



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall on
Tuesday, 18th March, 2008 at 1.00 pm

(PLEASE NOTE THE CHANGE OF TIME TO THIS MEETING)

(There will be no pre-meeting)

MEMBERSHIP

Councillors

| | | |
|-----------------|---|----------------------------------|
| R Pryke (Chair) | - | Burmantofts and Richmond Hill |
| G Driver | - | Middleton Park |
| J Dunn | - | Ardsley and Robin Hood |
| P Ewens | - | Hyde Park and Woodhouse |
| J Harper | - | Armley |
| M Lobley | - | Roundhay |
| J Monaghan | - | Headingley |
| R Procter | - | Harewood |
| B Selby | - | Killingbeck and Seacroft |
| N Taggart | - | Bramley and Stanningley |
| P Wadsworth | - | Roundhay |

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

Agenda compiled by:
Governance Services
Civic Hall
LEEDS LS1 1UR
Telephone No:

Janet Pritchard

247 4327

Principal Scrutiny Adviser:
Richard Mills
Telephone No: 2474557

A G E N D A

| Item No | Ward/Equal Opportunities | Item Not Open | | Page No |
|---------|--------------------------|---------------|--|---------|
| 1 | | | <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 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 12 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 19th February 2008.</p> | 1 - 8 |
| 7 | | | <p>OVERVIEW AND SCRUTINY MINUTES</p> <p>To note the minutes of the Overview and Scrutiny Committee meeting held on 5th February 2008. (Approved minutes to follow.)</p> | |

| Item No | Ward/Equal Opportunities | Item Not Open | | Page No |
|---------|--------------------------|---------------|--|---------|
| 8 | | | <p>EXECUTIVE BOARD MINUTES</p> <p>To receive the Executive Board Minutes of the meeting held on 8th February 2008.</p> | 9 - 24 |
| 9 | | | <p>INQUIRY TO REVIEW CONSULTATION PROCESSES - SESSION 3</p> <p>To consider the attached report of the Head of Scrutiny and Member Development on the third Session of the Inquiry into Consultation Processes.</p> | 25 - 46 |
| 10 | | | <p>20 MPH ZONES PROGRAMME UPDATE AND ADDITIONAL INFORMATION</p> <p>To consider the attached report of the Director of City Development providing an update on the introduction of 20 mph zones in Leeds as part of the Local Transport Plan 2006-11.</p> | 47 - 50 |
| 11 | | | <p>PLANNING AND DEVELOPMENT SERVICES STRATEGIC REVIEW</p> <p>To consider a report of the Chief Planning Officer on the progress on implementing the solutions within the five improvement themes of the strategic review for Planning and Development Services.</p> | 51 - 54 |
| 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 2008.</p> | 55 - 64 |
| 13 | | | <p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on 22nd April 2008.</p> | |

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Agenda Item 6

SCRUTINY BOARD (CITY DEVELOPMENT)

TUESDAY, 19TH FEBRUARY, 2008

PRESENT: Councillor R Pryke in the Chair

Councillors G Driver, J Dunn, P Ewens,
M Lobley, J Monaghan, B Selby and
N Taggart

82 Declaration of Interests

Councillor Driver declared a personal interest in Item 9 – Inquiry to Review Consultation Processes – Session 2 – (Minute No. 87) as a Member of the Aire Valley Neighbourhood Renewal Board.

(Councillor Taggart also declared a personal interest later in the meeting under Minute No. 89.)

83 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Harper and Shelbrooke.

84 Minutes of Last Meeting

RESOLVED – That the minutes of the meeting held on 22nd January 2008 be confirmed as a correct record.

85 Overview and Scrutiny Minutes

RESOLVED - That the Minutes of the Overview and Scrutiny Committee meeting held 8th January 2008 be received and noted.

86 Executive Board Minutes

RESOLVED – That the minutes of the Executive Board meeting held on 23rd January 2008 be received and noted.

87 Inquiry to Review Consultation Processes - Session 2

The Head of Scrutiny and Member Development submitted a report attaching evidence from the City Development Department on the consultation undertaken with regard to case study 2, Aire Valley Area Action Plan, as Session 2 of the Inquiry to Review Consultation Processes.

Steve Speak, Chief Strategy and Policy Officer, Richard Askham, Senior Planner and Richard Shaw, Planner, all from the City Development department, were in attendance to present the report and respond to queries

Draft minutes to be approved at the meeting
to be held on Tuesday, 18th March, 2008

and comments from the Board. The Chair also welcomed to the meeting Mr Peter Beaumont, Managing Director of Keyland Developments Ltd who had been involved in the consultation process.

Members questioned the officers and Mr Beaumont on various aspects of the consultation process and the content and objectives of the plan itself. The issues raised were in brief summary:

- The **complexity of consultation** undertaken in the development of the Aire Valley Area Action Plan
- That messages that came out of the consultation very early in the process only now seemed to be being addressed at a fairly late stage. A preferred option had been produced which had not addressed many of the issues raised by consultees and which was now being subjected to a more rigorous examination of costs, value, viability and feasibility prior to the submission to the Secretary of State of a plan which would have to be capable of delivery and be demonstrably sound.
- Many issues including the **odour impact** at Knostrop Waste Water Treatment Works were raised very early in the consultation under "Issues and Options", but in the view of Keyland Developments Ltd had never been satisfactorily addressed in subsequent iterations of the plan, despite having been restated at each stage.
- Whether the consultation had taken account of the previous heavy industry in the area and whether the future use of the site would be suitable for a **science park**.
- The **soundness of the consultation process**, given the low response rates – Members were advised that the Aire Valley was unique and had a range of complex issues that needed to be addressed. It had few residential properties and consultation was based on **national guidelines** that had been independently inspected. A great deal of consultation had been undertaken to engage as many individuals, businesses and organisations as possible from the evidence presented.
- Low response rates to consultation and the possibility of setting a **floor level for consultation response rates** - Officers were not supportive of such a proposal as they followed national guidance and people could not be made to respond to questionnaires or attend public meetings. In addition who would set the number of responses required.
- Recognition that the more detailed the proposals when consultation occurred, the better the response rate.
- The importance of the **quality of responses** rather than the quantity.
- The provision of **jobs for local people** and improving the skills level - consultation with the Learning and Skills Council and in particular the need to consult with the proposed new Leeds College.
- **Access** to the area, including using the canal system and the provision of an additional road bridge.

Members were advised that a representative from Caddick Developments Ltd had offered to attend the March meeting of the Board at 1.00pm to give evidence.

The Chair thanked Mr Beaumont and the officers for attending the meeting.

RESOLVED –

- (a) That the report of the Director of City Development on the consultation undertaken with regard to the Aire Valley Area Action plan be noted.
- (b) That the time of the Board meeting on 18th March 2008 be changed to accommodate the attendance of a representative from Caddick Developments Ltd.
- (c) That the Principal Scrutiny Adviser take account of Members' comments as above and include them in the Board's final report and recommendations.

(Note: Councillor Taggart arrived at 10.35am during the consideration of this item and Councillor Ewens left the meeting at 10.55am at the conclusion of this item.)

88 Shared Spaces - Outcome of Consultation on the Street Design Guide

The Head of Scrutiny and Member Development submitted a report attaching a report from the City Development Department on the outcome of the consultation on shared spaces in the new Street Design Guide, in order to determine whether further scrutiny was required. This was following a request for scrutiny from the Deputy Chair of the Alliance of Service Users and Carers to the Board at its October meeting concerning the Department's proposals to expand the use of shared space between vehicles and pedestrians.

Phil Crabtree, Chief Planning Officer and Mike Darwin, Head of Highways Development Services, both from City Development, were in attendance to present the report and respond to queries and comments from the Board.

The Chair invited from the public gallery Mr Keith Spellman, Deputy Chair of the Alliance of Service Users and Carers, Mr Barry Naylor of the National Federation of the Blind and Mrs Mary Naylor to speak, who reiterated the reasons for their request for scrutiny.

Officers reported that they had met with the organisations at today's meeting and other groups representing the blind, partially sighted and other disabled people who had expressed concern at the department's proposals. It was reiterated that shared space could be in the form of shared surface, shared area or home zones.

General support for the concerns outlined by the above organisations was expressed by the Board. In brief summary the following issues were discussed:

- That this was a **national issue** – Members were advised that Officers would consult with **Core Cities** and other relevant parties and continue discussions with representatives of these groups.
- The pressure to create **shared space areas**.
- **High density housing developments** with little parking provision.

- **The problem of car parking**, particularly on **pavements** and **lack of enforcement**.
- Tackling the problem of **parking on grass verges**.
- **Enforcement of 20mph zones** and safety issues for pedestrians on **shared spaces**.
- **20mph zones** – Officers were requested to provide a report for the Board's next meeting on Portsmouth's experiences introducing 20mph zones.
- The accuracy of **accident statistics** concerning shared spaces.
- The **Kirkstall Forge development** and the proposed shared spaces – Members were advised that dedicated pedestrian facilities would be provided in the shared areas for this scheme.

Officers considered that further work needed to be undertaken in the context of best practice and emerging studies on this issue, before they could determine any final advice on shared spaces to be included within the draft street design guide. However, in the meantime, the Council would follow the home zone guidance as attached to the main report.

With regard to the request for scrutiny from the Deputy Chair of the Alliance of Service Users and Carers into the expansion of the use of shared spaces, Members agreed that a watching brief would be held on this subject. However it was appreciated that as it was unlikely that this work would be completed before the new Municipal year, that the recommendation to support the request for scrutiny would have to be passed on to the successor Board.

The Chair thanked everyone for attending.

RESOLVED –

- (a) That the report of the Director of City Development on the outcome of the consultation on shared spaces in the draft Street Design Guide be noted.
- (b) That the recommendation to support the request for scrutiny into the expansion of shared spaces be passed onto the successor Scrutiny Board for consideration in the new Municipal year.
- (c) That a report be submitted to the Board's March meeting on 20mph zones and how they had been introduced in Portsmouth.

(Note1: Councillor Dunn left the meeting at 11.25am during the consideration of this item.)

(Note 2: At the end of this item, the meeting was adjourned for ten minutes and reconvened at 11.45am.)

89 The Local Economic Impact of Students at Leeds' Two Universities

The Head of Scrutiny and Member Development submitted a report attaching a report from the Director of City Development on the Local Economic Impact of Students at Leeds' Two Universities.

Chris Tebbutt, Economic Policy Manager, City Development presented the report and responded to Members' queries and comments. He was accompanied by Phil Crabtree, Chief Planning Officer. The Chair also welcomed to the meeting Ms Sara Gill, Community Officer from Leeds University Union.

In brief summary the main issues discussed were:

- The review of **tuition fees** - the possible impact on student numbers and subsequent risks to the economy of the city.
- The **figures** as outlined in para 3.0 of the report – Members were advised that the figures quantified only the economic **benefits** and did not take account of the **costs** to the city as a result of attracting students, for example the costs of extra policing, highways issues, closures of schools etc. Members requested further information on these costs.
- The loss of **Council Tax** to the city of approximately £8.5m per year.
- The location of **graduate employment**.
- Paying off **student debt** and possible advice from the Debt Management Steering Group.
- The need to develop **environmental industries** in Leeds.
- The **economic impact of overseas students** to the Leeds economy – Members requested further information on this.
- Student liaison with **Metro** and **First Bus**, the **supermarkets** and the **Credit Union**.

The Chair thanked the Officers and Ms Gill for attending the meeting.

RESOLVED –

- (a) That the report of the Director of City Development be noted.
- (b) That further information be provided to a future meeting of the Board on:
 - (i) the impact to the Leeds economy of overseas students and
 - (ii) the indirect economic impact of students on the city.

(Note1: Councillor Taggart declared a personal interest in this item as a Life Member and an Honorary Life Member of Leeds University Union.)

(Note 2: Councillor Selby left the meeting at 12.25pm at the conclusion of this item.)

90 Performance Report Quarter 3 2007/08

The Head of Policy, Performance and Improvement submitted a report which outlined the key performance issues considered to be of corporate significance for the City Development Directorate and the key areas of under performance as at the end of Quarter 3 (1st October to 31st December 2007).

Paul Maney, Head of Performance Management, City Development and Ben Grabham, Performance and Quality Manager, City Services, attended the meeting to present the report and respond to questions from the Board. They were accompanied by Phil Crabtree, Chief Planning Officer.

Draft minutes to be approved at the meeting
to be held on Tuesday, 18th March, 2008

The Board were advised that the indicators that were performing less well, but which were improving, were:

- **BV215a** - the average number of days taken to repair a street lighting fault which was under the control of the local authority.
- **BV215b** – the average number of days taken to repair a street lighting fault which was under the control of a Distribution Network Operator (DNO).
- **BV204** - the number of planning appeal decisions allowed against the authority's decision to refuse on planning applications, as a percentage of the total number of planning appeals against refusals of planning applications. With reference to the first sentence of para 4.2 of the report, it was noted that this should read, 'In the last quarter, 33% of appeal decisions were not in the Council's favour . . .'
- **BV109** – the percentage of planning applications determined in line with the development control targets.

Members were advised that, with regard to **BV215b**, the DNO (in this case **Yorkshire Electricity Distribution plc**), would not face penalties for missing this target.

Following concerns raised by Members and with a view to a possible scrutiny inquiry, the Board made a request for a report from the Chief Planning Officer regarding the **management and capacity of the enforcement section** of the planning department, and in particular their ability to take effective enforcement action when breaches of planning conditions were reported.

RESOLVED –

- (a) That the report and Quarter 3 performance information be noted.
- (b) That a report be submitted to the March meeting of the Board on the management and capacity of the enforcement section of the planning department, and in particular their ability to take effective enforcement action when breaches of planning conditions were reported.

(Note: Councillor Taggart left the meeting at 12.30pm during the consideration of this item. Councillor Lobley left the meeting at 12.35pm at the conclusion of this item, thereby rendering the remainder of the meeting inquorate.)

91 Budgetary Issues and Considerations

The Head of Scrutiny and Member Development submitted a report attaching the report to the Executive Board 'Developing the Financial Plan 2008-2013', which was considered on 19 December 2007.

Ed Mylan, Chief Officer, Resources and Strategy and Simon Criddle, Head of Finance, both City Development, attended the meeting to outline the implications of the report in more detail as it related to the remit of the Board and address any specific questions. They were accompanied by Phil Crabtree, Chief Planning Officer.

RESOLVED – That the report be received and noted.

92 Work Programme

The Head of Scrutiny and Member Development submitted the Board's current Work Programme together with a relevant extract of the Council's Forward Plan of Key Decisions for the period 1st February to 31st May 2008.

The Principal Scrutiny Adviser made reference to several additions to the work programme that arose during the meeting:

- A report from the Chief Planning Officer to the March meeting of the Board regarding the **management and capacity of the enforcement section** of the planning department, and in particular their ability to take effective enforcement action when breaches of planning conditions were reported.
- A report to the March meeting of the Board on **20mph zones** and how they had been introduced in Portsmouth.
- Further information to the Board on the impact to the Leeds economy of **overseas students** and the **indirect economic impact** of students on the city.

RESOLVED – That subject to the above additions, the current Board's Work Programme be received and noted.

93 Date and Time of Next Meeting

Noted that the next meeting of the Board would be held on Tuesday 18th March at a time to be determined by the Board.

The meeting concluded at 12.35pm.

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EXECUTIVE BOARD

FRIDAY, 8TH FEBRUARY, 2008

PRESENT: Councillor A Carter in the Chair

Councillors R Brett, S Golton, R Harker,
P Harrand, J Procter, S Smith and
K Wakefield

Councillor Blake – Non Voting Advisory Member

161 Chair's Announcements

The Chair announced that the funeral of Mr John Gunnell, a former West Yorkshire County Councillor, Leeds City Councillor and MP for Morley was being held today. On behalf of Executive Board, the Chair paid tribute to Mr Gunnell and requested that the Board's condolences be conveyed to Mr Gunnell's family.

162 Exclusion of Public

RESOLVED – That the public be excluded from the meeting during consideration of the following parts of the agenda designated exempt on the grounds that it is likely, in the view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:

- (a) Appendix F to the report referred to in minute 168(C) 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 the appendix contains details of sites scheduled for future disposal by the Council, which if disclosed would, or would be likely to prejudice the Council's commercial interests in relation to the level of capital receipts generated from the future disposal of such sites.
- (b) Appendix D to the report referred to in minute 171 under the terms of Access to Information Procedure Rule 10.4(4) and (5) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information because the Council is currently defending a large number of equal pay cases before the Employment Tribunal and release of the information at this time could prejudice the outcome of such tribunal claims, proving costly to the Council, and thereby having an adverse impact on the public.
- (c) Appendix 1 to the report referred to in minute 177 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 as disclosure would, or would be

Draft minutes to be approved at the meeting
to be held on Wednesday, 12th March, 2008

likely to prejudice the commercial interests of the Council by virtue of the fact that sensitive negotiations are currently ongoing with private sector investors and Yorkshire Forward to secure a contribution to the Albion Place improvement works.

- (d) Appendices 5, 7 and 8 to the report referred to in Minute 179 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 as disclosure of information relating to the remaining leasehold properties to be acquired in both Beeston Hill and Holbeck and Little London, as detailed within the appendices would be likely to prejudice the Council's commercial interests when undertaking negotiations in respect of such properties.

Appendix 9 to the report referred to in minute 179 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 as disclosure would, or would be likely to prejudice the Council's commercial interests by virtue of the fact that it includes information relating to the Council's financial position in the Outline Business Case for Beeston Hill and Holbeck, the details of which are yet to be fully agreed. In addition the Council has also commenced competitive dialogue with PFI bidders, and the disclosure of such information could prejudice the ongoing procurement process.

- (e) Annex 2 to the report referred to in minute 181 under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as Education Leeds has a duty to secure improvement and increased confidence in the schools concerned and this would be adversely affected by disclosure of the information.
- (f) Annex 3 to the report referred to in minute 182 under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as Education Leeds has a duty to secure improvement and increased confidence in the schools concerned and this would be adversely affected by disclosure of the information.
- (g) Appendix 1 to the report referred to in minute 185 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 as disclosure would prejudice the Council's commercial interests as the appendix details matters where negotiations of a confidential nature will ensue. In these circumstances

it is considered that the public interest in not disclosing the commercial information outweighs the public interest in disclosure.

163 Declaration of Interests

Councillor Brett declared a personal interest in the items relating to 'Health and Wellbeing Partnership Arrangements' and 'Consultation Paper – Valuing People Now: From Progress to Transformation' (minutes 186 and 187 refer respectively) as a member of the Burmantofts Senior Action Management Committee.

Councillor Smith declared a personal and prejudicial interest in the item relating to 'Pay and Grading Review' (minute 171) due to his wife being an employee of Education Leeds.

Councillor Blake declared a personal interest in the item relating to 'Health and Wellbeing Partnership Arrangements' (minute 186) due to her position as Non-Executive Director of Leeds North West Primary Care Trust and a member of Middleton Elderly Aid.

A further declaration made during the meeting (Councillor Wakefield) is referred to at minute 176.

164 Minutes

RESOLVED – That the minutes of the meeting held on 23rd January 2008 be approved.

LEISURE

165 Inquiry into River Safety Management at Wharfemeadows Park, Otley - Final Report and Recommendations

The Chief Democratic Services Officer submitted a report presenting the final report and recommendations of the Scrutiny Board (Culture and Leisure) following its inquiry into 'River Safety Management at Wharfemeadows Park, Otley'.

A minority report submitted by a member of the Scrutiny Board (Culture and Leisure) was appended to the report.

The Chair of the Scrutiny Board attended the meeting and presented the Scrutiny report.

RESOLVED – That the contents of the Scrutiny inquiry report be received.

166 Inquiry into River Safety Management at Wharfemeadows Park, Otley - Officer Observations

The Assistant Chief Executive (Corporate Governance) submitted a report in order to assist Members when considering the recommendations of Scrutiny Board (Culture and Leisure) in regard to their inquiry into the decision by Executive Board to erect fencing at Wharfemeadows Park Otley.

The final report of the Scrutiny Board was considered as a separate item on the agenda (minute 165 refers).

RESOLVED – That recommendations 1, 3 and 4 of the report by Scrutiny Board (Culture and Leisure) be accepted and that the Assistant Chief Executive (Corporate Governance) report back on recommendation 2 of the Scrutiny Board's report, in relation to the availability of Counsel's advice to the public.

CENTRAL AND CORPORATE

167 Budget Arrangements 2009/2010

The Chair circulated to Board members a copy of a letter from John Healey MP, Minister for Local Government confirming that the Council's failure to qualify for monies under the Working Neighbourhoods Fund would not be subject to further consideration.

RESOLVED – That, in view of the reductions in funding in 2009/2010 which can be anticipated as a result of this confirmation, the Director of Resources be requested to report back to the Board on potential savings which may be realised in that year in relation to Council publications, engagement of consultants and procurements.

168 Council Budget 2008/2009 and Capital Programme

(A) Revenue Budget and Council Tax 2008/09

The Director of Resources submitted a report on the Council's budget for 2008/09 following detailed consideration of service 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 £1,064.37 for consideration by Council.

RESOLVED –

- (i) That Council be recommended to approve the Revenue Estimates for 2008/09 totalling £540,509,000 as detailed and explained in the submitted report and accompanying papers, including a 4.7% increase in the Leeds' element of the Council Tax.
- (ii) That as the Police Authority budget meeting is currently scheduled for 22nd February 2008, Council be recommended to establish a committee of the Council specifically to set the final Council Tax.
- (iii) That the fees and charges policy as detailed in appendix 5 of the report be approved.
- (iv) That the proposal to change the childcare fee structure as detailed in the Children's Services budget briefing report be approved.
- (v) That the proposed local performance indicators as detailed within paragraph 13 of the report be approved.

(B) Housing Revenue Account Budget 2008/09

The Directors of Resources and Environment and Neighbourhoods submitted a joint report on the Housing Revenue Account budget and ALMO management fee distribution for 2008/09.

RESOLVED –

- (i) That the Council be recommended to approve the budget at the average rent increase figure of 5.8%.
- (ii) That the Council be recommended to approve that service charges be increased in line with average rent rises.
- (iii) That the Council be recommended to approve that the charges for garage rents be increased to £5.55 per week.

(C) Capital Programme 2007-2012

The Director of Resources submitted a report setting out the updated capital programme for 2007-2012.

Following consideration of appendix F 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 Council be recommended to approve the capital programme as attached to the submitted report.
- (ii) That the Director of Resources be authorised to manage, monitor and control scheme progress and commitments to ensure that the programme is affordable.
- (iii) That the disposal of land and property sites as detailed within exempt appendix F to the report be agreed in order to generate capital receipts to support the capital programme.
- (iv) That the Council be recommended to approve the proposed Minimum Revenue Provision policies for 2008/09 as set out in paragraph 5.3.2 and appendix G to the report.

(D) Treasury Management Strategy 2008/09

The Director of Resources submitted a report on the proposed Treasury Management Strategy for 2008/09 and the revised affordable borrowing limits under the prudential framework. The report also provided members with a review of strategy and operations in 2007/08.

RESOLVED –

- (i) That the initial Treasury Strategy for 2008/09 as set out in section 3.3 of the report be approved and that the review of the 2007/08 strategy and operations, as set out in sections 3.1 and 3.2 of the report be noted.

- (ii) That the Council be recommended to set the borrowing limits for 2007/08, 2008/09, 2009/10 and 2010/11, as set out in section 3.4 of the report.
- (iii) That the Council be recommended to set the treasury management indicators for 2007/08, 2008/09, 2009/10 and 2010/11, as set out in section 3.5 of the report.
- (iv) That the Council be recommended to set the investment limits for 2007/08, 2008/09, 2009/10 and 2010/11, as set out in section 3.6 of the report.

(The matters referred to in parts A(i) and (ii), B(i), (ii) and (iii), C(i) and (iv) and D (ii), (iii) and (iv) 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)

169 Financial Health Monitoring 2007/08 - Third Quarter Report

The Director of Resources submitted a report setting out the Council's financial health position for 2007/08 after nine months of the financial year, in respect of the revenue expenditure and income to date compared to the approved budget, the projected year end position and proposed actions to ensure a balanced budget by the year end. The report also highlighted the position regarding other key financial indicators, including Council Tax collection and the payment of creditors.

RESOLVED –

- (i) That the projected financial position of the authority after nine months of the new financial year be noted.
- (ii) That the transfer of the projected surplus to general reserves be approved.

170 Final Local Government Finance Settlement 2008/09 and Revised Provisional Settlements for 2009/10 and 2010/2011

The Director of Resources submitted a report providing details of the final Local Government Revenue Support Grant Settlement for 2008/09 and the revised provisional settlements for 2009/10 and 2010/11 which were announced on 24th January 2008.

RESOLVED – That the contents of the report be noted.

171 Pay and Grading Review

The Director of Resources submitted a report which sought approval of an amended version of the pay structure and confirmed the position on pay protection for the purpose of the Pay and Grading Review. The report also updated members on negotiations with the trade unions.

Following consideration of appendix D to the report designated as exempt under Access to Information Procedure Rule 10.4(4) and (5) which was considered in private at the conclusion of the meeting it was

RESOLVED –

- (i) That the amended pay structure, as detailed within appendix A to the report be approved.
- (ii) That the pay protection arrangements for Phase 1 and Phase 2 employees be confirmed as previously agreed by the Executive Board in March 2007, which is for those staff whose grade changes adversely as a result of the job evaluation exercise:-
 - A period of no longer than 3 years protection – attracting annual pay award and increments in line with the NJC for Local Government service pay agreements effective from 1st February 2008;
 - Year 4 – go directly to the maximum point of the new substantive grade/pay range.
- (iii) That the Board notes that the Director of Resources will continue negotiations with the Trade Unions and will continue to work with the Trade Unions to identify means of avoiding individual loss wherever possible and appropriate.
- (iv) That the Director of Resources be authorised to take steps to implement the new pay structure, by agreement or otherwise, in the light of the negotiations with Trade Unions.

(Having declared a personal and prejudicial interest, Councillor Smith left the meeting during consideration of this matter)

172 Comprehensive Performance Assessment - 2007 Result

The Assistant Chief Executive (Policy, Planning and Improvement) submitted a report updating members on the arrangements for reporting Leeds City Council's Comprehensive Performance Assessment (CPA) judgement for 2007, namely a 4 star authority which is improving well.

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That all staff of the authority be offered the thanks of the Board for their contribution to this result.

173 225 York Road Taxi and Private Hire Licensing Section Extension

The Assistant Chief Executive (Corporate Governance) submitted a report on a proposed extension to the existing purpose built accommodation for the Taxi and Private Hire Licensing Section at 225 York Road.

RESOLVED –

- (i) That the further injection into the 2007/08 capital programme of £84,000 be approved.
- (ii) That authority be given to incur expenditure of £610,000 on construction costs, £17,600 on equipment and £78,500 on fees.

DEVELOPMENT AND REGENERATION

174 West End Partnership - Proposed Memorandum of Understanding

The Director of City Development submitted a report on a proposed Memorandum of Understanding which would facilitate collaboration between Leeds City Council and six private developers to promote the West End vision.

RESOLVED –

- (i) That the Council be authorised to enter into the Memorandum of Understanding with the six companies comprising the West End Partnership.
- (ii) That the general terms of the Memorandum of Understanding as outlined in paragraph 2.6 of the report, be agreed, with the specific details being agreed by the Director of City Development and the Assistant Chief Executive (Corporate Governance) as appropriate.
- (iii) That the Director of City Development be requested to examine processes whereby elected Members can be briefed as to progress of the proposals.

175 Roundhay Road Proposed High Occupancy Vehicle Lane

The Director of City Development submitted a report on the proposed implementation of a scheme to improve the existing bus lane on Roundhay Road, which would facilitate its use by High Occupancy Vehicles, in addition to ensuring a more reliable passage for buses at an overall cost of £540,000.

RESOLVED –

- (i) That the Roundhay Road Bus and High Occupancy Vehicle Corridor Scheme, as illustrated on drawing numbers 760217/002, at an estimated cost of £538,717 be approved.
- (ii) That £511,717 expenditure, comprising £336,354 works costs, statutory undertakers costs of £103,619 and a further £71,744 staff costs for supervision, monitoring and enforcement be approved. These costs to be met from the Integrated Transport Scheme 99609 within the approved Capital Programme which is eligible for 100% Government funding and may be reimbursed at a later date via Section 106 contributions.
- (iii) That the previous approval of staff costs of £27,000 which were met from the Integrated Transport Scheme 99609 within the approved Capital Programme be noted.

176 Private Streets Programme

The Director of City Development submitted a report which provided an update on the progress of the Private Streets Programme, sought approval to extend the programme for a further 3 years from April 2008 and to incur expenditure of a further £3,600,000, which was the remaining balance of the overall capital programme provision for the initiative.

RESOLVED –

- (i) That the updated position report on the current Private Streets Programme be noted.
- (ii) That the continuation of the Private Streets Programme for a further 3 years up to and including 2010/11 be approved.
- (iii) That authority be given to the further expenditure of £3,600,000 on the continuing implementation of the Private Streets Programme, funded from Scheme Number 28967 in the approved Capital Programme, £4,200,000 expenditure having been previously approved.

(Councillor Wakefield declared a personal interest in this matter as the owner of a property adjoining a street which had benefited under this programme)

177 Albion Place Refurbishment

The Director of City Development submitted a report which sought approval of the project's scheme design, and sought authority to spend monies from Leeds City Council's capital budget for the refurbishment 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 –

- (i) That the scheme design, as outlined within the report be approved.
- (ii) That the release of scheme expenditure as detailed in table (vi) at lines CPRH (3) and CPRH (6) of exempt appendix 1 be authorised.

178 Yeadon Town and District Centre Regeneration Scheme

The Directors of City Development and Environment and Neighbourhoods submitted a joint report on a proposal to spend £941,218 to aid the regeneration of Yeadon High Street by making significant improvements to the public realm and pedestrian use of the area.

RESOLVED –

- (i) That the project brief and scheme design as presented within the report be noted.
- (ii) That the Design and Cost Report for scheme 12154/YEA/000 be approved, and that the scheme expenditure, totalling £941,218 be authorised.

NEIGHBOURHOODS AND HOUSING

179 Little London and Beeston Hill and Holbeck PFI Projects - Land Assembly Issues and Update on the Lovells Multi-Storey Flats

The Directors of Environment and Neighbourhoods and City Development submitted a joint report providing an update on the Beeston Hill and Holbeck and Little London PFI schemes, commenting on the Outline Business Case for Beeston Hill and Holbeck which had been made available to Members of the Board and proposing a number of key recommendations to enable the projects to progress.

Following consideration of appendices 5,7, 8 and 9 to the report designated as exempt under Access to Information Procedure Rule 10.4(3) which were considered in private at the conclusion of the meeting, it was

RESOLVED –

- (i) In respect of the properties at **Little London**:
 - a) That the Director of Environment and Neighbourhoods be authorised to make a Compulsory Purchase Order in respect of such properties and interests as may be required subject to the Director being satisfied that the requirements of Section 226(1)(a) of the Town and Country Planning Act 1990 (as amended) and the provisions of Circular 06/2004 are complied with.
 - b) That officers be authorised to take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order including:
 - (i) the publication and service of all notices and the presentation of the Councils case at any Public Inquiry
 - (ii) approving the acquisition of interest in land within the Compulsory Purchase Order either by agreement or by way of compulsory powers
 - (iii) approving agreements with landowners setting out the terms for the withdrawal of objections to the Order including, where appropriate, seeking exclusion of land from the Order and/or making arrangements for the relocation of occupiers
 - (iv) such other agreements including Indemnity and Development Agreements as may be necessary to promote the Scheme.
- (ii) In respect of the properties at **Beeston Hill and Holbeck**:
 - a) That the development sites included in the PFI scheme be noted and the Director of City Development be authorised to enter into such negotiations as are required to acquire properties and interests within the area on such terms as she thinks appropriate in order to facilitate the Scheme, subject to the approval by government of the PFI Outline Business Case for Beeston Hill and Holbeck.
 - b) That the Director of Environment and Neighbourhoods be authorised to make a Compulsory Purchase Order in respect of such properties as may be required subject to the Director being satisfied that the requirements of Section 229(1)(a) of the Town and Country Planning Act 1990 (as amended) and Circular 06/2004 are complied with.

- c) That officers be authorised to take all necessary steps to secure the making, confirmation and implementation of the Compulsory Purchase Order including:-
- (i) the publication and service of all notices and the presentation of the Council's case at any Public Inquiry
 - (ii) approving the acquisition of interest in land within the Compulsory Purchase Order either by agreement or by way of compulsory powers
 - (iii) approving agreements with landowners setting out terms for the withdrawal of objections to the Order including, where appropriate, seeking exclusion of land from the Order and/or making arrangements for the relocation of occupiers
 - (iv) such other agreements including Indemnity and Development Agreements as may be necessary to promote the Scheme
- (iii) That the Director of Environment and Neighbourhoods, in consultation with the Assistant Chief Executive (Corporate Governance), be authorised to make minor changes to the development site boundaries in both Beeston Hill & Holbeck and Little London where required as a result of further due diligence.
- (iv) That the Director of Environment and Neighbourhoods be authorised to make an application to Government for Decent Homes funding for refurbishment of the Lovells multi-storey flats.
- (v) That the financial issues detailed in exempt appendix 9 to the report be agreed and that approval be given to the affordability of both the Beeston and Holbeck and Little London schemes and to the capital contribution for the Beeston Hill and Holbeck PFI scheme.

180 Disposal of Land for Affordable Housing

The Director of Environment and Neighbourhoods submitted a report on a proposal to dispose of the first six sites from the 77 acres within the Affordable Housing Strategic Partnership at less than best consideration calculated at £5,000 per plot. The report also sought approval for the Director of City Development to undertake further disposals of sites within the Affordable Housing Strategic Partnership at less than best consideration of £5,000 per plot.

RESOLVED –

- (i) That the disposal of the first six sites within the Affordable Housing Strategic Partnership at less than best consideration, calculated at £5,000 per plot be approved.
- (ii) That the Director of City Development be authorised to dispose of other sites within the 77 acres allocated to the Affordable Housing Strategic

Partnership where the disposal is at less than best consideration calculated at £5,000 per plot.

- (iii) That the Director of Environment and Neighbourhoods be requested to prioritise progress on the Highfield Gardens site within the context of the Board's decision of 19th December 2007 on options for Building Council Housing with appropriate adjustments to this programme.

CHILDREN'S SERVICES

181 Annual Standards Report - Primary

The Chief Executive of Education Leeds submitted a report providing an overview of the performance of primary schools at the end of 2006/07, as demonstrated through statutory national testing, Ofsted inspections and the Education Leeds emerging concerns protocols. It also outlined the action taken by Education Leeds to fulfil its responsibilities to this Board and schools.

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

RESOLVED – That the progress which has been made in recent years, in addition to the key issues and challenges which are currently being addressed be noted.

182 Annual Standards Report - Secondary

The Chief Executive of Education Leeds submitted a report providing an overview of the performance of secondary schools at the end of 2006/07 which analysed the results of the tests at the end of Key Stage 3, GCSE and vocational examinations at Key Stage 4. The report also reviewed the progress of schools receiving additional support through the extended or focused partnerships.

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

RESOLVED –

- (a) That the contents of the report be noted, together with the good progress made in recent years, the improvements achieved in value added indicators particularly for progress between Key Stages 2-3 and Key Stages 3-4, the new floor targets which have been established at Key Stages 3 and 4 which focus upon achievement in English and mathematics and require new strategies from schools to ensure that pupils achieve, in addition to the co-ordination and combination of efforts from across the service areas of Education Leeds and Children Leeds that will be necessary to improve outcomes for underachieving groups and to close the gap between the most and the least successful.

- (b) That the Chief Executive of Education Leeds be requested to bring a further report to the Board on the strategies being used to address identified areas of comparative under achievement.

183 The 'Children's Plan - Building Brighter Futures'

The Director of Children's Services submitted a report summarising the content of the recently published 'Children's Plan – Building Brighter Futures' and highlighting the key implications within the plan for children's services in Leeds.

RESOLVED – That the proposal for the authority to lead the development to renew the city's strategy for children's services through a revised Children and Young People's Plan be approved.

184 Integrated Capital Strategy for Youth Centres

The Director of Children's Services submitted a report on a proposal to develop an integrated capital strategy designed to enable quality integrated youth centres to be established in Leeds.

RESOLVED –

- (i) That the establishment of an integrated capital strategy for youth centres, as described within the report be approved.
- (ii) That proposals be progressed for the establishment of quality youth hub centres in pursuance of the ambitions detailed within the report.
- (iii) That approval be given for the strategy to be progressed by the emerging Integrated Youth Support Service and as part of the wider Children's Services Asset Management Plan.

185 Leeds Independent Living PFI Project

The Deputy Chief Executive submitted a report providing an update on the affordability position of the Children's Services element of the Independent Living Project. The report also outlined the sites to be used within the Independent Living Project and sought approval to lease the relevant sites to the PFI contractor for use during the 25 year life of the contract.

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 financial implications for the Council entering into the Children's Services element of the Independent Living Project be approved, and the maximum affordability ceiling for that element of £360,000 for the first full financial year (2010/11) as set out in exempt appendix 1 to the report be agreed.
- (ii) That, subject to consent being obtained as required under Section 25 of the Local Government Act 1988, authority be given to the Chief Asset Management Officer to determine the disposal of those sites detailed at appendix 2 to the report under Section 123 of the Local Government Act 1972, to the housing management contractor under

the Independent Living Project, on a leasehold basis and at less than best consideration where indicated.

ADULT HEALTH AND SOCIAL CARE

186 Health and Wellbeing Partnership Arrangements

The Director of Adult Social Services submitted a report outlining the proposed changes to the functions and partnership structure under the Healthy Leeds Partnership, the consultation process which had been undertaken, and the response to the key points which had emerged from such consultation. As one of the key partners, the Executive Board was asked to give its approval to the proposed changes to the Healthy Leeds Partnership.

RESOLVED –

- (i) That the summary of comments received through the consultation on revised partnership arrangements for health and well being be noted.
- (ii) That the proposals detailed within the consultation document on health and wellbeing partnership arrangements be supported.
- (iii) That Leeds City Council's support for the partnership proposals be reported to the Healthy Leeds Partnership at its next scheduled meeting on 10th March 2008.

187 Consultation Paper - Valuing People Now: From Progress to Transformation

The Director of Adult Social Services submitted a report providing information on the publication of a recent document from the Department of Health entitled 'Valuing People Now – From Progress to Transformation', which followed on from earlier Valuing People documents seeking to promote equal citizenship for people with learning disabilities.

RESOLVED –

- (i) That the publication of the Valuing People Now document and the wide ranging proposals it makes in relation to improving the lives of people with learning disabilities be noted.
- (ii) That the implications for the Council as detailed in section 4 of the report, particularly in relation to the transfer of commissioning responsibilities from the PCT and in relation to the provision of more individualised and community based service provision for people with learning disabilities be noted.
- (iii) That the preparation of a consultation response by the Leeds Learning Disability Partnership Board be noted.
- (iv) That the proposal for the final report to be issued by the Department of Health in the summer be noted.

DATE OF PUBLICATION: 12TH FEBRUARY 2008

Draft minutes to be approved at the meeting
to be held on Wednesday, 12th March, 2008

LAST DATE FOR CALL IN: 19TH FEBRUARY 2008 (5.00 PM)

(Scrutiny Support will notify Directors of any items called in by 12 noon on Wednesday 20th February 2008)

Draft minutes to be approved at the meeting
to be held on Wednesday, 12th March, 2008

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Originator: Richard Mills

Tel: 247 4557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 18th March 2008

Subject: Inquiry to Review Consultation Processes – Session 3

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|---|
| <p>Electoral Wards Affected: All</p> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 10px; vertical-align: middle;"></div> Ward Members consulted (referred to in report) |
|---|

1.0 Purpose

1.1 The purpose of Session 3 of the Board's inquiry today is to hear from the second company who were unable to attend the last Board meeting and who have been consulted by the City Development Department and have contributed to the Aire Valley Leeds Area Action Plan. It is also to consider consultation carried out by other Local Authorities and consider any emerging conclusions and recommendations regarding this inquiry.

2.0 Background Papers

2.1 A copy of the terms of reference approved by the Board is attached as appendix 1.

2.2 The report of the Director of City Development on Aire Valley Leeds AAP - Consultation considered at the last meeting but without the appendices (which were provided to the Board at the last meeting) is also attached for reference purposes as appendix 2.

3.0 Aire Valley Area Action Plan – Case Study 2

3.1 Mr Geoff Goodwill of Caddick Developments Ltd has been invited to attend the meeting this morning to outline the company's involvement and respond to Members questions on the consultation processes used by the Council.

3.2 Members are reminded that the inquiry on the case studies will focus on the following areas:

- Has the reason for the consultation been explained adequately to the client and or service user?

- Has the process of consultation been applied fairly and effectively?
- Has the consultation followed either national or local processes?
- Has the consultation resulted in the City Development Department, Education Leeds or sponsoring department incorporating a change to a policy, procedure or process?
- Has the timescale allowed for consultation been sufficient?
- Has adequate resources been made available to ensure progress following consultation?
- Has the consultation not only been effective but proportionate?

4.0 Consultation Methods Used by other Local Authorities

- 4.1 A paper is attached as appendix 3 that outlines some consultation methods used by other local authorities in developing Area Action Plans.
- 4.2 Appendix 4 attached outlines some consultation methods used by other local authorities concerning surplus school property.

5.0 Recommendations

- 5.1 The Board is requested to:
- (i) Hear from and ask questions of the representative from Caddick Developments Ltd attending the meeting today and ask questions focusing on the areas set out in paragraph 3.2 above.
 - (ii) Seek any other relevant points of clarification of witnesses attending the meeting.
 - (iii) Determine what further information, if any, the Board requires to conclude this inquiry?
 - (iv) Consider whether the Board has sufficient evidence to begin to identify recommendations for inclusion in its final report?

Inquiry to Review Consultation Processes**Terms of Reference****1.0 Introduction**

- 1.1 The Scrutiny Board on 16th October 2007 agreed to consider undertaking an inquiry to review the consultation processes in the City Development Department to ensure that they are fit for purpose.
- 1.2 The Scrutiny Board requested draft terms of reference to be drawn up to assist the Board determine if it wished to proceed with such an inquiry.
- 1.3 The Scrutiny Board on 20th November 2007 considered requests for scrutiny in respect to former school sites Miles Hill and Royal Park. As a consequence the Board amended the proposed terms of reference for this inquiry to include looking at consultation processes applied by Education Leeds, City Development and relevant service departments when school buildings and land are declared surplus to requirements.
- 1.4 The Scrutiny Board established a Working Group comprising of Councillors Pryke, Ewens, Driver, Selby and R Procter. to look at the specific consultation processes involving the former Miles Hill and Royal Park Schools and for it to report back to this Board.
- 1.5 The choice of this topic accords with priorities in the Council's Vision for Leeds namely to have an effective communications system connecting people, goods and ideas under the theme Enterprise and the Economy.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the effectiveness of specific consultation processes and determine if they are fit for purpose.
- 2.2 The City Development Department each year undertakes hundreds of statutory and voluntary consultations on a wide range of topics. In order for the Board to undertake useful scrutiny it is proposed that two specific case studies are selected for review, one of which involves Education Leeds and relevant sponsoring departments.
- 2.3 The inquiry on the case studies will focus on the following areas:
 - Has the reason for the consultation been explained adequately to the client and or service user?
 - Has the process of consultation been applied fairly and effectively?
 - Has the consultation followed either national or local processes?

- Has the consultation resulted in the City Development Department, Education Leeds or sponsoring department incorporating a change to a policy, procedure or process?
- Has the timescale allowed for consultation been sufficient?
- Has adequate resources been made available to ensure progress following consultation?
- Has the consultation not only been effective but proportionate?

3.0 Comments of the relevant Director and Executive Board Member

3.1 The Director of City Development and the relevant Executive Board Member has been requested to comment on these terms of reference.

4.0 Timetable for the Inquiry

4.1 The inquiry will take place between January and March 2008.

4.2 It is envisaged that the inquiry will take place over four sessions. The inquiry will conclude with the publication of a formal report setting out the board's conclusions and recommendations in April 2008.

5.0 Submission of evidence

5.1 The following evidence will be considered by the Board:

5.2 Session One - 22nd January 2008

Case Study 1 - School buildings & land declared surplus to requirements.

To consider evidence from Education Leeds, City Development Department and Environment and Neighbourhoods Department as the service department consulting with the public and acting as the "sponsoring department" in respect to the former Miles Hill and Royal Park school sites

To receive evidence from the Board's Working Group.

To hear from clients who contributed to the consultation as appropriate.

5.3 Session Two - 19th February 2008

Case Study 2 - Aire Valley Area Action Plan

To consider any further issues raised under Session 1.

To consider evidence from the City Development Department on the consultation with regard to this case.

To hear from clients who contributed to the consultation.

5.4 Session Three - 13th March 2008

To consider any further issues raised under Session 2.

To consider best practice from other Local Authorities.

To consider the board's emerging conclusions and recommendations to inform the production of the final inquiry report.

5.4 **Session Four - 22nd April 2008**

To consider the Board's final report and recommendations

6.0 Witnesses

6.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Director of City Development
- Chief Executive, Education Leeds
- Relevant officers from City Development, Education Leeds, Environment and Neighbourhoods Department
- Relevant officers from other Service Departments if required
- Representative from the Chief Executive's Department
- Individuals who were consulted by Education Leeds, City Development Department or relevant Service Department

7.0 Monitoring Arrangements

7.1 Following the completion of the scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

7.2 The final inquiry report will include information on the detailed arrangements for monitoring the implementation of recommendations.

8.0 Measures of success

8.1 It is important to consider how the Board will deem whether its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

8.2 The Board will look to publish practical recommendations.

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Originator: Richard Askham

Tel: 247 8184

Report by City Development to the Scrutiny Board (City Development)

Date: 19th February 2008

Subject: Aire Valley Leeds AAP - Consultation

Electoral Wards Affected:

All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. The Aire Valley Area Action Plan (AVLAAP) is being prepared as part of the Local Development Framework (LDF) for Leeds. LDF's were introduced in the Planning and Compulsory Purchase Act 2004 and guidance on their preparation including the process for public consultation is set out in Planning Policy Statement 12. In addition, the City Council adopted (February 2007) the Statement of Community Involvement (SCI) which also provides guidance and minimum requirements for public consultation. This report outlines the method and approach for consultation on the AVLAAP which far exceeds that required by this guidance.
2. In the past, consultation on plans followed a format whereby the City Council would initially prepare a draft for comment. Under the new planning system, the intention is for interested groups and organisations to be given the opportunity to influence the shape & form of plan documents as they are prepared right from the outset. This is known as "front loading".
3. Regulation 25 of the Act sets out the need to consult on Issues and Options. The Council resolved to do this in two stages, firstly to identify Issues and then secondly to identify Alternative Options based on those identified Issues. This is then followed by identification of the Preferred Options (Regulation 26). Consideration also has to be given to ensure that the objectives and options suggested in the AVLAAP can be identified & tested through the Sustainability Appraisal process.
4. Consultation on the AAP was carried out in the context that a regeneration programme had been in place in Aire Valley Leeds since 2000 and the City

Council's Executive Board approved a Strategic Vision for the AVL in April 2002. It identified broad objectives and development principles for the area and these included the opportunity for the area to become "the window" to Leeds, strengthening and delivering the City's role as regional capital by diversifying its economic base and offering innovative opportunities for living, working and recreation, bringing maximum benefit to local people and the city as a whole. This meant that there was already a general awareness of Aire Valley Leeds and whilst continuing to raise awareness and invite comment we also had to avoid "consultation fatigue".

1. Purpose of this report

- 1.1 To provide City Development Scrutiny Board with an overview of the process for consultation on Area Action Plans, focussing on the following issues:
 - Has the reason for the consultation been explained adequately to the client and or service user?
 - Has the process of consultation been applied fairly and effectively?
 - Has the consultation followed either national or local processes?
 - Has the consultation resulted in the City Development Department incorporating a change to a policy, procedure or process?
 - Has the timescale allowed for consultation been sufficient?
 - Have adequate resources been made available to ensure progress following consultation?
 - Has the consultation not only been effective but proportionate?
- 1.2 To consider any further issues raised under Session 1.
- 1.3 To hear from clients who contributed to the consultation.
- 1.4 This report uses Aire Valley Leeds AAP to provide an overview of the consultation processes.

2. CONSULTATION ON THE AIRE VALLEY LEEDS AREA ACTION PLAN

Background

- 2.1 The process for preparation of Area Action Plans is outlined in the Planning and Compulsory Purchase Act 2004. This requires that the Council identify "Issues and Options" relevant to the Plan area and undertake informal consultation. Preferred Options are then identified and consultation is carried out for a statutory period of six weeks. Following this consultation a draft Area Action Plan is prepared and submitted to the Secretary of State and a further six week statutory consultation period commences. In summary for each Area Action Plan there is a period of informal consultation and two periods of formal consultation. In practice, consultation is ongoing throughout the AAP process as there is frequent dialogue with residents, community groups and landowners in terms of answering queries and attending meetings to explain the AAP process and gain an insight into local issues to assist with the drafting of the plan. Consultation is fundamental to the process of preparing an AAP.

Stage 1 Pre – Production Consultation

- 2.2 Work had been progressing on the AAP since early 2005. At this initial stage the community were advised of the AAP process and the early issues which had been identified. Aire Valley Leeds (AVL) is an unusual case in that there is no resident population or community living within the AAP area. For the purposes of the AAP the “residential community” refers to the “Target” surrounding communities identified over the last seven years through the Single Regeneration Budget (SRB VI) Initiative. Initial involvement with the community was via the Area Management Committees and with Aire Valley Regeneration Board and landowners/investors. Consultation explored issues and questions along the following lines:
- what is your vision for Aire Valley?
 - what do you want the AVLAAP to achieve?
 - what should be the objectives for the AVLAAP?
 - are any objectives overarching or more important than others?
 - what issues do you want to see addressed?
- 2.3 The questions were used to help formulate options through an ongoing consultative process. The aim was to offer stakeholders the opportunity to influence the overall intentions and shape of the AVLAAP and to provide for the input of original thoughts & ideas. In terms of material, the right balance was needed between giving enough information to stimulate thought about the issues (and the direction of existing strategies & policies) and not too much in the way of detailed proposals (which may incorrectly suggest that the City Council had decided future plans already, thereby undermining the purpose of consultation).
- 2.4 The Issues and Options for AVL were approved at Development Plan Panel on the 25th May 2005 and subsequently at Executive Board. Consultation was carried out between July and September 2005. The City Council introduced the consultation with an explanation of the process and the consultee’s role, as follows:

Issues & Options consultation extract

Consultation

At this initial stage, we are seeking your input to help formulate objectives and identify key issues affecting the area so that we can start preparing options for how the area might be developed. We will then consult more widely on these options. Based on the responses received, we will prepare a draft Plan for submission to the ODPM, with formal consultation and public examination.

How can you get Involved?

- To help understand the context and issues involved we have prepared a consultation document which contains a plan of the area, introduces the main issues and raises a series of questions. An abridged version of this document is also available.
- We would like to hear your views on the issues. Have we identified the right issues? Which issues are most important to you?
- The consultation documents are available below together with a comments form. An online comments form is available at the end of this page.
- If you have any queries about the discussion document, contact Richard Askham on 0113 247 8184 or e-mail ldf@leeds.gov.uk

- 2.5 The material was distributed to all the consultees identified in the SCI (see Appendix 1) and via Area committees (within the “Target communities”), the Aire Valley Leeds Regeneration Board and at the Hunslet Gala and leaflets were given out at all EASEL events (immediately prior to the consultation period). Electronic newsletters were sent to over 400 businesses within Aire Valley. With the aim of enabling consultation and opening up discussions an “Abridged Version” (shorter, easy to read document) of the Issues Document was used (which set out the Issues identified). A wide range of views emerged from the consultations, these are detailed in Appendix 2 and were used to assist in the preparation of the Alternative Options. These included both verbal responses recorded at meetings and events and written responses. In the absence of any specific proposals at the Issues and Options stage of the AAP and in the context of other plans also being prepared, the level of response was as anticipated. The expectation was that the level of interest in the plan would increase as awareness of the process grew and more detailed proposals emerged.

ALTERNATIVE OPTIONS - April 2006

- 2.6 In April 2006 the Alternative Options were published for consultation, subsequent to consideration at Development Plan Panel (4th April) and Executive Board. The Consultation Document set out the background, purpose and what had happened so far. It also reminded people that a number of other key documents have also been prepared, including a draft Transport Strategy, Housing Market Assessment and an Employment Land Assessment and that AVL also features in the emerging Regional Spatial Strategy (RSS).

- 2.7 In introducing the Alternative Options the challenge that AVL presents was set out along with the series of opportunities that are unique in Leeds and the wider region. The next steps were also identified:

The next stage of AAP preparation is known as the “preferred options stage” and feedback from this consultation and additional work such as the Employment Land Review will assist the City Council in “pulling together” the preferred option/s for the Area Action Plan. There will then be further consultation on the selected preferred option/s in 2007. At the same time a Sustainability Appraisal Report will identify the likely social economic and environmental effects of those options.

At this informal stage of producing the Area Action Plan, the Options were kept wide ranging to encourage a full discussion about the future of the area. The Alternative Options represent different degrees of change in the area from minimal change (a ‘business as usual’ approach) to those which would potentially bring about transformational change, maximising the regeneration opportunities available in AVL. Feedback from the Issues stage was also set out.

- 2.8 Further assistance was put forward to give some guidance and structure to what is a complicated process and plan. The Options put forward recognised that we were not dealing with a blank canvas. AVL already has existing uses and some industrial areas which will stay for the foreseeable future. It is home to businesses employing 15,000 people, whose jobs we need to sustain, in addition to the prospect of creating many more new jobs. For this reason we chose to focus the options on 8 broad locations within AVL. These are the areas that had been identified as key development opportunities or areas of significant change. This was not to say that the AAP will not apply to other areas or have detailed policies which relate to them. People were urged that if they did not agree with the approach or thought that other locations should have been included, then they should **please tell us by filling in the questionnaire provided**. They were also reminded that whilst considering “non-employment” uses we still need to maintain an appropriate supply of employment land and aim to generate some 30,000 new jobs.
- 2.9 The Format of the Options was also set out with the possible land uses and transport proposals for AVL and how these had been grouped under headings:
1. Employment uses (office, industrial and distribution uses)
 2. Alternative uses (housing, leisure, recreation and waste management,)
 3. Transport

For each land use and the transport *options* some background information and context was given to help define the Options.

Consultation on the Alternative Options

- 2.10 Details of the consultation events, the comments made at those events and those via questionnaires or by other written comments and the Council’s response are all set out in the Report in Appendix 3. The following represents a summary of the efforts made to consult and make people aware of Aire Valley,

the AAP and the Options. We continued to build and improve the database of consultees. We tried new methods to reach more people, to make more people aware of the opportunity to participate, and to influence development and regeneration of the Aire Valley. Workshops were introduced at the **Alternative Options** stage and worked well engaging with community groups and land owners and stakeholders in facilitated discussion groups, following presentations. All of the Options were appraised in the Sustainability Appraisal and people were invited to comment on that appraisal.

2.11 **Part 1** in Appendix 3 refers to the events and responses in the **Issues** consultation and **Part 2** refers to the **Alternative Options** consultation and a schedule sets out a summary of all the representations and the Council's response as to how we might take things forward. This emphasises the iterative nature of the process and the "audit trail" setting out how the issues informed the alternative options and they too in turn have influenced the Preferred Options.

3. Preferred Options

3.1 The AVL Preferred Options were published in October 2007 and took into account the views and comments received during the Alternative Options stage, as indicated in Appendix 5.

Consultation Programme Procedures & Methods

3.2 Drop-in sessions or meetings with communities and stakeholders were arranged for venues both in and surrounding the Aire Valley at: Hunslet Library, the Skelton Grange Environment Centre, St Hilda's Church, East Leeds Leisure Centre and Belle Isle Family Learning Centre. Leaflets were distributed at all seven of the EASEL (East and South East Leeds) DPD "drop-in" sessions, held prior to the start of the AVL consultation period. Information was made available on the Council's website. Over 7,000 postcards in total were distributed to the surrounding community areas (Over 6500 postcards via local schools, over 450 postcards sent to people on the AVL Database who have attended previous consultation events and commented on previous proposals and 430 postcards sent to businesses in Aire Valley). 35 local Aire Valley businesses were sent summaries of the Aire Valley Preferred Option document. Telephone contact was made with representatives of the main community groups and community associations around the AVL area. Officers provided details of the consultation strategy to local forums and area committees. Presentations were made to both the Inner and Outer East Area Committees as well as the Aire Valley Leeds Investors Forum (part of Aire Valley Leeds) during the consultation period.

3.3 The section below expands in more detail on the methods of consultation used and can be divided into 4 principle methodologies:

Methodology 1

3.4 In October 2007 the Preferred Options Consultation Paper on the AVLAAP was published. It was accompanied by a Sustainability Appraisal Report. The Sustainability Report commented on the likely significant environmental social and economic effects of the preferred options of the Plan. Aire Valley Leeds Preferred Options and supporting documents were made available for inspection and comment, at the council's Development Enquiry Centre at

Leonardo Buildings, Rossington Street and at the Central Library. The documents were also made available at local libraries and One Stop Centres adjoining the Aire Valley area (see Appendix 6 for details). The documents were published on the Councils website at www.leeds.gov.uk/ldf

- 3.5 Comments could be submitted by accessing the online form on the council's website or documents could be requested by telephone or email ldf@leeds.gov.uk. Large Scale plans, with explanatory panels were displayed at the Development Enquiry Centre and then in the foyer of the Civic Hall.

Methodology 2

- 3.6 Direct contact was made to stakeholders including Leeds residents, community groups, key consultees, and major landowners, who had commented during the previous informal consultation stage and who already formed part of an extensive database developed for the AAP through earlier consultation processes. This information built on existing council mailing lists. These groups and individuals were notified of the AAP consultation and given the opportunity to make comments. In addition to direct contact, advance notification of the consultation was made through the following channels:

- Formal advertisement in the Yorkshire Evening Post 4th Oct 2007
- A Press Release on the 5th Oct 2007
- Over 6500 Postcards distributed via schools adjoining the Aire Valley area.
- Over 450 Post cards sent to people on the AVL Database who had attended previous consultation events and commented on previous proposals (see Appendix 6)
- 430 Postcards sent to all businesses in Aire Valley.
- 35 local Aire Valley businesses were sent summaries of the Aire Valley Preferred Option document.
- Statutory consultees and key stakeholders were sent full information packs containing a comprehensive selection of consultation documents (main document, plus summary, poster, postcard, leaflet and questionnaire).
- Advance briefing was given to elected members (joint briefing with EASEL AAP) on Monday 19th March 2007.
- Local Ward members sent Aire Valley Leeds Preferred Option and supporting documents (see example letter in Appendix 6).
- 12 "difficult to reach" groups were sent information pack and offered a council officer to attend meetings to discuss the preferred options.
- Posters put up in public buildings in areas adjoining the Aire Valley.
- "Flyers" were distributed at EASEL AAP consultation events in June/July 2007.
- Senior Council Officers were notified of the consultation on Aire Valley.
- Information about the consultation events was made available on the Council website.
- Information about the events was made available on the Aire Valley Leeds website.
- Aire Valley Leeds Board received reports on the Consultation Strategy
- Leeds Voice environmental group received a presentation on the 6th November 2007 (see Appendix 6).
- The consultation events were advertised in the Aire Valley Leeds electronic news letter, 'Aire Waves'.

- Article in 'About Leeds', the Council newspaper, and sent to all households in Leeds.
- Article in the Newsletter for Community and the Voluntary Sector published by Neighbourhoods & Learning and circulated in East and South Leeds.
- Banners to advertise event venues on the day were erected to advertise the daily events.

Methodology 3

- 3.7 A series of public exhibitions and consultation sessions where people could 'drop in' were held in the Aire Valley and in the surrounding communities adjoining the Aire Valley: These events were held at:

Monday 8th October 2007: Hunslet

Hunslet Library (1:00pm – 5:00pm)

Wednesday 10th October 2007: Cross Green/Richmond Hill

St. Hilda's Hall, Cross Green Lane (3:30pm – 7:00pm)

Thursday 11th October 2007: Middleton

Belle Isle Family Learning Centre (3:30pm – 6:00pm)

Friday 12th October 2007: Halton Moor/Osmondthorpe

East Leeds Leisure Centre, Neville road (3.30pm – 6:00pm)

Monday 15th October 2007: Burmantofts/Richmond Hill

Skelton Grange Environment Centre (noon – 8:00pm)

Tuesday 16th October: Investors Forum

Town Hall, Leeds (6:00pm – 8:00pm)

Large scale display plans and a non-technical summary were available to complement the full document. Staff from City Development and Environment & Neighbourhoods were on hand to explain and discuss the AAP proposals. The events were targeted towards the beginning of the consultation period to ensure maximum time was available for responses to be made.

Methodology 4

- 3.8 Attendance by officers at meetings such as local forums, partnership meetings and area committees within east and south Leeds held during the consultation period. The Area Committee meetings were attended on the following dates:

- East (Inner) Area Committee 24th October 2007 (and special meeting 9th November - to ensure briefing with 5 Community Forums)
- East (Outer) Area Committee 6th November 2007
- South (Inner) Area Committee were sent consultation information pack

Consultation Deadline

- 3.9 The deadline for responses to the consultation was 16th November 2007 terminating the formal six week consultation period. When considering the numbers who have commented it should be emphasised that Aire Valley does not include any major housing and therefore does not have a residential community. It should also be noted that Regeneration is progressing in many of the adjoining residential areas (EASEL & Beeston Hill and Holbeck) where

consultation is simultaneously being carried out, which may seem to have more direct relevance to residents daily lives, in that those regeneration projects involve and affect local housing and services rather than the prospect of future employment opportunities. At the **Preferred Options** stage we attempted to engage further with the surrounding communities by distributing over 6500 postcards via the local schools. This should have made many local families aware of the AVLAAP and consultation events that were being held in their neighbourhood. Some residents (17) did attend and virtually all the landowners or their agents came to at least one event.

4. CONCLUSION

- 4.1 At the informal stages of consultation (Issues and Alternative Options) the consultation period was extended to ensure people had sufficient time to respond taking into account committee meeting dates etc; however the Preferred Options is a formal consultation and is bound by the guidance to be over a 6 week period.

Why did we attempt to consult with only the surrounding wards and communities.

- 4.2 It should be emphasised that the preparation of the AVLAAP is within the context of the Leeds Local Development Framework overall. City wide awareness raising about the LDF is an ongoing process, through the City Council's web site and consultation district wide on a series of LDF documents (including the adopted Statement of Community Involvement). Given the nature of the AVLAAP and the need to target limited resources, it was considered most beneficial to direct these to communities in close proximity to the plan area. In addition, all of the consultation material was made available for organisations and residents city wide to comment.
- 4.3 Material, by way of fliers, leaflets, posters were distributed – along with the use of the web, the media and networking opportunities – to provide detail and raise awareness of the Aire Valley and the emerging plan. The document, due to the nature of the planning and regeneration issues within the area, covers multi-faceted problems. In order to make these challenges and opportunities more accessible to the wider public, a shorter and more simplified version of the consultation document was produced. The use of graphics, illustrations and photographs were also utilised to make it a more attractive document to read.
- 4.4 The full summary of comments and results of the questionnaire and a table indicating who responded and how, will be set out in the Preferred Options consultation report (a draft of which is attached as Appendix 6). Every person and group who has indicated their interest in the AAP and all those who have previously been consulted will receive a short summary of the Preferred Options consultation, how they can view a full summary of the consultation results, what happens next and how they can get involved at the next stage/s.

5. RECOMMENDATION

5.1 That the Scrutiny Board notes and comments on the contents of this report, with regard to public consultation undertaken as part of the Aire Valley Leeds Area Action Plan.



Originator: Richard Mills

Tel: 247 4557

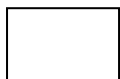
Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 18th March 2008

Subject: Consultation on Development Plan Documents

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Background

- 1.1 This briefing aims to provide an outline of the way in which Leeds City Council's approach to public consultation when preparing the Aire Valley Action Plan compares to the consultation processes of other local authorities.
- 1.2 The Aire Valley Action Plan is a 'Development Plan Document' (DPD) which forms part of the Leeds 'Local Development Framework' (LDF). Each DPD is formulated following a set procedure and community involvement is encouraged at each stage. However, to simplify matters this summary will look at the consultation processes used overall, rather than looking at each stage of the development of the plan in isolation.
- 1.3 Methods of community involvement for DPDs are set out by most local authorities in a 'Statement of Community Involvement' which also covers consultation methods for ordinary planning applications. Every local authority is required to produce a 'Statement of Community Involvement' (SCI) – which is agreed by the Secretary of State - as part of the conditions of the Planning and Compulsory Purchase Act (2004).
- 1.4 What follows is an outline of the consultation processes set out in the 'Statement of Community Involvement' for each of the core cities and the West Yorkshire authorities. This should provide a benchmark against which LCC polices can be compared. However, it should be remembered that most local authorities vary their consultation procedures in accordance with the nature of the development in question. It should be emphasised also, that the LDF process is still relatively new and practice is still emerging and within this "best practice" still needs to be established. In addition the effectiveness and cost implications of consultation

methods and techniques need to be carefully reviewed. Within this context also, the Government has recently consulted on proposals to 'streamline' the LDF process. Part of this entails combining stages of consultation by having fewer statutory phases. Whilst the proposals to help improve the LDF process are to be broadly welcomed, within the context of overall government requirements, there are inherent tensions between wide scale and extensive consultation and engagement (especially in a city the size and complexity of Leeds) and the need to deliver LDF documents to particular timescales and performance management requirements.

2.0 Who is consulted?

2.1 The Planning and Compulsory Purchase Act (2004), and the accompanying guidance, sets out a list of bodies which must be consulted when drawing up a DPD. These are:

- The Regional Assembly
- The Regional Development Agency
- Adjoining Local Planning Authorities
- Town and Parish Councils
- Neighbouring Town and Parish Councils
- The Environment Agency
- The Countryside Agency
- The Highways Agency
- Historic Buildings and Monuments Commission for England (English Heritage)
- English Nature
- Network Rail
- Department of Transport
- Relevant Telecommunications Companies
- The Strategic Health Authority
- Relevant Electricity and Gas Companies
- The Water Authority
- Any affected Government Departments, to be consulted via the regional Government Office

2.2 The authority is also recommended to consult

- Local voluntary organisations
- Local interest groups
- Any other organisations or agencies which may be affected
- Councillors
- MPs

2.3 As well as contacting the organisations above, most local authorities involve existing bodies such as Neighbourhood Forums, Area Committees and Local Strategic Partnerships at all stages of the development of a DPD. These are seen as the most effective means of involving Councillors and other community advocates.

2.4 However, it is also recognised that special efforts have to be made to engage with those groups in society which are traditionally 'Hard to Reach'. All the local authorities undertake to tackle this problem, with the majority naming Young People, Disabled People, BME Communities, Older People and Gypsies and Travellers as target groups. Gay, Lesbian and Bisexual people are identified as an additional target group by Bradford, Bristol, Manchester and Nottingham, while Homeless People and Rural Communities are the subjects of particular attention in Bradford and Nottingham. Newcastle is the only authority which specifically undertakes to

consult with Trade Unions, while Bradford is alone in identifying the 'Inactive Majority' and a group which must be engaged with.

3.0 How are they consulted?

- 3.1 As with the list of consultees, there are also certain methods of consultation which are compulsory. These include making any DPD documents available to the public in Council offices, publishing these documents on the Council's website and informing statutory consultees in writing at each stage of the process where consultation is required. In addition, the vast majority of local authorities make use of the following consultation mechanisms:
- Mailshots to interested parties
 - Press releases and contact with the local media
 - Details published in the Council's own newspaper or bulletin
 - Public meetings
 - Exhibitions
 - Focus Groups
 - Questionnaires
 - Leaflets and Posters
- 3.2 There are also a number of other consultation methods which have been adopted by some authorities, despite being less widely used. These are:
- Joint consultation with other Council Departments – *Bradford, Manchester, Sheffield*
 - Internet forums/discussion groups – *Calderdale, Manchester*
 - Telephone hotlines – *Kirklees, Liverpool*
 - Text messaging – *Newcastle*
 - Virtual Reality displays – *Newcastle*
 - Consultation with a 'People's Forum' or 'Citizen's Jury' of local people who represent the community without having an official role – *Kirklees, Newcastle*
 - Art Events – *Birmingham*
 - "Planning for Real" (an interactive system of engagement using a scale model of the area) – *Birmingham, Manchester, Newcastle, Sheffield*
- 3.3 There is a recognition amongst all local authorities that any type of consultation, whether it is a leaflet or a community event, should be as accessible as possible to all parts of the community. For example, DPD documents are made available in accessible buildings and can be translated into Braille or a community language on request.
- 3.4 However, certain techniques are also used specifically to target key 'Hard to Reach' groups. As can be seen above, some local authorities are making use of new technologies, such as text messaging and the internet, to engage younger residents and those people who may not have the time or inclination to attend more traditional consultation events. The cost and effectiveness of such methods however are yet to be fully assessed.
- 3.5 Where events and exhibitions are used, they are often targeted at specific groups, such as young people or members of the BME community. Some authorities (such as Wakefield and Bristol) also have specific 'Local Planning Partnerships' which are established in communities with a high proportion of 'Hard to Reach' people in the community. These partnerships exist to involve local people in all aspects of the planning process, and can therefore be used as a forum for consultation on DPDs.

- 3.6 In addition, many authorities make use of bodies set up to represent particular groups in the community and engage directly with them on planning issues. For example, Birmingham City Council routinely takes major planning documents to the city's 'Young People's Focus Group' to gather their views.
- 3.7 Finally, several local authorities, including Bradford, Kirklees, Liverpool and Nottingham encourage their communities to make use of the services of 'Planning Aid'. This is an independent organisation, with nine regional outposts, which offers planning advice to community groups and other bodies which are not in a position to deal with a professional planning consultant. 'Planning Aid' can provide advice on the planning process and also host training events which are specifically designed to help disadvantaged communities get to grips with development issues. Several local authorities work in partnership with 'Planning Aid' and also promote their services at all consultation events. On this point it should be noted that the City Council has worked closely with Planning Aid in the preparation of the Leeds LDF.

4.0 Conclusions

- 4.1 Clearly the legislation surrounding the production of 'Local Development Frameworks' and DPDs is such that there are many similarities in the ways that different local authorities carry out this type of consultation. However, there are also some significant variations. In particular, some authorities have made much more use of innovative consultation techniques such as internet forums and art events (subject to a full assessment of effectiveness and appraisal of costs) these may provide a model for Leeds in the future.

Appendix 4

Consultation on surplus school property

Newcastle

With regard to the ultimate disposal of a redundant school site and buildings, the Corporate Surplus Properties Protocol applies.

This essentially evaluates the potential for the asset to be used for some other municipal purpose as opposed to disposing of it and generating a capital receipt. The final decision is taken by BMG Capital Sub Group. Ward members are consulted whilst the case is under review. Individual directorates cannot make decisions regarding the future use of an asset which they have declared surplus.

Bristol

When land or buildings are going to be declared surplus, they are usually identifiable at least a year in advance through the Asset Management Plan.

Annually, each department has to prepare an Asset management Plan. This identifies future capital aspirations and opportunities for land disposal.

A Capital Receipts Board has been established. Membership includes the Executive for Central Support Services, the Chief Finance Officer, the Chief Property Officer, and Chief Valuer. The Board monitor potential land disposals and are made aware of these through the asset management plan.

When finally a department has made a decision to release an asset, details of that asset are circulated corporately to see if any other department has a need for it. If a claim is not made for it (there would have to be a case already identified in the Departments Asset Management Plan) it is advertised on the open market.

During the period that the identity of the surplus land is circulated for consultation partner housing associations are also given the opportunity to make a bid for the land. This can slow the process down a bit.

Where we are disposing of school playing field we work with Leisure colleagues to identify the impact of releasing the playing field for housing development on the overall Public Open Space and Playing Pitch strategy. We obviously consult with the DCSF on how Section 77 funds will be spent.

There is no public consultation on how surplus school buildings will be used.

The consultation will have already been undertaken as part of the statutory process for closure. In terms of school closure we use prescribed processes which include public notices in the media, public meetings, letters to parents in the school, letters to local residents around the school and finally, web site, and statutory notices fixed to the school premises.

Liverpool

When disposing of surplus school buildings and/or land there is no additional consultation and the process is much the same as that for the disposal of any other asset. However, ward Councillors are consulted as a matter of course, and where there is any dispute over the future use of the building they may ask for a wider

community consultation to be carried out. In such cases the relevant Executive Member also usually becomes involved.

There have been several recent cases where a community group has expressed an interest in taking over former school buildings. Liverpool City Council now carry out an options appraisal of any development proposals, including those from community groups, so as to properly evaluate their robustness. A system is also being developed whereby any organisation submitting development plans for a former council asset (including a school building) will have a single point of contact within the development department. This is designed to counter the difficulties which have ensued when community groups have received assurances from ward Councillors that they will be able to make use of a building, when in reality the Council is still bound to seek 'Best Consideration' for the asset, and will ensure that all organisations putting forward proposals have realistic expectations.

Nottingham

Once a school building has been declared surplus it goes through the usual asset management mechanisms. A report is taken to Senior Management to establish whether the Children's Services Department can make use of the building at all. Once it has been established that they cannot, the request is broadened to the rest of the Council Departments, and if this approach is still unsuccessful then the building is advertised for sale on the open market.

The final decision in terms of who to dispose of the building to would need to be approved by the Portfolio Holder and the relevant ward Councillors. Area Committees are usually used to give Councillor the opportunity to evaluate all potential buyers and their proposals before a decision is made.

Wakefield

Before an asset can be declared surplus, the Head of Property Management must be given six months notice. During this period, he or she will assess whether the asset is of significance to the local community, and if so, ward Members will be consulted about its future use. If no other Services require the building, it will be declared surplus. If a ward Member objects to this decision, and feels that the building should not be declared surplus, then at this stage a request can be made to refer the matter to Cabinet for a decision.

Once the building is officially declared surplus it will be offered for sale on the open market, unless the Secretary of State has given approval for it to be disposed of at less than best consideration.

Sheffield

There is no set procedure as such, but invariably what we try to do is establish at the outset when schools are being closed what the future of the former building will be. In many cases the closure of the site is linked to trying to provide better accommodation or facilities on a replacement school site and therefore any receipt is linked to this "new" replacement provision. The community consultation in these cases normally takes place during the school closure process and more often than not the community have their say at this point on what they would like to see happen. However, it is as always a very difficult balance between the need to maximise a receipt and what the local community sees as a need to keep a community resource. There are also difficulties around consulting on the disposal of sites/buildings during the consultation period as this can give the impression that a decision has already been made which could lead to a delay in discussions about the future of buildings.

Originator: A W Hall

Tel: 0113 247 5296

Report of the Director of City Development

Scrutiny Board (City Development)

Date: 18 March 2008

Subject: 20 MPH ZONES PROGRAMME UPDATE AND ADDITIONAL INFORMATION

Electoral Wards Affected: All

Ward Members Consulted
(referred to in the report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

This report provides an update on the introduction of 20 mph zones in Leeds as part of the Local Transport Plan 2006-11 and as previously submitted to the Scrutiny Board.

The report details measures being examined to allow the programme to be expanded and accelerated through the Local Area Agreement and by making greater use of 20 mph speed limits, as well as the established 20 mph zone approach.

1.0 Purpose Of This Report

1.1 This report provide an update on ongoing work to develop and implement the Local Transport Plan 20 mph zone programme following the report to the July meeting of the Scrutiny Board.

2.0 Background Information

2.1 Details of the 20 mph zone programme were reported to the July meeting of this Board.

2.2 By way of background to this report, the purpose of the area wide approach to 20 mph zones and speed limits is to extend the reach of the road casualty reduction programme to local roads and residential areas of the city. Whilst the approaches used to identify road injury "sites" and "lengths for concern" typically account for around 30% of the casualties that occur in the Leeds district annually, the remaining 70% of casualties generally take place across the wider network in a dispersed and unpredictable pattern that cannot be readily targeted with site specific schemes. Twenty mph zones therefore target those areas with raised road injury rates where

the distribution and disparate nature of the accidents indicates that a lower speed limit supported by traffic calming measures will be an effective approach to casualty reduction. At the same time 20 mph zones help to address child injuries by targeting the journey to school and a child's local community rather than being restricted to the immediate environs of schools where less than 1% of child injuries occur.

3.0 Main Issues

- 3.1 It is recognized that expanding the coverage of carefully selected and well designed 20 mph zones and speed limit areas can make a significant contribution to road casualty reduction and bring an improved sense of road safety to local communities. A review into the technical approach to the delivery of such schemes has been initiated and an officer workshop in October 2007 has examined how the present programme can be accelerated to increase the output of such schemes for the remainder of the second Local Transport Plan (LTP2) period.
- 3.2 A particular focus of the review work has been on how the regulations on 20 mph speed limits and the creation of 20 mph zones can be used more efficiently, an issue about which Members have requested further information.
- 3.3 There are two ways of introducing 20 speed limits:

- i) By Order as a freestanding speed limit to be signed and enforced in the same way as any conventional speed limit (e.g. entry signs and repeater signs throughout the route or area concerned). Typically this approach can be expected to reduce average speeds by around 3-4% without either enforcement or the provision of additional measures. As such it has not been widely used as an approach to achieving area wide speed reductions either in Leeds or elsewhere, with the notable exception of Portsmouth.

In Portsmouth the City Council is pursuing an initiative to implement 20 mph speed limits for "almost all" residential roads in the city. This programme, which the City are understood to be half way through, is expected to be complete later this year at a cost of £475,000 over two years. The scheme has been made possible by the geography and character of Portsmouth which is essentially a self contained "island" with housing which consists mostly of a dense grid pattern of terraced streets, many of which are narrow and heavily parked. As such for the most part speeds are already quite low and within the parameters in which the speed limit only approach can be practically applied and expected to work on a self enforcing basis.

It is also worth noting that should it be necessary to supplement a 20 mph speed limit with physical measures, unless the area is converted into a zone, to comply with the traffic signing rules it will be necessary to specifically sign the traffic calming measures wherever they are used. Generally speaking the support for 20 mph zones and speed limits by the police service is on the basis that they will be self enforcing.

- ii) By Order as a 20 mph zone with traffic calming measures in place in line with DfT regulations to ensure self enforcement and therefore remove any dependence for external enforcement (although the Police consultation requirement remains).

3.4 The initial conclusions of the review work are as follows:

- i) To investigate the wider use of 20 mph speed limits which are implemented through signing which can in appropriate circumstances obviate the need for the sometimes extensive traffic calming measures required for a self enforcing 20 mph zone. An location where this approach is being applied is the town and district centre programme scheme for Yeadon High Street. Other sites in the LTP forward programme where existing speeds and road character would permit to this approach are being identified.
- ii) To seek greater flexibility for the design of 20 mph zones through the ongoing negotiations for the Leeds Local Area Agreement. The intention is to achieve local flexibility in the traffic calming requirements associated with schemes by securing a variation through local agreement to the requirements of the Traffic Calming Regulations. Further discussions are to be held with the Government Office concerning this proposal as part of the LAA negotiation round.
- iii) As a matter of course for each scheme proposal the traffic calming proposals will be reviewed and the measures will be targeted carefully at the locations within areas where they can have the greatest effect.

3.5 In considering the above approach, due regard has been given to the work reported above in terms of Portsmouth. As Members may be aware Leeds is both a larger and more dispersed city than Portsmouth. Whilst Leeds too has a very significant area of dense residential terraced housing with associated grid street patterns, this is intermixed with more modern suburban layouts where the speed of traffic can be expected to be significantly higher. The implications for Leeds of the Portsmouth project for Leeds are that whilst relying solely on speed limits could play a greater role in the Council's strategy, traffic calmed zones are likely to remain a very significant part of the overall programme. On faster roads the evidence suggests that a change in the speed limit will not of itself be sufficient to influence driver behaviour enough to achieve road casualty reduction objectives.

4 Legal And Resource Implications

4.1 This report raises no specific legal and resource implications.

5 Conclusions

5.1 This report has provided an update to work on the 20 mph zones programme with additional information about the various approaches to delivering such schemes within national regulations and legislation.

6 Recommendations

7.1 Members are requested to note and comment on the contents of this report.

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Originator: Phil Crabtree

Tel: 2478177

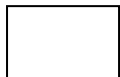
Report of the Chief Planning Officer

Scrutiny Board: City Development

Date: 18th March 2008

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

Electoral Wards Affected:



Ward Members consulted
(Referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of the Report

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

2.0 Background

2.1 In 2006, Executive Board agreed the proposed service improvements and five improvement themes were identified as follows:-

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

2.2 The Scrutiny Inquiry report from the Overview and Scrutiny Committee in March 2007 requested further reporting on a six monthly basis to provide updates on the progress in meeting the work streams identified in each of the themes. A summary of each theme is set out below for the period September to March 2008.

3.0 Summary of progress

Capacity building and working with the private sector

- 3.1 Recruitment has taken place to appoint to new posts. 2 additional Principal Planning Officers, 1 Principal Highways Officer and 1 Principal Urban Design Officer have been appointed.
- 3.2 We are continuing to use the Strategic Alliance with Jacobs to progress discrete areas of work and to provide expert witness support, when required, in public inquiries.
- 3.3 We are presently recruiting for a vacant Compliance Officer post, and looking at ways to provide temporary help in the meantime.
- 3.4 The service is to be a pathfinder within the National Process Improvement project, and will be exploring ways to redesign and improve processes that make up service delivery. The initial phase of the project will run to June 2008, with implementation of improved processes thereafter.

Realising a definitive officer view

- 3.5 The Design Advisory Panel which was set up to help promote higher and more consistent design standards is working successfully. The Panel now meets on a fortnightly basis.
- 3.6 Appointments have been made to the Design Officer (grade PO3) in the Sustainable Development Unit and the Design Engineer (grade PO4) in highways to deal with increased consultation demands.
- 3.7 A charter for charging for pre application advice for major application as defined by the DCLG has been drafted and is currently being edited. The purpose of which is to recover the costs associated with providing that advice which in turn will help us to sustain and improve the service provided.
- 3.8 A protocol for Strategic and Key Regeneration Projects has been drafted and circulated for internal consultation. The protocol is currently being re-drafted to take into account consultation responses. The protocol recognises that one of the keys to successful delivery of Strategic Developments and Key regeneration projects is to improve communication between the Council, developers and other agencies involved in the development process to minimise delays reduce the possibility of receiving conflicting advice and to maximise certainty in the development process. To achieve this it is intended to utilise the principle of 'Planning Performance Agreements' as advocated by the Department of Communities and Local government. This would in general relate to 'Large Majors' as defined by the DCLG in the consultation paper entitled 'Planning Performance Agreements: a new way to manage large scale major planning applications.
- 3.9 4 design training workshops have taken place one of which involved members. Other member training subjects are programmed for this year focusing in particular on house builders.
- 3.10 Householder Design Guide final draft is expected to go to consultation in April 2008.
- 3.11 Street Design Guide produced by Highways went to public consultation in September 2007 and a report was presented at Scrutiny Board in February 2008. As the concern relating to shared space is a national issue further consultation is required.
- 3.12 The Compliance Team has been re-aligned to be within the line management of Planning Services to maximise opportunities for a more joined up and responsive service.

Development of and support for plans panels

- 3.13 The Joint Member-Officer working group has now been formally established with a series of 6 meetings scheduled between January and June 2008.
- 3.14 The meetings are working well with workable solutions being found to the arising issues and implementation of the actions is beginning.
- 3.15 Periodic reporting to the Joint Plans Panels on the progress of the working group is planned on a six monthly basis.
- 3.16 A report will go to the Overview and Scrutiny Committee in early April to update the Board on the moves being made to implement the review of the Plans Panels.

Information and Communication Technology

- 3.17 The update to the latest version of Public Access was completed 1st and 2nd September 2007.
- 3.18 E Government Board in place and meeting every two months.
- 3.19 New E-Team established and Head of E Planning appointed. Document imaging pilot still ongoing because of staffing and technical issues. It is now anticipated that this pilot will run to the end of the year. Software upgrade and new scanners to be implemented 2nd Quarter 2008. New scanning posts to be advertised March 2008.
- 3.20 The upgrade to the latest version of CAPS Uniform (7.4) was completed 1st and 2nd September 2007. Upgrading to new version 7.4.a.1.1 is planned for mid-March 2008 to meet the new requirements for government statistics.
- 3.21 Electronic responses for members of public whom comment on applications electronically is in place.
- 3.22 Benefits continue to be realised from spatial data computer system these include:-
 - Mapping requirements now comply with new Ordnance Survey requirements
 - Additional info added to Panel report templates.
 - Increase in electronic comments for public
 - Implementation of Uniform Local Development Framework module.

Improved Customer Services

- 3.23 Re-establishment of Householder Agent and Major Agent Forums, meeting on a quarterly basis, feedback from forums has been positive.
- 3.24 Charter Mark for the Development Enquiry Centre (DEC) is progressing well, with submission being planned for October 2008. There has been much consultation with customers about the service provided by DEC, through a customer satisfaction survey and internal customer's interviews.
- 3.25 A partnership between Leeds Library Service and DEC has been entered into to "mystery visit" DEC in May 2008 providing an independent view of the service.
- 3.26 A new scrolling screen displaying information about Planning and Development Services is being installed in March. This screen will provide service, performance and other useful information to customers as they wait in DEC.
- 3.27 Work has started in readiness for Building Control submission for Charter Mark. Although submission is not planned until 2009, there are significant changes starting to be implemented. Process and working arrangements are currently being formulated up which will contribute to

Charter Mark, but more importantly will improve the effectiveness of the way the service is provided.

3.28 The complaints section continues to respond efficiently and effectively to customer and Ombudsman complaints within target. Feedback sessions are held weekly and quarterly summary reports are produced to take forward service improvements arising from what has been learnt.

3.29 The number of calls received by the Development Enquiry Centre has fallen slightly. However, the percentage of calls answered has increased by 7%. The number answered at first point of contact remains high at 83% and the number of calls answered in 20seconds has risen by 24%.

4.0 **Performance**

4.1

| <u>Planning Performance</u> | <u>Quarter 1 cumulative</u> | <u>Quarter 2 cumulative</u> | <u>Quarter 3 cumulative</u> | <u>Quarter 4</u> | <u>2006/07 Result</u> |
|--|------------------------------------|------------------------------------|------------------------------------|-------------------------|------------------------------|
| % major app's determined in 13 wks (60%) | 62.50% | 66.14% | 66.67% | 66.37% | 61.01% |
| % minor app's determined in 8 wks (65%) | 82.09% | 79.02% | 80.28% | 78.90% | 69.89% |
| % other app's determined in 8 wks (80%) | 88.51% | 86.56% | 87.32% | 86.71% | 83.68% |

4.2 Performance targets continue to be achieved, and have indeed been improved upon from the comparative period last year particularly related to major planning applications. However, in achieving this customer satisfaction with our service still remains an area of concern. It is intended to continue to look at this conflict as a priority to achieve a satisfactory balance.

5.0 **Conclusion**

5.1 The review continues to deliver significant and positive improvements across the range of planning services. The above improvement themes are consistently being moved forward and monitored closely. However priorities for the next six months are:-

- Review the Plans Panel implementation including running a customer satisfaction survey at Plans Panel
- Readiness for DEC Charter Mark submission – October 2008
- Charter for pre-application charging finalise and consult
- Strategic and Key Regeneration protocol – finalise and consult
- New E Team and ICT
- Appeals Review

6.0 **Recommendation**

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



Originator: Richard Mills

Tel:247 4557

Report of the Head of Scrutiny and Member Development

Scrutiny Board (City Development)

Date: 18th March 2008

Subject: Work Programme

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 The attached appendix provides Members with a copy of the Board's current Work Programme (appendix 1).
- 1.2 Attached as appendix 2 is the Forward Plan for the period 1 March to 30 June 2008.

2.0 Recommendations

- 2.1 The Board is requested to:
 - (i) Determine any additional items for the Work Programme.
 - (ii) Receive and make any changes to the attached Work Programme following decisions made at today's meeting.

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| Item | Description | Notes | Type of item |
|--|---|---|--------------|
| Meeting date – 18th March 2008 | | | |
| Session 3 Inquiry to Review Consultation Processes | To consider best practice from other local authorities. To consider emerging recommendations | This inquiry was agreed on 20 th November 2007 | RP |
| 20mph Zones | To receive a further update and information on the Portsmouth scheme | This was requested by the Board at its meeting on 19th February 2008 | RP |
| Management and Capacity of the Enforcement Section | To receive a report from the Chief Planning Officer on the management and capacity of the Enforcement Section and its ability to take effective enforcement action when breaches of planning conditions were reported | This was requested by the Board at its meeting on 19th February 2008 NOTE <i>(The Chief Planning Officer has advised the Chair that because of the amount of work involved in preparing this report he is not able to bring this to the meeting today. However, a paper will be presented to the Board's meeting in April)</i> | RP |
| <u>Draft Annual Report for pre meeting or circulation by email</u> | To consider an initial draft of the Board's contribution to the Scrutiny Boards Annual Report 2007/08 | Required in accordance with the Council's Constitution | |

Key:

CCFA / RFS – Community call for action / request for scrutiny

RP – Review of existing policy

DP – Development of new policy

MSR – Monitoring scrutiny recommendations

PM – Performance management

B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

| Meeting date – 22 nd April 2008 | | |
|---|--|---|
| Reports required from Department by 2 nd April 2008 | | |
| Consider the Draft Final Report on the Inquiry to Review Consultation Processes | To consider the Board's final report and recommendations | This inquiry was agreed on 20 th November 2007 |
| Scrutiny Board Annual Report | To consider the Board's final Annual Report for 2007/08 | Council Procedure Rules require the publication of an Annual Report |

Other Outstanding Issues

| | | |
|---|---|-------|
| Shared Spaces – Street Design Guide | The Board on 19 th February 2008 supported the request for scrutiny from a group representing the blind, partially sighted & disabled on the proposed expansion of the use of shared spaces between pedestrians and vehicles and recommended the successor Board in the next municipal year consider an inquiry on this issue. | DP |
| Local Economic Impact of Students at Leeds Two Universities | The Board on 19 th February 2008 requested a paper on the impact to the Leeds economy of overseas students and the indirect economic impact of students on the city. | RP/DP |
| Multi Purpose Arena | To receive a paper on progress with regard to this development | B |

Key:

CCFA / RFS – Community call for action / request for scrutiny

RP – Review of existing policy

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MSR – Monitoring scrutiny recommendations

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B – Briefings (Including potential areas for scrutiny)

SC – Statutory consultation

CI – Call in

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 March 2008 to 30 June 2008

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 2008/2009. | Director of City Development | 3/3/08 | | Report to Director of City Services | Director of City Development |
| Bridge Capital Maintenance 2008/09 Approval of programme of design and implementation of strengthening and maintenance schemes and authority to incur expenditure | Director of City Development | 3/3/08 | Ward members will be consulted at the appropriate time prior to construction | LTP Settlement 2008/09 | Director of City Development |
| Town and District Centres Parking Strategy and Priorities To note the contents and recommendations of the Town and District Centres Parking Strategy and Priorities Study, and to approve recommendations for the development of local parking strategies for the centres identified in the report. | Executive Board (Portfolio: Development and Regeneration) | 12/3/08 | No specific consultation is associated with the report. The development of strategies for the centres recommended in the report will be progressed subject to approval by Elected Members to the detailed consultation stage. | The report to be issued to the decision maker with the agenda for the meeting | Director of City 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) |
|---|--|----------------------------------|--|---|--|
| Quarry Hill, Leeds 9 To consider options relating to the sale of Quarry Hill following the receipt of a substantial unsolicited unconditional offer. | Executive Board (Portfolio: Development and Regeneration) | 12/3/08 | Members of the Council | The report to be issued to the decision maker with the agenda for the meeting | Director of City Development |
| Pudsey Bus Station Redevelopment Approval to construct the highway works associated with the redevelopment of Pudsey Bus Station | Executive Board (Portfolio: Development and Regeneration) | 16/4/08 | As this is a joint LCC/Metro scheme, joint consultation is ongoing | The report to be issued to the decision maker with the agenda for the meeting | Director of City Development |
| Abbey Mills and St Ann's Mills, Kirkstall, Leeds To consider the offers for St Anns' Mills. | Executive Board (Portfolio: Development and Regeneration) | 16/4/08 | Ward Members | The report to be issued to the decision maker with the agenda for the meeting | Director of City Development |
| Proposed Leeds Arena Development, Selection of Preferred Operator To seek approval to the selection of the preferred operator for an Arena in Leeds | Executive Board (Portfolio: Development and Regeneration) | 16/4/08 | Yorkshire Forward, Arena Project Board | The report to be issued to the decision maker with the agenda for the meeting | Director of City 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) |
|---|---|----------------------------------|--|---|--|
| Supply of Coated Materials and Ready Mixed Concrete 2008-2012 Acceptance of Tenders in Accordance with Contract Procedure 22 To approve the acceptance of tenders for the supply of coated materials and ready mixed concrete 2008-2012. | Director of City Development | 28/4/08 | None | Report and tender documents | Director of City Development |
| Otley - Heavy Goods Vehicle Traffic To seek approval for proposals for HGV Management in the Otley area. | Executive Board (Portfolio: Development and Regeneration) | 14/5/08 | Ward Members, Neighbouring Local Authorities | The report to be issued to the decision maker with the agenda for the meeting | Director of City 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 Richard Brett |
| Development and Regeneration | Councillor Andrew Carter |
| Environmental Services | Councillor Steve Smith |
| Neighbourhoods and Housing | Councillor John Leslie Carter |
| Leisure | Councillor John Procter |
| Children's Services | Councillor Stewart Golton |
| Learning | Councillor Richard Harker |
| Adult Health and Social Care | Councillor Peter Harrand |
| Leader of the Labour Group | Councillor Keith Wakefield |
| Leader of the Morley Borough Independent Group | Councillor Robert Finnigan |
| 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.

LEEDS CITY COUNCIL

BUDGET AND POLICY FRAMEWORK DECISIONS

| Decisions | Decision Maker | Expected Date of Decision | Proposed Consultation | Documents to be considered by Decision Maker | Lead Officer |
|-----------|----------------|---------------------------|-----------------------|--|--------------|
| | | | | | |
| | | | | | |
| | | | | | |

NOTES:

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

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

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