the Director of Development on facilities for residents in the City Centre.</p>	37 - 40
11			<p>LICENSING ACT 2003 AND PARTNERSHIP WORKING</p> <p>To consider a report of the Director of Legal and Democratic Services on the Licensing Act 2003 and Partnership Working.</p>	41 - 44
12			<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 March to 30th June 2007.</p>	45 - 56
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on 24th April 2007 at 10.00am with a pre-meeting for Board Members at 9.30am.</p>	

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SCRUTINY BOARD (DEVELOPMENT)

TUESDAY, 20TH FEBRUARY, 2007

PRESENT: Councillor B Cleasby in the Chair

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

67 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair admitted to the agenda a late report from the Director of Neighbourhoods and Housing on Addressing Worklessness (Minute No. 73 refers). This report was unavailable at the time of agenda despatch.

68 Declaration of Interests

There were no declarations of interest.

69 Minutes of Last Meeting

RESOLVED – That the minutes of the meeting held on 23rd January 2007 be approved as a correct record.

70 Executive Board Minutes

RESOLVED – That the minutes of the Executive Board meeting held on 24th January 2007 be noted.

71 Overview and Scrutiny Minutes

RESOLVED – That the minutes of the Overview and Scrutiny Committee meetings held on 8th and 29th January 2007 be noted.

72 Update on the Strategic Review of Planning and Development Services

The Chief Planning Officer submitted an update report on the strategic review of Planning and Development Services in order that Members could consider and comment on the progress on implementing the solutions within the five identified improvement themes.

The Chair welcomed to the meeting Phil Crabtree, Chief Planning Officer in the Development Department, who presented the report and responded to Members' queries and comments.

Issues raised and discussed by Members were in summary:

Draft minutes to be approved at the meeting
to be held on Tuesday, 20th March, 2007

- The benefits of involving Ward Members at the pre-application stage, that would, save time later and therefore free up resources in the longer term.
- The procedures and process of notifying interested parties of planning applications and achieving a balance between the cost and more widely publicising applications.
- The logging of controversial planning applications.
- The operation of Plans Panels and the possibility of a fourth panel.
- Giving better guidance as to what was permissible in planning applications and giving feedback where applications were turned down.
- The importance of safeguarding officers from allegations of collusion between themselves and developers and the need for transparency.
- The benefits that the further computerisation of the planning application process would bring.
- The need to improve relationships and communication between officers and interested parties.
- The need to provide better enforcement feedback to Members.
- Concern regarding the number of applications that panels were advised to accept, which were rejected by Members and then overturned at the appeals stage.
- The possible future use of external parties to deliver a whole range of services to the Department and measuring the performance of these external partners.
- Performance targets and in particular those for major applications which were just hitting their targets but improving.

The Chair thanked Mr Crabtree for his report and response to the issues raised above by Members.

RESOLVED – That the report and comments made by Members as above be noted.

(Note: Councillor Davey left the meeting at 10.45 during the consideration of this item.)

73 Addressing Worklessness

The Director of Neighbourhoods and Housing submitted a report outlining the current and planned work within the Department to develop a more co-ordinated approach to the challenge of addressing worklessness. The report also summarised the key areas where work had been undertaken and set out key priorities to move this forward.

Sue Wynne, Head of Regeneration Policy and Planning, Neighbourhoods and Housing and Mark Scott, Service Manager, Learning and Leisure, attended the meeting to present the report and respond to queries and comments raised by the Board.

In brief summary the main issues discussed were:

- The basis for the allocation of Neighbourhood Renewal Funding for activity to address worklessness particularly relating to West Leeds.
- The transfer of the Jobs and Skills service from Learning and Leisure Department to the Department of Neighbourhoods and Housing.
- The need for a cross sectoral co-ordinated approach to addressing worklessness informed by an overarching action plan.
- The role of the Council as a large employer in the City and as a potential exemplar to other employers.
- The need to communicate commissioning opportunities widely and to build the delivery capacity of organisations in the voluntary sector.
- The way in which improvements to the evidence base have enabled the identification of and a better understanding of the multiple barriers individuals face in neighbourhoods where there are concentrations of worklessness and the targeting of resources to address this.
- The varied and tailored approaches required to motivate and support people into work.
- The wider benefits of assisting people into work including savings to the public purse.

Officers were also requested to provide Members with information on what Neighbourhood Renewal Funding West Leeds received per head of population compared with the rest of the city receiving funding from this source and in particular that of the Super Output Area in West Leeds.

As the Jobs and Skills Service would transfer to the Department of Neighbourhoods and Housing on 1st April 2007, it was recognised by the Board that next municipal year the worklessness issue would be included in the portfolio of the Scrutiny Board (Neighbourhoods and Housing). However Members felt that the Scrutiny Board (Development) could continue in the role of monitoring and driving forward the programme.

RESOLVED –

- (a) That the report be noted.
- (b) That a draft framework be developed that would enable monitoring of progress in addressing issues of worklessness and that if appropriate a paper on this matter be brought to this Board in the new municipal year.
- (c) That the Member of the Board be provided with the information requested concerning the Neighbourhood Renewal funding in West Leeds.

(Note: Councillor Taggart joined the meeting at 10.55am during the consideration of this item and Councillor Lowe left the meeting at 11.30am at the conclusion of this item.)

74 Travelwise Campaign Update

The Director of Development submitted a report on the development of the Council's TravelWise campaign to promote sustainable methods of travel

within the city and highlighted key achievements and progress in Leeds since 2004.

Andrew Hall, Transport Strategy Manager and Ray Hill, Senior Transport Planner, both in the Development Department, were in attendance to present the report and respond to Members' queries and comments.

Officers advised that the report concentrated on the softer transport measures that were in place to encourage motorists to use public transport, by trying to change their attitudes and behaviour through the use of a mixture of incentives and disincentives.

Members were interested in a whole range of other measures that could be put in place to ensure that Leeds did not become grid locked. In summary the main issues raised included:

- Measures to keep traffic flowing, such as improvements to traffic signalling, the removal of pinch points, the introduction of double red lines and red routes.
- Bus based Park and Ride – Members were advised that this was being considered. It was noted that the site at Stourton, formerly included as part of Supertram, was being considered as a strategic site, however establishing the site would involve considerable investment and would probably require the services to be subsidised at least initially.
- Providing motorists with incentives to use public transport, for example by ensuring that vehicles were clean, modern, comfortable and convenient. The possibility of being given free trials to encourage the use of buses was also raised. It was noted that for certain new residential developments free travelcards were provided as part of the planning agreement package.
- The need to explore the provision of incentives so that it would be in the commercial interest of the operators to have fare structures in place that would encourage motorists to use the buses.
- Particularly for areas that had no local rail links, the need to improve the flow of traffic, such as by removing vehicles making deliveries to shops and blocking the highway, which had an effect on both public and private transport. It was considered that as the enforcement of parking restrictions was now the responsibility of the Local Authority it would be easier to target trouble spots. Members asked about the number of traffic wardens that were working during the rush hours.
- The consideration of Park and Ride at Wetherby.
- The improvements to traffic signalling, particular through the use of GPS technology.
- The need for more suburban railway stations on the existing rail network.
- The need to press METRO and the West Yorkshire Passenger Transport Authority as part of the development of the city region, to consider reopening former railway lines for communities and providing additional railway stations on existing lines.
- A smarter way of using bus lanes so that they were not perceived to be under used by motorists.

- The possible role of cameras to enforce bus lanes.

RESOLVED –

- That the contents of the report and the discussion as above be noted.
- That Metro and the Passenger Transport Authority be requested to look at incentives to encourage motorists to try buses on routes where bus corridor improvements had taken place, for example the A65.
- That Members be provided with information on how many parking wardens worked during the rush hour period.
- That an update report on the issues raised above be presented to a future meeting of the Board.

(Note: Councillors Millard and Lobley left the meeting at 12.02pm during the consideration of this item.)

75 Quarter Three Performance Report

The Head of Scrutiny and Member Development submitted a report attaching the report presented to the Overview and Scrutiny Committee on 5th February 2007, which highlighted performance issues across the Council arising from quarter 3 performance information. Also attached to the report was the quarter 3 performance information relevant to the Scrutiny Board (Development)'s portfolio.

Richard Mills, Principal Scrutiny Officer, presented the report and reminded Members of the new arrangements for reporting performance management information to scrutiny.

Phil Crabtree, Chief Planning Officer and Maggie Craigs, Chief Support Services Officer, both from the Development Department, were in attendance to respond to Members' queries and comments.

Members requested further information on conservation areas being proposed for Armley and Chapeltown (BV219 refers).

RESOLVED –

- That the report be noted.
- That Members be provided with further information requested on proposed conservation areas for Armley and Chapeltown.

76 Work Programme

The Head of Scrutiny and Member Development submitted the Committee's current Work Programme, updated to reflect decisions taken at previous meetings, together with the Forward Plan of Key Decisions pertaining to this Board's Terms of Reference covering the period 1st February to 31st May 2007.

RESOLVED –

- That the report and Forward Plan of Key Decisions be noted.

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- (b) That any other reports as requested at today's meeting be incorporated into the Board's Work Programme.

77 Date and Time of Next Meeting

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

The meeting concluded at 12.25pm.

EXECUTIVE BOARD

FRIDAY, 9TH FEBRUARY, 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

169 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 1 of the report referred to in minute 178 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 disclosure to the public would be likely to prejudice the commercial interests of the Council.
- (b) Appendix 1 to the report referred to in minute 180 under the terms of the 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 the appendix contains commercially sensitive information which if disclosed may prejudice the future negotiations of the contract for the project.
- (c) Appendix 1 to the report referred to in minute 185 under the terms of the Access to Information Procedure Rules 10.4(3) on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because the information relates to the financial and business affairs of the tenderer and disclosure of the figures would be prejudicial to the competitive tendering exercise.

170 Declaration of Interests

Councillors D Blackburn, J L Carter, Harker, Harrand and Smith declared personal interests in the item relating to Leeds City Varieties Music Hall (minute 178) as Board members of Leeds Grand Theatre.

Councillor Blake declared personal interests in the items relating to Leeds City Varieties Music Hall (minute 178) as a Board Member of Leeds Grand

Theatre and Otley Prince Henry Grammar School (minute 185) as a governor and a parent of a pupil at the school.

171 Minutes

RESOLVED – That the minutes of the meeting held on the 24th January 2007 be approved.

CENTRAL AND CORPORATE

172 Council Change Programme - Phase 1 Implementation

Further to minute 54 of the meeting held on 20th September 2006 the Chief Executive submitted a report updating Members on the work progressed to date and on proposals that are intended for implementation on or around the 1 April 2007.

RESOLVED –

- (a) That the remit, role and purpose of the proposed new director posts, as detailed in paragraph 3.2.3 of the report and as set out in appendix 1 of the report be endorsed.
- (b) That the proposals in respect of revised managerial arrangements for learning and leisure with effect from 1 April 2007 be endorsed and the proposed realignment of responsibilities as outlined in paragraph 3.4.2 of the report be noted.
- (c) That the proposals in respect of revised managerial arrangements for social services from 1 April 2007 as detailed in paragraph 3.5 of the report be endorsed.
- (d) That the intention to establish a new post of Chief Officer (Highways) with revised delegation arrangements as detailed in paragraph 3.7 of the report be noted.
- (e) That the proposal for revised leadership arrangements for central and corporate functions as proposed in paragraph 3.8 of the report be endorsed.
- (f) That the proposals for the Officer Employment Rules to be amended to provide for appointments to all posts defined as deputy director or above to be made by a committee or sub-committee of the Council, involving at least one member of the Executive be endorsed.

173 Local Area Agreement - Mid Year Review and Refresh

The Chief Officer (Executive Support) submitted a report informing members of the key findings and outcome of the review of the Local Area Agreement for the period 1 April 2006 to 30 September 2006 and seeking endorsement to the amendments to the Local Area Agreement from April 2007. The report also highlighted anticipated future changes to the role of Local Area Agreements in public sector delivery.

RESOLVED –

- (a) That the progress to date on delivering against Leeds' Local Area Agreement be noted.
- (b) That the revisions of the Local Area Agreement to be implemented from April 2007 onwards be endorsed.

- (c) That a further report be submitted in due course outlining plans for the development of a revised Local Area Agreement to be implemented from April 2008.

174 Leeds Learning Network Capital Scheme

The Director of Corporate Services submitted a report seeking approval to inject £4.6m into the capital programme in respect of the new contract for the provision of the Leeds Learning Network.

RESOLVED – That the partially funded injection of £4.6m and the incurring of expenditure be approved.

175 General Fund Financial Health Monitoring 2006/07 - Month 9 Update Report

The Director of Corporate Services submitted a report setting out the Council's financial health position for 2006/07 after nine months of the financial year, in respect of the revenue budget for general funds services including expenditure and income to date compared to the approved budget.

RESOLVED –

- (a) That the projected financial position of the authority be noted.
- (b) To recommend to Council the budget adjustments detailed in paragraph 4.1 of the report.
- (c) That the transfer of the projected surplus to general reserves be approved.

(The matters referred to in part (b) of this minute, being matters referred to Council were not eligible for Call In).

176 Revenue Budget and Council Tax 2007/2008

(A) Revenue Budget 2007/2008

The Director of Corporate Services submitted a report on the Council's budget for 2007/08 following detailed consideration of services requirements and taking account of the Local Government Finance Settlement. The report indicated that the budget would result in a Band D Council Tax of £1,016.16 for consideration by Council.

RESOLVED –

- (i) That Council be recommended to approve the Revenue Estimates for 2007/08 totalling £505.223m, as detailed and explained in the submitted report and accompanying papers, including a 4.5% increase in the Leeds' element of Council Tax.
- (ii) That the development of medium term realignment proposals as detailed in 10.7 of the report be approved.

(B) Housing Revenue Account Budget 2007/2008

The Directors of Corporate Services and Neighbourhoods and Housing submitted a joint report on the Housing Revenue Account budget and ALMO management fee distribution for 2007/08.

RESOLVED –

- (i) That the Council be recommended to approve the budget and that, in order to meet the requirement of the Department of Communities and Local Government average rent increases be kept to 5%, pro rata reductions be applied to the rent restructuring figure of 7.3% in respect of all tenants' rents.
- (ii) That the Council be recommended to approve that service charges be increased in line with average rent rises and that the charges for garage rents be increased to £5.25 per week.
- (iii) That the Council be recommended to approve that the reserve of £2m established to cover the risk of not meeting the subsidy trigger be released and a virement of £1.369m be actioned to reflect the increase in Major Repairs Allowance as detailed in paragraph 3.2.3 of the report.

(C) Capital Programme 2006/07 to 2010/11

The Director of Corporate Services submitted a report setting out the updated capital programme for 2006/2011.

RESOLVED –

- (i) That the Council be recommended to approve the capital programme as attached to the submitted report.
- (ii) That the Director of Corporate Services be authorised to manage, monitor and control scheme progress and commitments to ensure that the programme is affordable.

(D) Treasury Management Policy and Strategy Statements

The Director of Corporate Services submitted a report on the proposed Treasury Management Strategy for 2007/08, and provided an update on the implementation of the 2006/07 strategy.

RESOLVED –

- (i) That the initial treasury strategy for 2007/08 as set out in Section 3.2 of the report be approved and that the review of the 2006/07 strategy and operations set out in Section 3.1 be noted.
- (ii) That the council be recommended to set borrowing limits for 2007/08, 2008/09 and 2009/10 as set out in Section 3.3 of the report.
- (iii) That the Council be recommended to set the treasury management indicators for 2007/08, 2008/09 and 2009/2010 as set out in Section 3.4 of the report.
- (iv) That the Council be recommended to set the investment limits for 2007/08, 2008/09 and 2009/2010 as set out in Section 3.5 of the report.
- (v) That the Council be recommended to reaffirm the Treasury Management Policy Statement and note the amendments to Section 7: "Approved instruments and Organisations for Investments" as attached at Appendix C of the report.
- (vi) That the officers who have worked on the preparation of the budget documents referred to in this minute be informed of the thanks of this Board.

(The matters referred to in parts A(i), B(i),(ii) and (iii), C(i) and D(ii),(iii), (iv) and (v) of this minute, being matters reserved to Council were not eligible for Call In).

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

DEVELOPMENT

177 Capital Strategy and Asset Management Plan

The Directors of Development and Corporate Services submitted a joint report seeking Executive Board approval to the Capital Strategy and Asset Management Plan 2007/08 which was appended to the report.

RESOLVED – That the council's Capital Strategy and Asset Management Plan be approved.

LEISURE

178 Leeds City Varieties Music Hall

The Directors of Development and Learning and Leisure submitted a joint report providing an update on the refurbishment project for the City Varieties.

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) That an injection of £8,835,000 into the Capital Programme be authorised and the proposed inclusion of £9,200,000 in the Capital Programme 2006/07 to 2010/2011 for the City Varieties Music Hall refurbishment project be noted.
- (b) That additional expenditure of £170,000 for the preparation of the Stage 1 bid to the Heritage Lottery Fund be authorised.
- (c) That expenditure of £495,000 for the preparation of the Stage 2 bid to the Heritage Lottery Fund provided the Stage 1 bid is successful be authorised.
- (d) That the submission of a bid to the Heritage Lottery Fund for a £3,000,000 grant towards the cost of the refurbishment project be authorised.
- (e) That the proposed funding contribution of £1,000,000 by the Leeds Grand Theatre and Opera House Ltd be noted.
- (f) That officers be instructed to seek acquisition of the third party property, the purchase price not to exceed the estimated upper limit valuation figure quoted in the report, with any purchase being funded in the first instance through prudential borrowing subject to the cost of this being containable within existing revenue budgets.

179 Policy on the Safety Management of Open Water

The Director of Learning and Leisure submitted a report informing Members of the outcome of the Coroner's Inquest into the tragic drowning of 2 teenagers at Roundhay Park, the subsequent actions regarding water health and safety issues and to seek approval of the Policy on the Safety Management of Open Water which was attached as Appendix 3.

RESOLVED –

- (a) That the Policy on the Safety Management of Open Water be approved and adopted and that Directors be requested to implement the Policy as detailed in paragraph 5.3 of the report.
- (b) That the 'Wise up to Water' lifesaving Water Safety Project for young people be endorsed.
- (c) That provision within the Capital Programme to ensure that the result of the remaining risk assessments can be implemented be approved.

180 Approval of New Leaf Leisure Centres Outline Business Case

Further to minute 283 of the meeting held on the 18th May 2005 the Director of Learning and Leisure submitted a report seeking Members' approval for the Outline Business Case and its submission to the Department for Culture Media and Sport.

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 –

- (i) That the contents of this report be noted and the submission of the Outline Business Case for the new Leaf Leisure Centres Project, subject to the approval of the PPP/PFI Coordination Board be endorsed.
- (b) That the combining of the New Leaf Leisure Centres Project under the Education PFI Project Board for the project in accordance with paragraph 9 of the report be approved.
- (c) That the delivery of the New Leaf Leisure Centres PFI project through the Local Education Partnership as described in paragraph 8.2 of the report be approved.
- (d) That the creation of a new East Leeds leisure centre be pursued through the EASEL proposals.
- (e) That discussions with DCMS be instigated to seek the utilisation of additional PFI credits as identified in the report for the development of a new replacement leisure centre at Holt Park.

181 Governance Arrangements for Leeds Sports Trust

The Chief Legal Services Officer submitted a report drawing to the attention of Executive Board the present position with regard to the governance arrangements for the proposed Leeds Sports Trust (the Trust) and to consider suitable arrangements for the appointment of trustees, including the Chair.

- (a) That Mr John Davies be appointed to act as Chair of the Shadow Trust and thereafter as Chair of the Trust until its first Annual General Meeting.
- (b) That the intention not to offer payment to the trustees be noted.

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

CHILDREN'S SERVICES

182 Childrens Trust Arrangements - Update on progress

Further to minute 54(b) of the meeting held on 20th September 2006 the Director of Children's Services submitted a report updating Members on the progress on these arrangements, including the creation of the Director of Children's Services Unit. The report also set out more detail about these new ways of working to improve services for children and families.

RESOLVED –

- (a) That progress on matters agreed at the meeting on 20 September 2006 in relation to children's trust arrangements, including the creation of the Director of Children's Services Unit be noted.
- (b) That the proposal for the accountability and intervention framework and hosting arrangements be endorsed.
- (c) That the nature of the work to be undertaken in coming months be noted and that further regular updates be provided.

183 General Surestart Grant - Extended Schools Capital 2006/08

The Director of Learning and Leisure submitted a report seeking authority to incur expenditure of £1,508.9k on other payments from the General Surestart Grant – Extended Schools 06/08 parent scheme 13178.

RESOLVED – That the incurring of expenditure of £1,508.9k on other payments from the General Surestart Grant – Extended Schools 06/08 parent scheme 13178 be authorised.

184 General Surestart Grant - Sustainability Capital 2006/08

The Director of Learning and Leisure submitted a report seeking authority to incur expenditure of £537.3k on other payments from the General Surestart Grant – Sustainability 06/08 parent scheme 13179.

RESOLVED – That the incurring of expenditure of £537.3k on other payments from the General Surestart Grant – Sustainability 06/08 parent scheme 13179 be authorised.

185 Otley Prince Henrys Grammar School - Provision of Specialist Science Accommodation

The Chief Executive of Education Leeds submitted a report updating Members on the proposed scheme to provide a new build specialist science

block at Otley Prince Henry's Grammar School, and seeking approval to proceed with the scheme.

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) That the proposal to proceed with the scheme in respect of the scheme to provide additional specialist science accommodation at Otley Prince Henry's Grammar School be approved.
- (b) That the incurring of additional expenditure as detailed in the exempt appendix in respect of the above from Capital Scheme No 12051/SC1 be authorised.

ADULT HEALTH AND SOCIAL CARE

186 Commissioning Plan for Day Services for Older People

The Director of Adult Social Services submitted a report recommending a programme of detailed work, local consultation and involvement with ward members to finalise the details of the new service model and to undertake its implementation.

RESOLVED –

- (a) That a programme to develop further and introduce the new service model which is outlined in this report be agreed. This will follow a full consultation process, more detailed work and the development of implementation plans.
- (b) That further reports, following consultation with ward members and the development of locality implementation plans, outlining the progress made be submitted to the Board.

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

CITY SERVICES

187 Progress Update on Integrated Waste Strategy

The Director of City Services submitted a report providing Members with an update on key areas of progress in implementing the Integrated Waste Strategy for Leeds 2005-2035.

RESOLVED – That the contents of this report and the progress to date on the implementation of the Integrated Waste Strategy be noted.

188 Establishment of a Leaders Waste Strategy Review Party

The Director of City Services submitted a report seeking approval for the establishment of a Group Leaders' forum to review the implementation of the

approved Integrated Waste Strategy for Leeds 2005-2035 and to advise the Executive Board.

RESOLVED – That a Working Party comprised of the leaders for the time being of the political groups represented on the Council, or their nominees be established for the purpose of monitoring the implementation of the approved waste strategy and tendering advice to the Executive Board.

NEIGHBOURHOODS AND HOUSING

189 East and South East Leeds Regeneration Area

The Director of Neighbourhoods and Housing submitted a report seeking approval of the headline Regeneration Programme for the EASEL Joint Venture and advising members of whether Bellway had met the first key milestone of the Additional Negotiation Period and also an assessment of what progress Bellway had made regarding fulfilling the requirements of the longstop date of 28th February 2007 when the EASEL regeneration project procurement process will be ended.

RESOLVED –

- (a) That the headline Regeneration Programme that the Council is seeking to achieve through the EASEL Regeneration Project and the key interventions set out in Sections 3 and 4 of the report which will form the basis of the Regeneration Plan for the first 5 years be agreed.
- (b) That the commitment of sufficient resources to fund the Regeneration Plan be agreed in principle.
- (c) That the progress that has been made in relation to completing the tasks that require to be completed as part of the Additional Negotiation Period be noted.

DATE OF PUBLICATION: 13th February 2007

LAST DATE FOR CALL IN: 20th February 2007 (5.00 pm)

(Scrutiny Support will notify relevant Directors of any items Called In by 12 noon on 21st February 2007).

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OVERVIEW AND SCRUTINY COMMITTEE

MONDAY, 5TH FEBRUARY, 2007

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

75 Late Items

The Chair indicated that in accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, he had agreed to allow Councillor Illingworth to circulate an e-mail dated 5th February 2007 on the subject of Information Management within the Council, and to also speak briefly on this item (Agenda Item 6, Minute No.77 refers).

76 Declaration of Interests

No declarations of interest were made.

77 Development of Information Management in Leeds - Update

Further to Minute No 47, 6th November 2006, and Minute No 55, 4th December 2006, the Committee considered a joint report submitted by the Director of Legal and Democratic Services and the Chief Officer, Executive Support, updating Members on progress in implementing the recommendations contained in the Inquiry Report dated 27th April 2006 of the former Scrutiny Board (Transforming Services) relating to Information Management within the Council.

Mark Turnbull, Legal and Democratic Services and Lee Hemsworth, Chief Executive's Department, attended the meeting and responded to Members' queries and comments.

Later, in a follow-up to his concerns previously expressed to the Committee in November 2006 regarding access to information held by the Council, Councillor Illingworth addressed the Committee. He confirmed that in his view the officers report did indeed indicate that acceptable progress had been made in this area.

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

- The Committee noted that the development of an appropriate, corporate approach to information management was being developed by the Council as part of a wider strategic agenda around Information and Knowledge

Management. The report outlined four strategic drivers highlighted as important reasons for developing this agenda. These four drivers were:

- To support better decision-making
 - To promote efficiency and effectiveness
 - To meet legislative and regulatory requirements
 - To provide corporate 'memory'
- Whilst these strategic drivers were important considerations for the Council in determining the need for an Information and Knowledge Management agenda within the organisation, the final report of the former Scrutiny Board (Transforming Services) also rightly argued that in the first instance the Council needed to invest in its Information Governance structure at all levels within the organisation.

In this regard, the report noted the priorities for development over an 18 month period were focussed on developing this required governance. These priorities were:

- To develop and undertake Information Audits across functional areas adopting ISO 15489 methodology
- To develop corporate metadata standards utilising the national e-GMS standards
- To develop and implement a corporate Document Image Processing (DIP) solution.

The Committee felt that there was an important distinction to be drawn between Information Governance, which was about having proper systems in place to control access to information and deal appropriately and responsively to requests for information, and Information Management, which concerned the best and most appropriate methods of storing, cross-referencing and retrieving information;

- The Committee accepted that the development of a corporate approach to information management was a complex and long term project. There had been good progress made in a number of areas and that work undertaken to date provided a sound foundation on which to build.
- The Committee acknowledged that the Corporate Governance and Audit Committee had within its terms of reference the remit to review the adequacy of the Council's Corporate Governance. It was also noted that this Committee was due an update report on Information and Knowledge Management. The Committee indicated that it would wish to consider the outcome of that meeting in order to reassure itself that progress continued to be made.
- The Committee also acknowledged that there were capacity issues which were being addressed as part of the Council Change programme. The Committee felt that such a huge agenda should be adequately resourced, and recommended that the appropriate Director be given an

explicit remit for this function, and also recommended that a Lead Member was identified to take up the political mantle of Information and Knowledge Management .

The Committee queried the need to engage consultants in this area, feeling that the work could be adequately performed in-house, with appropriate resources being made available, and utilising the knowledge and experience of the Council and its partner organisations.

- With regard to how the Council manages Freedom of Information requests, the Committee was satisfied that overall the Council had a robust system for both dealing with requests made to the Council and supporting colleagues in their practitioner role. However, it was felt that currently there were too many inconsistencies in practice across different Departments.
- The Committee noted that for some requests, there were potentially six different access regimes to be considered, some of which the Information Commissioner had jurisdiction over and others for which he did not. This was confusing for both Members and officers. It was requested therefore that the Director of Legal Services issue a briefing note on how each of these six regimes are managed and the relationship between them;
- The Committee discussed the recommendation made last year by Scrutiny Board (Transforming Services) that the Director of Legal and Democratic Services make appropriate representations to the Secretary of State that the new code for employees should require, at the very least, Directors, who were now taking decisions under delegated powers, to disclose their interests. The Committee was advised that the consultation on the new proposed officer code of conduct had now closed, and that it would appear that the DCLG might now wait until the consultation on the changes to the Members' Code and Standards Board changes are finalised. The proposed new code stated that employees would have to comply with their authority's requirements for registering or declaring interests, so this may be left to the Council to decide.

The Committee reiterated that at the very least Directors, and those officers who have delegated powers from Directors, disclose their interests.

- As part of their recommendation monitoring role, the Committee made the following comments with regard to progress on meeting the recommendations made by Scrutiny Board (Transforming Services) in April 2006:-

Recommendation 1

That the Head of Information and Knowledge Management seek the views of the following Officers and Management Groups on their role in supporting the Vision and delivery of the information management agenda as described and that the outcome of these discussions be reported to the appropriate Scrutiny Board at an early meeting in the new municipal year:

- ***the Chief Officer (HR)***
- ***the Chief Officer (ICT)***
- ***the Council-wide Performance Management Group***
- ***the Corporate Governance Officers Group***

Progress on this is satisfactory and ongoing

Recommendation 2

That the capacity issues outlined in the evidence presented to the Board and the costs and potential savings of the Vision for information management be considered further by the Council's Corporate Management Team and that the Head of Information and Knowledge Management report back to the appropriate Scrutiny Board at an early meeting in the new municipal year.

Further information on this is required

Recommendation 3

That the Director of Legal and Democratic Services explore whether improvements could be made to the Council's procedures which would enable the FOI and DPA rights to be used in a more proactive way to engage with clients and develop trust in the Council as an organisation.

Progress on this is satisfactory and ongoing

Recommendation 4

That the Head of Information and Knowledge Management submit to the appropriate Scrutiny Board later in the new municipal year a progress report on implementing the Vision for the development of information management within the Council.

This recommendation is fulfilled by the Committee's consideration of today's report.

Recommendation 5

That the Director of Legal and Democratic Services make appropriate representations to the Secretary of State that the new code for employees should require at the very least, Directors, who were now taking decisions under delegated powers to disclose their interests.

See earlier bullet-point on this subject.

RESOLVED –

- (a) That the report be noted, and the officers and Councillor Illingworth be thanked for their input;
- (b) That the Head of Scrutiny and Member Development produce a draft summary report of the Committee's deliberations for submission to the March meeting of the Committee.

78 Performance Monitoring - Quarter 3 Highlight Report

The Head of Scrutiny and Member Development submitted a report relating to the Quarter 3 performance highlight reports submitted to the Council's officer Corporate Priority Boards, and drawing their attention to particular significant performance indicators.

Steve Clough, Head of Policy, Performance and Improvement, Chief Executive's Department, attended the meeting and responded to Members' queries and comments. In brief summary, the main areas of discussion related to the following topics:-

- Street lighting repairs;
- The number of families placed into temporary accommodation. It was felt that this should be referred to the Scrutiny Board (Neighbourhoods and Housing) for further consideration*;
- Fuel poverty, and the effects of recent energy price rises;
- Numbers of rough sleepers;
- Management 360° feedback indicator – Members to be supplied with more detailed information;
- BV-201 – The number of adults and older people receiving direct payments per 100,000 population – this was being looked at by the Scrutiny Board (Health and Adult Social Care);

RESOLVED – That the report be noted, and Scrutiny Board Chairs consider whether there are any issues, other than the ones highlighted above (including *above), which they would wish their Boards to consider further.

79 Work Programme

The Head of Scrutiny and Member Development submitted the Committee's current work programme, updated to reflect decisions taken 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 24th January 2007.

Draft minutes to be approved at the meeting
to be held on Monday, 5th March, 2007

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

80 Dates and Times of Future Meetings

Monday 5th March 2007

Monday 2nd April 2007

Both at 10.00 am (Pre-meetings at 9.30 am)

Report of the Head of Sustainable Development

SCRUTINY BOARD (DEVELOPMENT)

Date: 20 March 2007

Subject: Sustainable Design and Construction and Sustainability Assessments

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1. Executive Summary

1.1. Scrutiny received a detailed report and presentation at the meeting in October 2006 on three ongoing pieces of work that the authority has recently commissioned. These are:-

- to replace and update existing Supplementary Planning Guidance (Sustainable Development Design Guide 1998 – www.leeds.gov.uk/sustain) in providing guidance to developers to encourage more sustainable buildings through the use of sustainable design and construction. This guidance will have the status of a Supplementary Planning Document (SPD) under the Council's Local Development Framework (LDF).
- to prepare a simplified version of this guidance suitable for minor planning applications, including small householder applications. This version of the guidance will have advisory status only and will be incorporated as part of the Householder Design Guide SPD.
- to prepare guidance for developers on how to prepare a sustainability assessment for major developments. This guidance will have the status of a Supplementary Planning Document (SPD) under the Council's Local Development Framework (LDF).

1.2. This report summarises the work that has been completed on these documents to date and explains the remainder of the adoption process and timetable.

2. Sustainable Construction SPD

2.1. A final draft of this document has been completed by the consultants following early external and internal consultation. The issues to be included in the document will cover the design and construction of buildings, once the location has been optimised. The current draft proposes a range of following standards for major developments which are summarised below:-

AREA	2007 STANDARD		FUTURE UPDATE / HIGHER STANDARD FOR PRIORITY AREA
	Residential	Non-residential	
Overall	EcoHomes Very Good / Code for Sustainable Homes 3 star	BREEAM* Very Good	BREEAM Excellent EcoHomes Excellent /Code for Sustainable Homes 4-6 star
PRINCIPLES TO BE MET WITHIN THIS STANDARD			
Energy Efficiency / Carbon Emissions	<ul style="list-style-type: none"> Reduce energy demand, supply energy efficiently and incorporate at least 10% on-site renewable energy - altogether to reduce carbon emissions by 25% of Part L of 2006 building regulations. Submit an energy needs and supply assessment 		Carbon emissions reductions increase, renewables proportion increase
Water Efficiency	<ul style="list-style-type: none"> Achieve average water use in new dwellings of no more than 105 litres/person/day. Include water efficiency measures, water meters and rainwater/greywater feasibility study 	<ul style="list-style-type: none"> Include water efficiency measures, water meters and rainwater/greywater feasibility study 	Higher water efficiency measures and rainwater/greywater collection requirements
Buildings & Materials	<ul style="list-style-type: none"> Re-use existing buildings where appropriate Use reused, recycled, long life, low environmental impact and local materials. At least 10% of the total value of materials used should derive from recycled and reused content in the products and materials selected. At least 3 from roof, external walls, upper floor, internal walls, windows and doors must be BRE D rated. At least 50% of timber products must be certified 		Increasing proportions for reuse and recycling. Lower environmental impacts.
Drainage	<ul style="list-style-type: none"> Ensure that peak run-off rates and annual volumes of run-off will be no greater than the previous conditions for the development site. 		Further reductions in peak discharge and water quality targets introduced
Waste Management	<ul style="list-style-type: none"> Provide at least 60 litres per dwelling for internal storage of recyclable materials and sufficient external storage capacity to 	<ul style="list-style-type: none"> Provision for storing a minimum of 40% of commercial waste for recycling or composting 	Under review by Government and waste management authority..

AREA	2007 STANDARD		FUTURE UPDATE / HIGHER STANDARD FOR PRIORITY AREA
	Residential	Non-residential	
	conform with Leeds household waste recycling scheme.		
Light pollution	<ul style="list-style-type: none"> Avoid light pollution 		More specific requirements depending on future revisions to PPS23 'Planning and Pollution Control.'
Ecology	<ul style="list-style-type: none"> Ecological appraisals and integration of biodiversity in built form. 		More specific requirements, depending on Leeds and UK Biodiversity Action Plan review
Movement	<ul style="list-style-type: none"> Provide facilities for teleworking, cycling and car sharing 		More specific requirements, depending on Local Transport Plan and success of Travel Plans
Accessibility and inclusion	<ul style="list-style-type: none"> Meet Lifetime Homes standards 	<ul style="list-style-type: none"> Should seek to exceed Part M of the building regulations 	More specific requirements, depending on review of Lifetime Homes and building regulations
Construction Practices	<ul style="list-style-type: none"> Operate using Considerate Constructors Scheme and Site Waste Management Plans 		Gold awards and higher reduction, reuse and recycling performance standards

3. Minor Advisory Note

3.1. These issues are simplified for the Minor Advisory Note, providing advice to householders on the following issues:

- Energy efficiency, efficient energy supplies and renewable energy;
- Water efficiency, collection and recycling;
- Materials reuse and specification;
- Care during construction;
- Monitoring success.

The minor advisory note will be incorporated as part of the Householder design guide SPD (see below).

4. Sustainability Assessment SPD

4.1. Two versions of this SPD have been prepared (one for allocated and one for unallocated sites in the UDP), advising developers of major developments what should be contained within a Sustainability Assessment to demonstrate how a major application addresses sustainable development. The SPD requires developers to provide information on the range of issues within the Council's Sustainability Appraisal Framework which is then developed in greater detail at the detailed planning application stage.

5. Timetable

5.1. The latest report on the Local Development Scheme outlines the following timetable for the adoption of these projects.

Document	Draft document	Sustainability Appraisal	External Consultation	Adoption
Sustainable Construction SPD	February 2007	March 2007	April – May 2007	June – July 2007
Sustainability Assessment SPD	February 2007	March 2007	April – May 2007	June – July 2007
Householder Design Guide SPD**	March 2007	June 2007	July – August 2007	November 2007

6. Recommendation

6.1. Scrutiny Board are recommended to

- Note the contents of this report and the remainder of the project timetable;
- Note the draft content of the three guidance documents prepared to date and provide any comments at this stage.

* Building Research Establishment Environmental Assessment Method

** Copy attached

Leeds
Householder
Guide to
Sustainable
Design and
Construction

DRAFT

Introduction

Making a difference

Over the last 20 years there has been a growing realisation that our current development practices are unsustainable. In other words, we are living beyond our means and our way of life is placing an increasing burden on the planet. The increasing stress we put on resources and environmental systems such as water, land and air cannot go on. Real progress now will make a difference to climate change and many other issues that concern us all.

Alongside the rest of the nation, Leeds needs to reduce its 'ecological footprint'. This is the amount of land the city needs to sustain the lifestyles of its residents and visitors, given today's technologies. If everyone in the world had the ecological footprint of an average UK resident, we would need three planets to sustain us.

Leeds City Council has a longstanding commitment to achieving sustainable development and sees that everyday consumption patterns of households can add up to make a significant difference to the environment. In particular, the way that buildings are designed and constructed in Leeds can make a big contribution to reducing our ecological footprint. Whether you are building an extension or loft, adding a conservatory, or changing the external or internal appearance of buildings, there are many ways that households can make a difference to the environment.

The Government has already started to make it easier for you to make your home more sustainable, by setting in motion new planning laws that make it easier for you to install measures like wind turbines and solar panels. Building Regulations have also required new buildings to become 40% more energy efficient than those built before 2002. The Yorkshire and Humber as a region has pledged to cut greenhouse gas emissions by at least 20% below 1990 levels by 2010 and 25% below 1990 levels by 2015. To do their bit, Leeds City Council has committed to cut their carbon emissions by 15% and their water consumption by 5% from 2003 to 2008.




This Guide

This guide provides household tips for reducing your energy use which will reduce your carbon emissions. It shows how to reduce your mains water consumption. It also shows how you can make a significant difference to local wildlife simply by selecting environmentally-friendly materials and reducing light pollution.

On the next page we set out a checklist of the tips you can follow-up in modifying or extending your home. You will find that many of the suggestions contained in this guide are cheap and easy to do and will save you money in the long run. We have organised these suggestions into three categories according to their likely overall cost and impact. Many of the suggestions will also result in your home being more comfortable and pleasant to live in.

As indicated elsewhere in this House Extensions Guide, many smaller developments do not require planning consent. For example, internal alterations that do not affect the building's external appearance, small external works and most works of repair and maintenance. Listed buildings and those within conservation areas may be subject to tighter regulations. **If you are unsure if you need planning consent contact Leeds City Council on 0113 234 8080 or email planning@leeds.gov.uk.**

Householder's Checklist

-  This is so easy and cheap to implement that everyone should be doing this. The small investments sometimes necessary are quickly offset by reduced bills or improved comfort.
-  These may require some professional assistance and investment in the short-term, although you may be eligible for a grant. The savings to the environment with this option are substantial.
-  Finally, this option puts your home at the forefront of living in tune with the natural environment, whilst retaining or improving your current standard of living. They can be expensive and where grants are available, information is given.

Household Tip	Building an extension	Loft conversion	Building a conservatory	Modifying external appearance	Room renovations /redecorating
ENERGY					
Increase the thickness of your roof insulation					
Install cavity wall insulation					
Insulate solid walls					
Insulate hot water tanks and pipes					
Use A or B rated glazing products					
Install efficient heating (a new condensing boiler, micro Combined Heat and Power or Ground Source Heat Pump)					
Install renewable energy					
WATER					
Install dual flush toilets					
Install aerated taps					
Install a water efficient shower					
Select plants that don't require as much watering to green your garden					
Install a composting toilet					
Attach a water butt to the down-pipe from your roof					

Fit a rainwater collection system					
Put in a greywater recycling system					
MATERIALS					
Use water based paints and varnishes					
Put in natural carpets made of materials such as wool					
Put in natural linoleum					
Use European soft woods for new wooden flooring.					
Re-use old bricks					
Use lime mortar					
Use sustainable structural timber					
Encourage wildlife with bird and bat boxes					
CONSTRUCTION PRACTICES					
Employ an environmentally conscious contractor					
Store construction materials in a protected area					
Separate your construction waste - recycle materials packaging and dispose of other more harmful waste properly					
Pour any water contaminated with cement down the foul drain					
Protect the roots of trees and shrubs on and near your property from the excavations					

Reducing carbon

Carbon emissions pose long-term threats to the environment through climate change which could potentially cause flooding throughout Leeds. Amazingly, nearly 30% of the carbon we emit in the UK comes from energy use in residential homes, 60% of which is used for heating, 20% for hot water and the remainder for lighting and other electrical appliances.

According to the Energy Saving Trust, UK homes are the most wasteful in Europe. The amount of energy our homes demand in the UK has risen by 32% in the last 35 years, despite better insulation in new buildings and the rise of energy efficient appliances. This is because we use more electronic goods and many older buildings are poorly insulated.

SOLUTIONS

To reduce carbon emissions there is a hierarchy of solutions:

1. Make your home as energy efficient as possible, for example by insulating, draught proofing and using more efficient appliances;
2. Make your source of energy as efficient as possible, for example by buying a new boiler or fitting a ground source heat pump;
3. Fit renewable energy sources to your home, such as a small wind turbine or solar water heating.

Anyone can reduce the carbon emissions their home is responsible for. Fuelsavers can provide advice on 0800 512 012 and there is information on energy efficiency and the grants available at www.leeds.gov.uk

However, there are certain solutions that are appropriate when building an extension or loft conversion. The best source of information is the Energy Saving Trust, which provides publications free to download. Use Energy Efficient Loft Conversions CE120, Garage Conversions CE121, Domestic Extensions CE122 and New and Renewable Technologies for Existing Housing CE102. Consider improving the energy efficiency of the whole house at the same time as your project.

Form and orientation

For extensions, consider the layout and orientation of the building to minimise the need for heating and artificial lighting.

Insulation

Reducing the overall amount of energy you use in the home is the best way to make your home more sustainable.

• Roof

As much as 50% of all energy lost may escape through the roof, as many houses have only 100mm (4") of loft insulation. By equalling the industry standard of 270mm (10.5"), it is possible to reduce your heating bill by a third. For loft conversions, remember to insulate the new roof. Dormer windows are more complicated to insulate.

• Walls

Up to 35% of total heat loss escapes through the walls. Cavity wall insulation is relatively cheap and straightforward, reducing heat loss through walls by 60%. Solid wall insulation is more costly and complicated, involving work to external walls, but reduces fuel bills significantly.

• Hot water tanks and pipes

Insulate tanks to 75mm (3") to keep water hot for longer. Simply replace the existing jacket or fit another one over the top. Pipes should be insulated to stop them freezing and bursting in winter. Many installers will lag pipes for free when fitting loft installation.

• Glazing

Use A or B rated windows and external doors.

Ventilation

A well-insulated home requires ventilation. Consider passive stack ventilation and heat recovery to reduce energy consumption.

Efficient heating

A conversion or extension may increase heating requirements so the whole house needs a new boiler. Boilers must now be A or B rated gas condensing boilers, using a programmer, room thermostats and thermostat on any cylinder. If fitting room heaters, gas heaters with time and temperature control are more efficient.

Micro-Combined Heat and Power (CHP) may be appropriate for larger homes, or homes where energy efficiency measures are not possible. They are gas powered and provide hot water and electricity at a very high efficiency.

Ground source heat pumps (GSHP) take advantage of the difference in temperature between above and below ground to provide space heating and sometime pre-heated water and in some circumstances are capable of providing the main source of heating for a house. They can also use differences in air or water temperature. They require some electricity to run, so are not officially a renewable energy, but they can be powered from a renewable electricity source. They are particularly useful for developments not connected to gas.

Lighting

Building regulations require loft conversions and extensions to have light fittings that only take energy efficient bulbs in at least one out of every three rooms. Each energy efficient light saves £50 over its life.

Renewable energy

Renewable energy is the most sustainable type of energy supply and there are many options:

- **Solar water heating**
If you have an unshaded south facing roof and use large quantities of hot water, then a solar panel could provide over 50% of your hot water – even in Leeds. Current costs are roughly £3,000, although this reduces to £1,500 if installed by DIY or with a Solar Club – ring the Council on 0113 247 8000 to find your local club. Savings equal £50 - £100 per year.
- **Photovoltaic (PV) cells**
PV converts daylight into electricity. There are many forms available, and they should be considered especially if re-roofing. However costs are high and specialist advice should be taken before considering these. It will often be advisable to invest in other carbon saving technology before considering photovoltaics.
- **Wind turbines**
Small roof mounted wind turbines may be appropriate if there are no tall buildings or large trees nearby to disrupt wind speeds. Groups of residents may be interested in working together to fund larger turbines in open space nearby.
- **Wood fuel boilers**
A stove with a back boiler that uses wood pellets can provide an efficient heat source that is considered zero carbon.

There are many organisations providing information and services in this area – the best starting point is:

- Energy Saving Trust
<http://www.est.org.uk/>
- **Alternative Technology Centre**
Resource centre in Hebden Bridge provides a range of information and services.
Tel: 01422 843141
Web: www.alternativetechnology.org.uk

FURTHER INFORMATION

Saving Water

The UK Climate Impacts Programme (UKCIP) has forecast that over this century global warming will lead to significant changes in rainfall distribution and intensity. Forecasts suggest that if we continue to emit high levels of carbon emissions, rainfall could rise by 30% in winter and drop by 50% in summer within this century.

Local rivers and lakes are becoming increasingly contaminated, which is detrimental to local wildlife. Homes, as well as industry, waste water and cause river flow patterns to change and the water table to drop.

SOLUTIONS

On average each person uses around 150 litres of water in their home per day. This can be reduced by at least a third, by using water more efficiently, collecting rainwater and recycling greywater. The first action to take is to fit a water meter, so you benefit from the savings you make. Yorkshire Water will fit meters for free.

Using water efficiently

- **Dual Flush Toilets**
If you're investing in a new toilet, fit a dual-flush toilet, which will help ensure that you only use the amount of water you need. They usually have three-litre and six-litre flushes, which can save up to 25 litres per person per day.
- **Taps**
Aerated taps on hand basins use up to 80% less water and energy compared to standard pillar taps.
- **Showers**
Avoid power showers and look for water efficient shower heads.
- **Plants**
By carefully selecting appropriate plants, it is possible to have a beautiful garden without using any mains water. 10 litres are used per day on average, although this figure rises significantly during the summer months.
- **Composting Toilets**
These save up to 50 litres of water per person per day. They are not connected to a mains sewer and do not attract flies or smell. They only produce safe, non-odorous compost via a process that's as old as the hills. European

countries have been using composting toilets for some years and a number of systems have been successfully retrofitted into UK dwellings. They are available from as little as £90 and can be established in a confined space either within or adjacent to a home.

Collecting rain water

You can collect rainwater to use in your home or garden. Also by avoiding paving your front or back garden with solid concrete, you can maximise the amount of rain that soaks back into the ground.

- **Water Butt**
By attaching a water butt to the down-pipe from your roof you can easily collect enough rainwater to water the plants in your garden.
- **Rainwater collection**
Fitting a rain water collection system may be an option, so that water can be stored and used for toilet flushing. It will probably only be worthwhile if you are building a significant new roof area.

Greywater Recycling Systems

Usable greywater sources may be water from showers, baths and washroom basins. This water can be collected, treated and used to flush toilets. Recycled greywater systems save up to 50 litres of water per person per day.

Single home systems are becoming cheaper as the market develops. Other countries such as Japan have already taken the initiative and require large buildings to recycle greywater.

OTHER WATER SAVING TIPS

- Take showers, not baths
- Buy water efficient washing machines and dishwashers
- Fill the kettle with only the amount of water you need

FURTHER INFORMATION

- Yorkshire Water – www.yorkshirewater.com
- Waterwise – www.waterwise.org.uk
- BBC – Saving Water
http://www.bbc.co.uk/gardening/basics/techniques/watering_savingwater.shtml
- Sustainable Urban Drainage Guidance – www.leeds.gov.uk

Using Sustainable Materials

We spend most of our time in buildings, and use materials in our homes that produce harmful chemicals. By using more sustainable products when altering and decorating your home you will reduce this pollution and your impact on the environment. Incorporating the ten different criteria shown below will help you choose more sustainable materials:

- Clean or non-polluting;
- Healthy;
- Renewable;
- Abundant;
- Natural;
- Recyclable;
- Energy-efficient;
- Locally obtained;
- Durable;
- Design-efficient.

SOLUTIONS

Paints

Conventional oil-based paints and varnishes are made from petrochemical materials that emit volatile organic compounds (VOCs) that harm the environment. Water-based paints and varnishes are much more environmentally friendly as they are made from natural raw materials that also help buildings absorb and regulate moisture. This aids both human and building health by reducing condensation, moulds and related problems.

Flooring

Carpets

Most synthetic carpets are made from a wide range of chemicals that pollute the environment during manufacture. Natural carpets made of materials such as wool do not have the same impacts and are as equally stain resistant as conventional carpets. They also often cost no more and don't harm the environment upon disposal.

Linoleum

Natural Linoleum is durable, flexible, antibacterial and resistant to fats and oils. Linoleum becomes

stronger over time and is capable of lasting up to 40 years.

Wooden Flooring

European soft woods from sustainably managed forests, such as pine and birch plywood are the most sustainable type of new wooden flooring. Tropical hard woods should be avoided unless they come from a sustainable source verified by the Forestry Stewardship Council (FSC). Better still, check to see if your existing wooden floors can be sanded and used, or find old floorboards to reclaim.

Building materials

Brick

A lot of energy is used in creating bricks. Reusing old bricks can be a viable alternative.

Lime Mortar

Since cement production is an energy intensive process, lime mortar can be used as it is a viable alternative that's been used for centuries. It is also possible to reuse bricks covered in lime mortar as the mortar can be cleaned off. In contrast cement mortar cannot be removed, making those bricks useful for nothing more than hardcore.

Timber

The advice for wood flooring above applies to structural timber too.

Encouraging wildlife

Various bricks and boxes are now available to encourage bats, swifts and other birds. These can be designed as part of an extension or conversion.

OTHER MATERIALS TIPS

- Avoid aluminium products if possible
- Use recycled, not new, glass if possible
- Dispose of old plumbing pipes carefully as they may contain lead

FURTHER INFORMATION

- The Forest Stewardship Council <http://www.fsc-uk.org/>
- Speak to your local supplier or builders' merchant for details about the source of your product.
- Bat Conservation Trust www.bats.org.uk
Concern for Swifts www.concernforswifts

During Construction

Building an extension or other construction jobs can have a significant impact on the neighbourhood. Dust, noise, vibrations, increased traffic, parking problems, water pollution and soil contamination are all often recorded. For example, the Environment Agency registers most incidents of water pollution as coming from construction sites. Although this statistic refers to larger construction projects, the impact of individual construction projects can be considerable.

Also the Council is keen for Leeds to become a 'zero waste' City. Construction sites can produce a lot of waste, much of which can be reused and recycled.

SOLUTIONS

If you are employing a contractor

Ask about their approach to reducing, reusing and recycling waste, avoiding water pollution and being considerate to neighbours. Find out what they normally do and whether they're prepared to take any special measures on your project.

Ask if they are a registered waste carrier and ask for their waste carrier number. Contact the Environment Agency on 08708 506 506 and ask for a Waste carrier Validation Check. You can also do this online at www.environment-agency.gov.uk). If your contractor is not registered, you should refuse their services and request that they seek advice from the Environment Agency.

DIY solutions

- Be careful with deliveries of construction materials and store them sensibly. Make sure they don't get damaged or wet. This will save you money.
- Separate your construction waste. Check if suppliers have take back schemes: for example some plasterboard manufacturers will take back waste plasterboard. Much of the packaging from construction materials will go into your household recycling, and items like pallets will often be accepted by local companies for reuse. There are useful checklists and sources of further information available at www.wrap.org.uk

- Cement and concrete are very alkaline and can cause damage to rivers. Pour any water contaminated with cement down the foul drain. If you have a water course near your property, ensure any water contaminated with cement does not go near it.
- Be careful that the roots of trees and shrubs on and near your property are not damaged by excavations.

FIND A GREEN BUILDER OR ARCHITECT

If you are looking for an environmentally-friendly builder or architect, the following organisations and associations can advise you:

Alternative Technology Centre

Resource centre in Hebden Bridge provides a range of information and services.

Tel: 01422 843141

Web: www.alternativetechnology.org.uk

The Association for Environment Conscious Building (AECB)

A membership organisation of green builders and architects.

Tel: 01559 370908

Web: www.aecb.net

The Green Register of Construction Professionals

This register is the first of its kind, listing architects, engineers and trades-people who have demonstrated commitment to sustainable building practices.

Tel: 020 7582 4888

Web: www.greenregister.org

The Royal Institute of British Architects (RIBA) Client Services

RIBA hold a database of architectural practices' expertise that includes: Energy/Environmental Expertise, Ecological Architecture and Sustainable Design. They can identify practices with these skills that also have an interest in or experience of domestic architecture, as well as advice on a large range of other services. The lists are tailor-made to client requirements and it is a free service.

Tel: 020 7307 3700

Email: cs@inst.riba.org

Additional information

AVAILABLE GRANTS

For the latest offers, phone free on 0800 512 012.

Warmfront

This grant is worth up to £2,700 towards insulation and heating measures and is available to owner occupiers or private rented tenants who get certain benefits.

Energy efficiency commitment offers

There are offers for insulation to private sector residents available to anyone, regardless of their income. Those on benefits can get the measures free of charge.

Heatlease

A Central Heating and Insulation package is available for Leeds City Council tenants living in properties that have a gas supply.

Low Carbon Buildings programme

Grants are available to owner occupiers to help with the cost of installing Renewable Energy technologies. The scheme is managed by the Energy Saving Trust and they offer funding towards the following technologies:

- Solar photovoltaic cells
- Wind turbines
- Hydro-electric
- Solar thermal hot water
- Ground source heat pumps
- Water/air source heat pumps.
- Bio-energy
- Renewable Combined Heat and Power (CHP)
- Micro CHP
- Fuel cells

For more information on the Programme, see the EST website at:

<http://www.est.org.uk/housingbuildings/funding/lowcarbonbuildings/>

MONITORING AND REVIEW

Leeds City Council is interested in what householders are doing to reduce carbon emissions, water use and other innovation. Please let the Council know what you are doing as part of your planning application or alternatively email environment.leeds@leeds.gov.uk

As legislation changes, some of the tips described in this booklet may become mandatory when homes are being extended, converted or sold. The Council will keep homeowners informed, and will update this booklet accordingly.

Report of the Director of Development

Scrutiny Board Development

Date: 20th March 2007

Subject: Facilities for the growing City Centre Population

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 The Scrutiny Board (Development) in setting its work programme for 2006/07 identified the night time and evening economy as an area for possible scrutiny.
- 1.2 The Board requested a paper for consideration at today's meeting specifically on the facilities being provided for the growing city centre population.
- 1.3 The following information sets out the current position in this regard.

2.0 Current Population and Future Estimates

- 2.1 Officers believe there were approximately 13,700 residents in the city centre at the beginning of 2006 and that if all the residential schemes which had planning permission or which had applied for planning permission at the end of 2005 were built there would be 27,000 city centre residents (including some students). These figures are based on an estimated occupancy level of 1.5-1.6 people per flat with approximately 29% of all flats unoccupied. When we have more up to date Council Tax information in 2007/8 we will be able to update this figure.

3.0 Facilities for residents in the City Centre

- 3.1 In 2005 The University of Leeds did a study on City Centre Living in Leeds, funded by K W Linfoot plc, a residential property developer. This study included a survey of residents which asked them what were the factors that might lead people to leave the city centre. In order of the most important, these factors were:
 - (i) Lack of green spaces
 - (ii) Having children

- (iii) Inadequate living space
- (iv) Lack of convenient shops
- (v) Expensive property
- (vi) Prefer a house
- (vii) Desire for quieter life (the main problem was noise from other flats inside the development rather than noise from outside)
- (viii) Too expensive to park
- (ix) Getting Married
- (x) Crime/fear of crime
- (xi) Inadequate cultural and leisure facilities

3.2 Factors i – v were far more significant than the remaining factors. In addition residents were asked what factors would encourage them to stay. Here the majority of households (82%) cited better /more food shops, with better provision of green spaces coming second (73% of households); 70% of households considered better access to a GP and dentist was important.

3.3 Since 2005 facilities in the city centre have changed:

- Green spaces in the city centre have been improved with Yorkshire Forward funding, other green spaces will be created – notably on the former Yorkshire Chemicals site.
- A number of developers (including Linfoot's) are building more three bedroom apartments which may help to address issues (ii) and (iii) although there is no guarantee these larger apartments will encourage more families into the city centre as they may be bought by investors who will sub-let.
- In 2005 the food stores in the city centre were the M&S store on Briggate, the Morrisons supermarket and a number of Market stalls. Survey respondents cited numbers, location and opening hours of food stores as the issues for concern. Since then a small M&S has opened at the train station with extended opening hours, the Briggate M&S has started opening till 8pm on Thursdays, a new Co-op with extended hours has opened on Wellington Street and an improved Oriental mini supermarket has opened on Vicar Lane. It is rumoured that Sainsbury's were bidding for a store on the Headrow but were out bid by PC World. Hopefully there will be additional food retail at another location on the Headrow in the next year or so.
- A walk-in Health Centre with GP surgery has opened at The Light and it is hoped that this will incorporate an NHS dental practice too later this year.
- The cultural and leisure facilities have been extended by the opening of The Carriageworks theatre and the BBC screen, these will be joined by the Museum in 2008.

4.0 Future Research

4.1 The University of Leeds are going to undertake another residents' survey in 2007 which will be funded by K W Linfoot, Jonathan Morgan, (a city centre estate and letting agent) and City Centre Leeds. This will help to inform us whether residents feel facilities have

improved. In addition City Centre Leeds is trying to establish a residents' forum to enable us to be better informed of residents' views in the future.

5.0 Recommendation

5.1 The Scrutiny Board (Development) is asked to comment upon and note this report.

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Report of the Director of Legal and Democratic Services

Scrutiny Board (Development)

Date: 20th March 2007

Subject: Licensing Act 2003 and Partnership Working

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

1.1 The Licensing Act came into full effect on the 24th November 2005.

The Act prescribes 'Responsible Authorities' who are interested parties for the purpose of receiving notice of applications.

The Responsible Authorities are as follows:

West Yorkshire Police
West Yorkshire Fire & Rescue Service
West Yorkshire Trading Standards
LCC Environmental Health Services
Health & Safety Executive
Local Safeguarding Children Board for Leeds
LCC Development Department

1.2 Responsible Authorities may submit representations to a licence application or call for a Review of any particular licence. Any representation or Review would need to focus on one or more of the Licensing Objectives:

- The prevention of crime & disorder
- Public safety
- The prevention of public nuisance, and
- The protection of children from harm.

2.0 Partnership working - Administration

2.1 An applicant is required to serve copy of their application on the Licensing Authority and all Responsible Authorities (RA's). To ensure that all RA's receive their

applications the Licensing Section distributes notice of applications received on a daily basis. Included in the distribution list are all elected members.

- 2.2 The application process requires the applicant to demonstrate through their operating schedule how they will contribute to the licensing objectives. Given the inconsistency in the quality of applications resulting in RA's having to make representations to almost every application, the Licensing Section and all partner agencies (the RA's) devised a proforma consisting of 145 items which provides applicant with some direction as to the measures RA's will be expecting. This has simplified the application process for both the applicant and the RA's, ensures good quality applications and ultimately the items accepted through the proforma will translate to licence conditions.
- 2.3 The Councils Uniform CAPS system allows partners within the Authority to access licence data internally. However, given that many of the partners are external to the Authority, the Section has a licence register accessible via the website. In addition to Licence information maintained in postcode order, partners can access the register of 'Temporary Event Notices', Personal Licence holders, pending Reviews, and pending applications.

3.0 Partnership Working – Enforcement

- 3.1 A Liaison and Enforcement Protocol has been drawn up in association with all of the RA's.
- 3.2 The contents of the Protocol covers various topics including the general enforcement principles, the transfer of information, and the various roles and responsibilities of each Responsible Authority.
- 3.3 Importantly the Protocol identifies the need for joint partnership working and regular enforcement meetings.
- 3.4 Meetings of the enforcement group take place on a monthly basis which all partners do attend (save Development and the Local Safeguarding Children's Board). The meetings are a valuable opportunity for all agencies to share information resulting from recent licensing visits from which a list of problem premises is formulated and used as a basis for future enforcement attention.
- 3.5 Joint enforcement visits are arranged as and when identified involving the appropriate partners, but the Licensing Team are also involved in weekly joint licensing visits with the West Yorkshire Police where relationships have been formed with the various Neighbourhood Policing Teams.
- 3.6 Other partners also undertake joint enforcement visits under the Licensing Act, for example the West Yorkshire Police and Trading Standards in detecting under age sales of alcohol. The results of these visits are reported back to the Enforcement Group.
- 3.7 A number of licence reviews heard before the Licensing Committee have come as a result of partnership working between the RA's.
- 3.8 The Licensing Enforcement Team in association with the Police have established

Pubwatch groups throughout the Leeds district and attend the 'Leeds City Licensees Association' which represents the majority of licensing holders within the LS1, LS2 & LS6 districts. Meetings are often attended by representatives of other RA's to discuss certain specialist topics, the most recent being on the impending smoking prohibition with the support of the Council's HSE officers.

- 3.9 The Licensing Section is also represented at the Divisional Community Safety Partnership for Leeds City Centre and the Development Department City Centre Project Board.

4.0 Conclusions

- 4.1 The commitment of all partners is contributing to an effective administrative and enforcement regime.
- 4.2 Given the impending Gambling Act it is recognised that there will be additional pressures on the Licensing Enforcement Team, therefore to ensure that the additional gambling responsibilities do not have any impact on the established arrangements, work is in progress with a view to increasing the number of officers.
- 4.3 It is recognised that liaison with the Development Department in terms of their administration and enforcement functions requires further development, which senior managers presently have in hand.

5.0 Recommendation

- 5.1 Members of the Scrutiny Board (Development) are asked to comment on and note this report.

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Development)

Date: 20th March 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 March to 30th June 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: 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 March 2007 to 30 June 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	1/3/07	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
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)
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
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
UDP Saved Policies To approve prior to submission to the Secretary of State	Executive Board (Portfolio:Development)	14/3/07		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)
Local Enterprise Growth Initiative To endorse the three year £15.6m LEGI programme, note various capital grant schemes and the disposal of Hillside School as part of the programme, delegate decisions on expenditure in line with the approved Officer Delegation Scheme and agree terms of reference for the LEGI Programme Management Board	Executive Board (Portfolio:Development)	14/3/07	LEGI Practitioners Group (21 Feb 2007) and the LEGI Programme Board (8 March 2007)	The report to be issued to the decision maker with the agenda for the meeting	Director of Development
Elland Road Master Plan To seek members approval to consultation draft masterplan proposals for Elland Road	Executive Board (Portfolio:Development)	14/3/07	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
Private Streets Programme Priority of streets for future programme	Executive Board (Portfolio: Development)	14/3/07	Detailed consultation with Ward Members and residents will take place prior to adoption of street.	The document 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)
<p>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</p>	<p>Executive Board (Portfolio:Development)</p>	<p>4/4/07</p>	<p>Asset Management Group , Leader of the Council and Executive Board members</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Development</p>
<p>Aire Valley Leeds AAP Preferred Options, City Centre APP Preferred Options To consider the reports</p>	<p>Executive Board (Portfolio:Development)</p>	<p>4/4/07</p>	<p>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</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Development</p>

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)
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
Pudsey Bus Station - Associated Highway Works Authority to implement highway works associated with the redevelopment of Pudsey Bus Station	Executive Board (Portfolio: Development)	4/4/07	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

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)
Future Partnership for the provision of professional highways and transportation services Approval to commence the procurement of a further partnership contract to replace the current contract for the provision of professional services for highways and transportation upon its expiry in autumn 2008.	Executive Board (Portfolio: Development)	4/4/07		The report to be issued to the decision maker with the agenda for the meeting	Director of Development
City Centre Area Action Plan To approve the preferred options for formal public consultation	Executive Board (Portfolio: Development)	4/4/07	16/4/07 to 28/5/07	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.